

# JUDICIAL COUNCIL OF CALIFORNIA

## QUESTIONS AND ANSWERS

### RFP Number: HR-2016-03-ML Temporary Staffing Services

April 19, 2016

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1. Who is the incumbent(s) and how long were they in service of the contract?

**The current contract expires on June 23, 2016, and is not relevant to the current RFP solicitation; however, notification of the successor of the Judicial Council's last Temporary Staffing Services RFP can be found here: <http://www.courts.ca.gov/documents/HRS-03-13-SS-Notice-of-Intent-to-Award.pdf>**

2. According to the Request for Proposal (RFP), the Judicial Council seeks to retain a primary, qualified temporary staffing agency. Will additional backup suppliers also be selected? If so, how many and what will be the criteria for the selection of the backup suppliers?

**The Judicial Council is seeking to award one firm a master agreement and will rely on that firm to subcontract for hard-to-fill or specialized positions.**

3. What is the Judicial Council's historical usage and yearly spend of this contract during the past three (3) years?

**The Judicial Council staffing needs vary from year to year and as stated in RFP Page 2, Section 1.2.3, the Judicial Council does not guarantee that an agency will receive a specific volume of work, a specific contract amount, or a specific order value under any master agreement executed pursuant to this RFP. Additionally, there will be no limit on the number or orders any of the Judicial Branch Entities (JBEs) defined in RFP Page 2, section 1.2.4 may issue under a master agreement, nor will there be any specific limitation on the quantity, minimum and/or maximum value of individual orders. This question is not relevant to the current RFP solicitation; however, instructions on submitting a formal request for Judicial Council records can be found here: <http://www.courts.ca.gov/publicrecords.htm>**

4. Are Proposers required to bid on all positions (an all or nothing bid)?

**Yes, the Judicial Council requests the Proposer bid on all positions.**

5. What specific background checks and drug screenings are required for this RFP? Will Proposers be allowed to pass through the costs for drug screenings (at no additional markup) to the Judicial Council?

**Due to the highly sensitive nature of the work conducted by state level judicial branch agencies, business necessity requires that investigation into criminal and motor vehicle convictions be conducted on all individual on assignment with any JBE to determine if any past criminal convictions exist.**

**All JBEs are drug free workplaces, but drug screening is not required.**

6. Would Proposers be disqualified or adversely impacted during the evaluation process if they were to submit contractual redlines to the Judicial Council? Upon submission of redlines, would Proposers automatically lose all seven (7) points assigned for acceptance of terms and conditions?

**Any changes proposed to Attachment 2, Master Agreement Terms and Conditions, will be evaluated and scored pursuant to the "Acceptance of the Terms and Conditions" criterion.**

7. What are the Judicial Council's current bill rates and mark-up percentages for each of the listed positions in the RFP?

**Current bill rates and mark-up percentages expire on June 23, 2016 and are not relevant to the current RFP solicitation; however, instructions on submitting a formal request for Judicial Council records can be found here: <http://www.courts.ca.gov/publicrecords.htm>**

8. If government-mandated costs or expenses are enacted during the contract term, will Proposers be allowed to request rate increases to cover these higher rates?

**Rates will not be adjusted after the agreement is signed.**

9. With respect to the San Francisco Health Care Security Ordinance (HCSO) and the Affordable Care Act (ACA) costs, would the Judicial Council prefer these charges as a separate line item on the invoices, or instead incorporated directly into each Proposer's mark-up and bill rates? Please clarify.

**Do not include as a separate line item.**

10. If Proposers choose simply to email the electronic version of the proposal to the Solicitations Mailbox, do they still have to submit the same electronic document within a USB memory stick/flash drive? Please confirm.

**Yes, the Judicial Council requests that the Proposer submit a USB memory stick/flash drive of their proposal. Please refer to RFP page 7, section 6.2.2 clearly states to submit an electronic version of the entire proposal on USB memory stick/flash drive or via email.**

11. Could the Judicial Council provide the contact information to be filled for Question #6 within Attachment 6 – Payee Data Record?

**Yes.**

**Department: Judicial Council of California**

**Unit/Section: Branch Accounting and Procurement | Administrative Division**  
**Mailing Address: 455 Golden Gate Avenue, 6<sup>th</sup> Floor**  
**City/State/Zip: San Francisco, CA 94102**  
**Email Address: [solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov)**

12. Question 7.4.3 on page 12 of the RFP mentions that Proposers must provide both actual temporary employee take-home pay rate and bill rate ranges. Pages 1 – 4 of Attachment 8: Pricing Sheet only allows take-home rates and subcontractor billing rates (which we assume is different from the actual “billing rate ranges” where the mark-up is already applied to the take-home rates) within the fields. Should Proposers still include the actual billing rate ranges in Attachment 8: Pricing Sheet? If so, how should Proposers include these billing rate ranges in the form?

