**judicial council of california (“JCC”)**

**Questions and answers**

**May 3, 2016**

1. **Q:** We assume that only the resumes of the designated key staff members need to be submitted along with the response proposal and no candidate(s) resumes. Please confirm.

**A:** That is correct. No candidate resumes are to be submitted at this time.

1. **Q:** The subsequent work orders following the proposed Master Contract will entail temporary or full-time engagement of the requested resource(s)?

**A:** It is anticipated that the majority of Work Orders will be approximately 40 hours/week. Currently, the Judicial Council has a few Work Orders with part-time engagements. Each Work Order Request Form (WORF) lists the not-to-exceed hours/month.

1. **Q:** Will the work orders also constitute project engagements?

**A:** Yes.

1. **Q-1:** Is the vendor also required to provide background check services?

**A:** Yes. If yes:

**Q-2:** What all background check services are expected?

**A:** A background check is required for all candidates. This includes a criminal background check at the county level (county of residence for the last 7 years) and at the federal district level.

**Q-3:** We assume that maximum hourly rate in pricing will include the cost of these services?

**A:** The JCC will not incur any costs for candidate background checks.

1. **Q:** RFP states that “JCC has hired a third-party application service provider to host its major applications”. Can you please name the hired service provider?

**A:** Scientific Applications International Corporation (SAIC).

1. **Q:** Per the RFP, “JCC anticipates contracting for technical consultants on an as-needed basis to assist with its various technology initiatives”. Can you please elaborate on the as-needed requirement, will this be temporary or full-time?

**A:** The majority of Work Orders may be approximately 40 hours/week. “As-needed basis” shall mean that the JCC does not guarantee any of the Master Agreement vendors any specific number of Work Orders per year.

1. **Q:** Is there any minimum time commitment for the resource(s) that will be engaged on work orders following this master agreement?

**A:** No. The length of Work Orders are driven by the needs of each project.

1. **Q:** Are there any chances that the engaged resources would be converted to full-time council employees? If yes, please provide any pre-decided conversion ratio.

**A:** The JCC recruits for JCC employees periodically. Anyone, including engaged resources, may apply for these positions. There is no pre-decided conversion ratio.

1. **Q:** As part of the technical staff augmentation, will the resources be required onsite only or they can support from remote too?

**A:** Each JCC project manager determines whether or not resources are needed onsite only, can work remotely, or both. The home base (primary work location) is listed in each WORF. The majority of Work Orders are based in San Francisco.

1. **Q:** Is there any preference for MBE/WBE?

**A:** No.

1. **Q:** Will you be accepting H1 candidates?

**A:** The JCC will evaluate resumes for candidates legally authorized to work in the United States.

1. **Q-1:** We assume that accepting the Master Agreement Terms and Conditions without any exceptions will fetch 15 Points per the listed evaluation criteria. Please confirm.

**A:** Yes.

**Q-2:** However, will the point tally differ if a vendor proposes exceptions/modifications along with the desired written summary? What will be the basis for awarding the points under the “Proposers Acceptance of Master Agreement Terms and Conditions” criteria?

**A:** Depending on the proposed exception/modification, the number of points awarded may or may not change. The Evaluation Committee will score each proposal, based upon the proposed information for each specified criterion and total possible number of points for that criterion.

1. **Q:** Can you please describe what the Tibco statement of work is? The RFP mentions the need for 2 Tibco Development Engineers.

**A:** The description of the work required by TIBCO Development Engineers is listed in Evaluation Criteria and Proposal Submission Forms Attachment C-3 Pricing, #28.

1. **Q:** What locations are to be supported?

**A:** This RFP will cover professional technical staff requirement needs for the JCC located in San Francisco and its regional offices located in Burbank and Sacramento, California and the needs for the Courts of Appeal located in San Francisco, Los Angeles, Sacramento, San Diego, Fresno, and San Jose. It is the expectation of the JCC that the majority of professional technical staff consultant requirement needs under the master agreements anticipated by this RFP will be in San Francisco, however, consultants may be based at other locations as set forth in the Work Orders issued pursuant to the master agreements.

1. **Q:** Page 2 of evaluation criteria attachment C-2 it asks for our list of placements per JCC classifications as well as references.  We made over 1000 placements last year that would fit into the JCC classifications.  Are we expected to add a reference to this RFP for all consultants or will we be allowed to submit a sample size?

