

JUDICIAL COUNCIL OF CALIFORNIA

QUESTIONS AND ANSWERS

RFP# CFCC-2022-34-DM

April 11, 2022

Question #1: Can companies from Outside USA apply for this?
(like, from India or Canada), Can we perform the tasks (related to RFP) outside USA?
(like, from India or Canada)?

Answer: No.

Question #2: Whether we need to come over there for meetings?

Answer: No in-person meetings will be required. All meetings will be virtual.

Question #3: Can we submit the proposals via email?

Answer: Proposals shall be transmitted only by email, please see RFP Section 6.0, Submissions of Proposals.

Question #4: Can you provide the estimated Number of Sessions? Will these sessions be live or pre-recorded?

Answer: Please see Section 2.2.1 of the RFP. At this time, it is anticipated that all sessions will be live.

Question #5: Can you provide the Estimated Number of Speakers?

Answers: Unknown at this time as the agenda is under development. Please see Attachment 10 and Attachment 11 for example from past virtual and in-person conferences.

Question #6: Will there be any Breakout Sessions? How many?

Answer: Yes. The total number of breakout sessions is currently unknown as the agenda and content for the workshop sessions are under development. However, at least 4 workshops will require breakout sessions with the ability to divide the participants into a minimum of 15 pre-assigned breakout groups.

Question #7: Estimated Number of Sponsors/Exhibitors (We can set up an expo hall that attendees can visit before or after their sessions), Accessibility Needs.

Answer: None.

Question#8: What Languages will you be presenting in?

Answer: English.

Question#9: Will you be using Speed Networking?

Answer: There are no current plans to use Speed Networking, however, we are open to discussing options to enhance the conference experience for the participants.

Question#10: Will you be using gamification/trivia to boost attendee engagement? Will you be providing prizes for the trivia?

Answer: We currently have no plans to use gamification/trivia, but we are open to discussing various ways to boost attendee engagement during the conference (note: due to government funding restrictions we would not be able to give away prizes). In past conferences we have used Mentimeter and polling in WebEx to engage the audience throughout conference sessions.

Question#11: What is the goal of your event?

Answer: Provide education for judicial branch members that includes child support commissioners, family law facilitators, attorneys, paralegals, court clerks and other child support professionals involved in the title IV-D child support program.

Question#12: We are working on a proposal for the CFCC-2022-34-DM Virtual Conference Platform for AB1058 Child Support Training Conference. Do you have an agenda that you can share with us? This will help us better understand the scope of work.

Answer: The agenda for this conference is currently under development. However, we can provide agendas for past conferences – Please see Attachment 10 and Attachment 11.

Question #13: RFP Section 2.0, page 2: Please clarify the expectation for post-production editing. Will JCC require extensive video editing? Could you please provide an example for our understanding?

Answer: We will not require extensive video editing. Our expectation is for basic editing of the recorded sessions which may include cutting out any conversation before and after the sessions and time when participants are in breakout sessions and the addition of a title page containing the session title and date of recording. The goal is to have all recorded sessions available for those unable to attend the live conference. We are unable to provide an example as the recordings from prior conferences are only available to trial court AB1058 child support professionals.

Question #14: RFP Section 2.2.7 page 4: What platforms have been utilized for this function in the past? Does JCC have platforms that are recommended due to pre-existing firewalls?

Answer: WebEx, BlueJeans, and Zoom for Government have been used as platforms for past virtual conferences. JCC has used Cvent for other virtual conferences. Google Docs has been used to post material for participants to access prior to the live sessions. Recorded sessions and materials are made available on Moodle after the live conference. In our experience, most JCC

and court staff are able to access the video conferencing software listed above. We will work with JCC IT Services to verify proposed platforms are compatible.

Question #15: On page 4 of the RFP, section 2.2.7, the council writes “All content must be provided on a platform that is compatible for posting on a Judicial Council website.” Does this council intend for the virtual event to be hosted and streamed through their website – or is this referencing postproduction videos? How does the council currently host videos on their website?

Answer: The virtual event does not have to be hosted and streamed through the Judicial Council’s website. Please see answer to Question 14.

Question #16: RFP Section 7.0, page 11, Please confirm that the selected contractor does not have to be registered to do business in the state of California.

Answer: As specified in Section 7.1.i.(iv) of the RFP, a prospective bidder may be required to register with the California Secretary of State if it meets the definition of transacting intrastate business or “doing business” under the California Corporations Code. However, the application and meaning of this definition differs for each business entity. As there is no easy definition for what constitutes “doing business,” it is important for prospective bidders to carefully evaluate their own connections—even indirect—to California. The Judicial Council cannot provide legal advice on this issue. Prospective bidders with concerns regarding the Secretary of State registration requirements are encouraged to consult with their legal counsel.

Question #17: RFP Section 2.3.1.2, How many individual speakers are anticipated?

Answer: Please see answer to Question 5.

Question #18: Will sessions be presented live; pre-recorded or a mix of both?

Answer: At this time, it is anticipated that all sessions will be live.

Question #19: Are the practice sessions noted under RFP Section 2.3.1.3 to be done individually, or will group sessions be permitted?

Answer: Individual practice sessions will be needed for each workshop but can include all presenters for the specific workshop.

Question #20: Can JCC provide a past agenda for reference, whether virtually or in-person?

Answer: Please see Attachment 10 and Attachment 11.

Question #21: Has this conference been conducted virtually in the past? If so, what platform was used?

Answer: Yes, please see answer to Question 14.

Question #22: Is there an incumbent for this project? If so, who?

Answer: No, CFCC staff has handled all aspects of producing the virtual conference in the past with the assistance of JCC's Conference Services team.