**No.**

13. If Proposers do not work with subcontractors, are they still required to provide “the billing rate for any positions that would be subcontracted” and “subcontractor mark-up charge” in response to Part I: Take-Home Rates and/or Subcontractor Billing Rates and Question #3 within Part II: Mark-Up within Attachment 8: Pricing Sheet?

**Refer to RFP Page 4, Section 2.3.5 in Description of Services states that if the selected vendor is unable to provide qualified candidates through their agency’s database and network of currently existing partners, to subcontract with a functional specific temporary staffing agency to provide qualified and/or specialized candidates needed on a timely basis.**

**Inability to subcontract with functional specific temporary staffing agencies, will be evaluated and scored pursuant to the “Ability to meet timing requirements to complete the project” criterion.**

14. What is the average temp conversion ratio on a yearly basis?

**Staffing needs vary from year to year, and are not relevant to the current RFP solicitation; however, instructions on submitting a formal request for Judicial Council records can be found here: <http://www.courts.ca.gov/publicrecords.htm>**

15. Could the Judicial Council provide the historical usage for each job title listed in the RFP over the past three (3) years?

**Staffing needs vary from year to year, and are not relevant to the current RFP solicitation; however, instructions on submitting a formal request for Judicial Council records can be found here: <http://www.courts.ca.gov/publicrecords.htm>**

16. For each of the job title listed in the RFP, what is the average length of assignment?

**Staffing needs vary from year to year, and are not relevant to the current RFP solicitation; however, instructions on submitting a formal request for Judicial Council records can be found here: <http://www.courts.ca.gov/publicrecords.htm> Note: the maximum timeframe**

**an agency temporary worker may be on assignment with the Judicial Council is six months.**

17. If temporary employees placed on assignment require special assistance (i.e. ADA accommodations), can those extra costs be billed back to the Judicial Council or are these costs required to be absorbed by the Proposer?

**It is at the proposer's discretion on how they would like to respond to this section will be evaluated and scored pursuant to the "Quality of work plan submitted" and "Cost" criteria.**

18. Section 6.2.1 within page 7 of the RFP requires proposers to submit "one (1) original and three (3) copies of the proposal" in which the "original technical proposal (and the copies thereof) must be submitted to the Judicial Council in a single sealed envelope, separate from the cost proposal." Does this instruction mean that the entire proposal in itself would be eight (8) total copies (four [4] technical proposal copies = one [1] original, three [3] copies, and four [4] cost proposal copies = one [1] original, three [3] copies)? How many total copies are required for the cost proposal?

**Yes. Four [4] technical proposal copies = one [1] original, three [3] copies, and four [4] cost proposal copies = one [1] original, three [3] copies**

19. Do the electronic versions of the technical and cost proposals need to be in separate USB memory stick/flash drives as well (meaning two [2] USB memory sticks/flash drives need to be submitted to separate the technical and cost proposals)?

**Yes, that is correct. The Judicial Council requests that the technical and cost proposal be submitted separately on their own USB memory sticks/flash drives.**

20. Changes to Attachment 2 Terms and Conditions Exhibit A Page A-1.

**Any changes proposed to Attachment 2, Master Agreement Terms and Conditions, will be evaluated and scored pursuant to the "Acceptance of the Terms and Conditions" criterion. All exceptions to Attachment 2, Master Agreement Terms and Conditions should be submitted with your response in a red-line version of Attachment 2.**

21. Changes to Attachment 2 Terms and Conditions Exhibit B Page B-19 H.

**Any changes proposed to Attachment 2, Master Agreement Terms and Conditions, will be evaluated and scored pursuant to the "Acceptance of the Terms and Conditions" criterion. All exceptions to Attachment 2, Master Agreement Terms and Conditions should be submitted with your response in a red-line version of Attachment 2.**

22. Regarding Attachment 2 Terms and Conditions Exhibit C Page C-5 11B. To improve efficiency and protect the environment, would the Judicial Council accept electronic pdf invoices rather than paper invoices as long as they had all the required information?

**No.**

23. Regarding ergonomics RFP, Item 7.1(e) (xxvi.)

**Any changes proposed to Attachment 2, Master Agreement Terms and Conditions, will be evaluated and scored pursuant to the “Acceptance of the Terms and Conditions” criterion. All exceptions to Attachment 2, Master Agreement Terms and Conditions should be submitted with your response in a red-line version of Attachment 2.**

**It is at the proposer’s discretion on how they would like to respond to this section will be evaluated and scored pursuant to the “Quality of work plan submitted” and “Cost” criteria.**

24. Regarding Attachment 2 Terms and Conditions Exhibit C Page C-3 4G and Page C-4 8C.

**Please refer to RFP, Section 7.5: *Rates proposed must be inclusive of all burdened elements of cost, including but not limited to current local, city, or state ordinances, administrative costs, overhead expenditures, etc., or other elements of cost that may arise over the eventual master agreement’s term.***

