

RFP EOP-0206 Community-Focused Court Planning

Questions and Answers

No.	Reference	Question	Response
1	Section 3 - Scopes of Services (3.2.3.):	<p>How many participants do you anticipate will attend each of the Workshops?</p> <p>What is the total number of court staff you wish to have attend these Workshops?</p>	<p>Grant application materials sent to the courts to apply for funding stated that the AOC will defray travel costs for no more than two representatives per each court to participate in the training workshops. If a court wishes to send additional representatives to the workshops at their own expense, each request will be considered on a case by case basis. AOC staff anticipates that 2 representatives per trial court will attend the regional workshops. The estimated number of workshop participants per region are as follows: Northern/central region: 64; Bay area/coastal region: 32; Southern region: 20</p>
2	Section 6 - Cost Proposal:	<p>Instructions specify that the cost proposal is to be inclusive of materials. The cost of Workshop materials will be dependent on the final materials design chosen and approved by the AOC representatives during the design work phase of this contract (3.2.1.). Naturally, there is a wide range of materials options that may be chosen by the AOC representatives for their final product with costs that will vary accordingly. Additionally, materials cost will be dependent on the number of Workshop participants who actually attend. Given the variability in factors that can impact Workshop materials production costs, can these materials costs be reimbursed outside of the cost proposal contained in this budget?</p> <p>If the AOC requires vendors to estimate these costs prior to the design phase of the work, can our Workshop Materials budget submission include a materials cost range with the minimum cost proposed reflecting materials costs associated with the creation of 1 hard and 1 soft copy?</p>	<p>AOC staff would request consultant to provide for the workshop training materials one, professionally copy-edited, print-ready set of documents, approximately 10 pages in length. Printing will be done at the AOC. AOC staff requests consultant to provide for the reference guide, one, professionally copy-edited tri-fold brochure. AOC will bid out printing costs for the brochure.</p>

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3		Sections 5 (5.8), 6 - Cost Proposal & Attachment E Page 46: Instructions in the RFP require Bidder's to submit attachments C, D, and E. Attachments C & D appear to be included in the pages contained in Attachment E. Is this correct?	Pages 41 through 45 have an incorrect header description. The actual header description is "Attachment C, DVBE Participation Form". Pages 46 through 48 have an incorrect header description. The actual header description is "Attachment D, Pricing Forms"
4	DVBE Participation Requirements:	If the vendor proposing to conduct this work is not a DVBE, and as Owners and Principals are proposing to perform all the work required in the contract and to use no subcontractors, are Good Faith Effort activities to solicit DVBE Firms outlined in Part B required?	Yes.
5		Has the AOC worked with a consultant to assist them in clarifying their desired outcomes, scope of work, and/or approach contained in this RFP? If so, what was the nature of this assistance and is this consultant proposing to bid on the scope of work contained in this RFP?	AOC staff developed the desired outcomes, scope of work and approach contained in the RFP.
6	Section 3 (pages 6-7):	The timeline (April 1 - June 30, 2006) seems very ambitious given the project's scope of work. Would the AOC consider extending the project end date by one or more months?	Funding for this project is approved by the Judicial Council on fiscal year basis. Funds need to be expended by June 30, 2006.
7	Section 2 (page 5):	One purpose of the project is to conduct "regional, three one-day, training workshops with trial court representatives..." Please clarify who the AOC is including as "trial court representatives," whether judges, senior court leadership, court line staff, or some combination.	Individual trial court representatives means those persons who are charged with conducting the courts community focused court planning activities. It is expected that the level of this staff will be professional level and could range from the presiding judge to an analyst. Every court is allowed to pick their own planning teams.
8	3. Section 2 (page 5):	The RFP states that the forums should be structured on the key findings from the Trust and Confidence in the California Courts 2005 project. We realize that phase 2 of that project is now underway and that findings from phase 2 may not be available until May. To what extent does the AOC want the curriculum and workshops to include information from the phase 2 findings?	Results from the Phase 2 Public Trust and Confidence Survey will not be available at the time the curriculum needs to be completed for these workshops. The Phase 1 Public Trust and Confidence survey findings should be incorporated in the eventual workshop programs.