**A:** The RFP requests references for each of the placements. However, if a vendor has placed over 150 candidates in the classifications listed, they should limit their references to 150.

1. **Q:** We are a foreign corporation based in the State of Maryland and are MDOT Certified MBE. Does this make us eligible to get a small business preference? If not, do we have to subcontract with a small business or DVBE certified firms to fulfill this criteria?

**A:** Please refer to RFP Section 11, Small Business Preference and Attachment F.

1. Q: We see an additional 5% points added for a small business supplier, but will there be any additional points for woman owned minority company as part of supplier diversity program?

**A:** There are no points allocated to woman owned minority companies. Please refer to RFP Section 7, Evaluation Criteria. The breakdown of points to be awarded is outlined in Paragraph 7.2.

1. **Q:** On Mark up, can you give us an idea, will JCC pick the most lowest mark up vendors? Or there will be some qualitative approach of picking quality vendors who bring top talent, but with reasonable mark up?

**A:** Points are awarded on a best value basis including Mark up which is evaluated as part of the cost portion of the proposal. Award of Master Agreements is based on an overall score of the non-cost and cost portions of the proposal.

1. Q: Tiva Systems used to be a vendor for JCC 7 years ago, but during the last 7 years we have had no placement history since Tiva was not one of the current vendors. We see 15 points being attached to this and we feel this will significantly impact a new vendor applying for this RFP. Can you please suggest how we can make up for this 15 points disadvantage for a new vendor.

**A:** The RFP is requesting the past 12 month placement history for any of the classifications (or equivalent) listed. This placement history is not limited to the JCC, but should be listed for any placements made by your company over the past 12 months.

1. **Q:** Are there any evaluation points for Small or Minority or Women Owned Business Preference?

**A:** Please refer to RFP Section 7, Paragraph 7.2, Evaluation Criteria.

1. **Q:** What is the estimated annual budget for this contract?

**A:** The JCC estimates approximately $7 million dollars/year has been spent on existing Work Orders.

1. **Q:** Are there any incumbents executing this work?  If yes, can you provide us the details?

**A:** It is the intent of the JCC that existing contracted professional staff will remain under their current Work orders until such Work Orders expire, and not be transitioned to a subsequent Master Agreement should the existing contracted professional technical staff’s contractor be awarded a Master Agreement.

1. **Q:** Does vendor need to provide a separate reference for each placement or each agency where a placement was made?

**A:** Yes, the RFP requests a reference for each of the JCC classifications (or equivalent) placed in the last 12 months. However, if a vendor has placed over 150 candidates in the classifications listed, they should limit their references to 150.

1. **Q:** Does vendor need to provide sample resume for each labor category?

**A:** No – not during this RFP. Resumes will be required for candidates proposed when a Work Order Request Form is issued.

1. **Q-1:** Does the location of placements have any effect on scoring for Placement History?

**A:** No.

**Q-2:** Namely, does the JCC weigh California placements equally with placements made in other states?

**A:**  Yes, as long as the requirements and specifications of the Work Order are met.

1. **Q-1:** What was the total spend for contractors for the classifications you are asking us to bid on for 2014 and 2015 respectively?

**A:** The JCC estimates approximately $7 million dollars/year has been spent on its existing Work Orders.

**Q-2:** (not necessary to break out by specific skill) Are there consultants on board now that will remain with the firm that placed them or will the current consultants move to firms that are awarded this RFP?

**A:** It is the intent of the JCC that existing contracted professional technical staff will remain under their current Work Orders until such Work Orders expire, and not be transitioned to a subsequent Master Agreement should the existing contracted professional technical staff’s contractor be awarded a Master Agreement.

1. **Q:** How many Vendors will be selected under this Master Agreement?

**A:** There is no set number of vendors that will be awarded a Master Agreement.

1. **Q:** How will procurement specialists select which firms to use once the Master Agreements are in place?

**A:** Please review the Work Order Administration found in Attachment 2, Master Agreement Terms and Conditions. All vendors awarded a Master Agreement will be allowed to submit a bid on each Work Order Request Form (WORF).

1. **Q:** Can a bidder bid on specific skills and will it affect our bid if we only bid on select skills?

