



## JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue • San Francisco, California 94102-3688  
Telephone 415-865-4200 • Fax 415-865-4205 • TDD 415-865-4272

---

### **NOTICE RESPONSE TO QUESTIONS**

**REGARDING:**  
***MICROSOFT WORD VISUAL BASIC FOR APPLICATIONS (VBA) MACRO MODERNIZATION***  
**RFP-COA-2023-01-RP**

**DATE: 1/12/2024**

---

THIS SECTION INTENTIONALLY LEFT BLANK

#	RFP Reference (Page-Section)	Question	Answer
1	Pg. 5 - Sec. 3.0	<p>The Deadline for completed, signed, and dated One-Way Non-Disclosure Agreements Due Date is 1/03/2024.</p> <p>This Due Date is <b>3 months prior</b> to the Contract Start Date of 4/01/2024.</p> <p>It is our intent to have our key staff member(s) participate and contribute to the work on the Proposal, hence receive Judicial Council's confidential information.</p> <p>Q: Since <i>"Proposers must include a signed NDA by <u>all personnel</u> who will receive Judicial Council's confidential information while working on the Proposal for the Proposer"</i> (Pg. 2, Sec. 1.3.c.i), what if our key staff member(s) who signed the NDA by 1/03/2024 are no longer available for assignment on 4/01/24, are we able to work with equally or better qualified backup candidates, and if so, what is the process for submitting such candidates? i.e. can we submit their signed NDA's and resumes with the Proposal by the Latest date and time Proposal may be submitted?</p>	<p>Any key staff that works on the Proposal must sign and submit an NDA upon the due date referenced in the RFP's timeline. It is at the Court's discretion to accept NDAs submitted after the established due date regarding changes to key staff working on the Proposal.</p> <p>Proposers wishing to submit signed NDAs for changes to key personnel during the solicitation process should submit a written request to the Courts at <a href="mailto:solicitations@jud.ca.gov">solicitations@jud.ca.gov</a>.</p>

#	RFP Reference (Page-Section)	Question	Answer
2	Pg. 13 - Sec. 10.0	<p>The Judicial Council and Courts may conduct interviews with <i>Proposers</i>....</p> <p>Q: Will the Judicial Council and Courts conduct interviews at any time with the selected <i>key staff member</i> of Proposer?</p>	<p>It is at the Courts discretion to conduct interviews during the solicitation process. Proposers will be notified by email if the Courts decided to conduct interviews. Please refer to the requirements referenced in Section 10.0 of the RFP.</p>
3	Pg. 3 – Sec. 2.1.d	<p>Examples of current macro sets will be shared and e-mailed to Proposers that have submitted a signed NDA per the requirements set forth in Section 1, Subsection 1.3(c) and by the date and time set forth in Section 3.0 of this RFP.</p> <p>Q: It's not clear in Section 3.0 the date and time the examples of current macro sets will be shared and e-mailed to Proposers that have submitted a signed NDA. Please advise.</p>	<p>Examples of current macro sets will be shared and e-mailed to Proposers that have submitted a signed NDA on or around <u>1/12/2024</u> (<i>estimate only</i>).</p>
4	Section 9.0	<p>Can the court provide clarification on the proposal evaluation process?</p>	<p>Please refer to Section 9.0 for the evaluation process of this RFP.</p>
5	Section 6.0 and Section 7.0	<p>What is the prescribed response format for this Request for Proposal (RFP)?</p>	<p>Please refer to Section 6.0 and Section 7.0 of the RFP for the response format of the Proposal.</p>
6	Section 5.0, Section 6.0, Section 7.0, and subsection 7.2	<p>Could you outline the Pricing Structure for this RFP?</p>	<p>Please refer to Section 5.0, Section 6.0, Section 7.0, and subsection 7.2 of the RFP for pricing structure.</p>
7	Section 1.0 and Section 2.0	<p>Is there any travel required for this undertaking?</p>	<p>Please refer to Section 1.0 and Section 2.0 for the work to be performed for this RFP.</p>
8	Section 1.0 and Section 2.0	<p>Will the Place of Performance be confined to California, or is there a possibility of locations outside the state?</p>	<p>The work to be performed will be confined to the Courts of Appeal in California. Please refer to Section 1.0 and Section 2.0 of this RFP for the requirements.</p>

#	RFP Reference (Page-Section)	Question	Answer
9	Section 1.0 and Section 2.0	Is this opportunity an onsite or offsite engagement?	Please refer to Section 1.0 and Section 2.0 for the work to be performed onsite/offsite for this RFP.
10	Section 3.0	Do you have an anticipated start date for this project?	Please refer to Section 3.0, Timeline of this RFP for anticipated start date of the project.
11	Section 1.0 and Section 2.0	Is there a preference for local certified companies in the selection process?	No. Please refer to Section 1.0 and Section 2.0 for qualified persons or entities wishing to submit a Proposal for this RFP
12	Section 1.0, Section 2.0, Section 6.0, and Section 7.0.	Are there any specific subcontracting goals applicable to this RFP?	No. Please refer to Section 1.0, Section 2.0, Section 6.0, and Section 7.0 for project goals of this RFP
13	Section 1.3(c) and Section 7.0	What is the purpose or objective behind submitting a one-way Non-Disclosure Agreement (NDA) before the contract is awarded?	The Courts may share or discuss with qualified Proposers certain proprietary information about the project. Therefore, all personnel who will receive the Courts confidential information via the Judicial Council while working on the Proposal are required to submit an NDA.
14	Section 1.0 and Section 2.0	Is this a new opportunity, or does it pertain to an existing one? If it's existing, could you provide details about the incumbent, including budget, name, and contract number?	Please refer to Section 1.0 and Section 2.0 for details about this project.  Request for Records should be directed to <a href="https://www.courts.ca.gov/publicrecords.htm">https://www.courts.ca.gov/publicrecords.htm</a>
15	Section 1.3 and Section 5.0	Could you specify the anticipated budget for this RFP?	Please refer to Section 1.3 and Section 5.0 for budget details about this project.
16	Section 2.0 and Section 5.0	What are the estimated labor hours for this project?	This is a firm fixed price project. Please refer to Section 2.0 and Section 5.0 of the RFP for work to be performed during the Term of the Agreement.
17	Section 1.3(b), Section 5.0 and Subsection 7.2	Do vendors need to present pricing in the form of labor hours or firm fixed prices?	One-time Firm Fixed Amount. Please refer to Section 1.3(b), Section 5.0, and Subsection 7.2 for pricing requirements.

*Please check this RFP's webpage on a regular basis for any changes and/or updates to the solicitation and Schedule of Events.*

**END OF NOTICE**