**Additionally, any changes proposed to Attachment 2, Master Agreement Terms and Conditions, will be evaluated and scored pursuant to the “Acceptance of the Terms and Conditions” criterion. All exceptions to Attachment 2, Master Agreement Terms and Conditions should be submitted with your response in a red-line version of Attachment 2.**

25. The amount listed in the RFP of \$700,000 per year in temporary spend: How many resources would this consist of?

**Per Temporary Staffing Services, RFP No: HR-2016-03-ML, Part 1.0 Background Information, Section 1.2 Objective, Subsection 1.2.3: Over the last four years, the Judicial Council has averaged expending \$700,000 per year for temporary staffing services. Our staffing needs vary from year to year and as stated in RFP Page 2, Section 1.2.3, the Judicial Council does not guarantee that an agency will receive a specific volume of work, a specific contract amount, or a specific order value under any master agreement executed pursuant to this RFP.**

**Additionally, there will be no limit on the number or orders any of the Judicial Branch Entities (JBEs) defined in RFP Page 2, section 1.2.4 may issue under a master agreement, nor will there be any specific limitation on the quantity, minimum and/or maximum value of individual orders. This question is not relevant to the current RFP solicitation; however, instructions on submitting a formal request for Judicial Council records can be found here: <http://www.courts.ca.gov/publicrecords.htm>**

26. How many temporary workers were hired for NON-IT in 2015?

**Staffing needs vary from year to year, and are not relevant to the current RFP solicitation; however, instructions on submitting a formal request for Judicial Council records can be found here: <http://www.courts.ca.gov/publicrecords.htm>**

The Judicial Council has the following number of current temporary requests (open work orders) for representation:

Administrative Assistant I	1
Administrative Assistant II	2
Administrative Assistant IV	4
Analyst I	2
Analyst II	2
Systems Technician II	1
Contract Specialist III	4

27. Please provide a breakdown of the spend by job title.

**The Judicial Council does not track this information.**

28. We got the details of yearly expenditure of current contract, is there any changes in budget limitations for upcoming services?

**Per Temporary Staffing Services, RFP No: HR-2016-03-ML, Part 1.0 Background Information, Section 1.2 Objective, Subsection 1.2.3: Over the last four years, the Judicial Council has averaged expending \$700,000 per year for temporary staffing services. Our staffing needs vary from year to year and as stated in RFP Page 2, Section 1.2.3, the Judicial Council does not guarantee that an agency will receive a specific volume of work, a specific contract amount, or a specific order value under any master agreement executed pursuant to this RFP. Additionally, there will be no limit on the number or orders any of the Judicial Branch Entities (JBEs) defined in RFP Page 2, section 1.2.4 may issue under a master agreement, nor will there be any specific limitation on the quantity, minimum and/or maximum value of individual orders.**

29. How many temps do you have currently?

**The Judicial Council Staffing needs vary from year to year, and are not relevant to the current RFP solicitation; however, instructions on submitting a formal request for Judicial Council records can be found here: <http://www.courts.ca.gov/publicrecords.htm>**

**We have the following number of current temporary requests (open work orders) for representation:**

Administrative Assistant I	1
Administrative Assistant II	2
Administrative Assistant IV	4
Analyst I	2
Analyst II	2
Systems Technician II	1
Contract Specialist III	4

30. Why is the RFP for temporary staffing services being released (i.e. what prompted the RFP)?

**The current agreement expires on June 23, 2016. Judicial Branch Contracting Requirements dictate that services be bid on a minimum of every three years.**

31. What has changed since the last time the Judicial Council of California went to bid for temporary staffing (i.e. areas of improvement from current vendors)?

**This information is not relevant to the current RFP solicitation.**

32. How many vendors does the Judicial Council of California currently have for temporary staffing?

**One.**

33. Are you looking for solely contract staffing or also contract-to-hire and direct placement staffing?

**Currently, the Judicial Council is primarily seeking contract staffing, however depending on the staffing needs, the Judicial Council may consider direct placement.**

34. Do you have any hiring ramps to support a busy season or project?

**No.**

35. What is the process for a position to be filled (i.e. who releases it, expectations around how to submit resumes, etc)?

**This process will be determined based on selection of the successful vendor.**

36. Once a position is released, are agencies allowed to speak with hiring manager to fully qualify position?

**This information is not relevant to the current RFP solicitation.**

37. What are the top initiatives for the Judicial Council of California this year? This helps us better understand your business.

**Please refer to: <http://www.courts.ca.gov/3045.htm>**

38. Who makes the decisions on which agencies are selected?

**The selection committee is comprised of members of Judicial Council management.**

***END OF QUESTIONS AND ANSWERS***