**A:** It is the vendor’s option to bid or not bid on each WORF

1. **Q:** Is the work new development or maintaining existing systems?

**A:** The current Work Orders support both new projects and maintaining existing systems.

1. **Q:** What technology stack is in place? ie: .Net?  Java?

**A:** The minimum requirements of each candidate, including specific technical skills, are included in each WORF.

1. **Q:** What is the Agency's commitment to quick turnaround and responsiveness to consultant resume submittals once awarded?

**A:** Each WORF lists out the expected timeframe for selection and award.

1. **Q:** Could you please let us please let us know the maximum number of references that we should provide for every skill set mentioned in the RFP? It would increase the size of the response drastically if we will provide the reference for each placement made under different Skill Sets.

**A:** The RFP requests a reference for each of the JC classifications (or equivalent) placed in the last 12 months. However, if a vendor has placed over 150 candidates in the classifications listed, they should limit their references to 150.

1. **Q:** Could you please clarify what all documents do we need to submit under section 8.5.3.

**A:** Proposers must submit a copy of its current business license. Proposers should submit professional certifications, or other credentials that are applicable to industry standards.

1. **Q:** Are we supposed to submit the resumes as well for the given positions?

**A:** Designated Key Staff Resumes are required per Evaluation Criteria & Proposal Submission Forms Attachment C-4, Key Staff, Part II – Resumes. Individual candidate resumes are not to be submitted.

1. **Q:** Could you please clarify what information do we need to submit under section 6 of Attachment D Payee Data Record?

**A:** Section 6 will be filled out by the JCC when submitted.

1. **Q:** What all documents need to be included in Technical and Cost Proposal Respectively?

**A:** Please refer to RFP Section 8, Specifics of a Responsive Proposal and the instructions of each attachment. All documents, schedules, and or attachments, including attachment C-3 that contain reference to proposed pricing or hourly cost must be submitted in a separate sealed envelope and labeled “**Cost Proposal**”. Do not include any costs information in the Technical Proposal. Proposals received with cost information contained in the Technical Proposal will be deemed non-responsive.

1. **Q:** If we were to propose modifications to the Agreement and send back a red-lined Agreement with our response, would that count against the 15 points allocated to the “Proposers Acceptance of Master Agreement Terms and Conditions”?

**A:** Yes, depending on the proposed modification

1. **Q:** Is this a new requirement? If not, can you please provide the name of the incumbent, the current contract value, period of performance and eligibility criteria to re-compete?

**A:** It is not a new requirement. Requests for public information must be submitted to [pjar@jud.ca.gov](mailto:pjar@jud.ca.gov).

1. **Q:** Does this opportunity contains Local Preference? If yes, please provide the details.

**A:** Please refer to RFP Paragraph 2.4.

1. **Q:** When the contract for the current vendors expiring?

**A:** The current Master Agreements expired March 31, 2016.

1. **Q:** Please explain the “Pricing” evaluation criteria for awarding the 50 points? What will be the basis of the points breakup?

**A:** Points are awarded on a best value basis including: Part I – Discount Structure – 10 points, Part II – Mark-up/Overhead and Part III – Subcontractor Mark-up (both combined) – 15 points, Part IV – Maximum Hourly Rate – 25 points.

1. **Q-1:** Can we submit bid for selected classifications only and not in full?

**A:** Yes.

**Q-2:** If yes, what will be the impact on scoring such vendors?

**A:** Per RFP Section 7.1, Evaluation of Proposals, vendors may receive up to 15 points for their placement history of these classifications.

1. **Q-1:** If we bid for limited classifications, will the scoring for “placement history” be impacted?

**A:** Yes.

**Q-2:** How will the points for this evaluation criteria calculated?

**A:** Points are awarded on a best value basis. Per RFP Section 7.1, Evaluation of Proposals, vendors may receive up to 15 points for their placement history of these classifications.

1. **Q:** The “Release Analyst” classification is missing in the Attachment C as compared to the Attachment C-3 Pricing, we believe this is a typo, please confirm.

**A:** Yes. Attachment C-2 Placement History, Part I will be amended and posted to the Courts Website.

1. **Q: Do I need to submit the questions for RFP Number ISD-201601-RB (Master agreements) to this email address?**

**A:** Please refer to the instructions contained within the RFP.