



QUESTION & ANSWER FORM

#	RFP Reference (Page-Section)	Question	Response
1	**Page 8 – Section 5.2 and 5.3	Section 5.2 and 5.3 indicates an hourly rate sheet is to be provided and all work shall be based on the hourly rates and a not to exceed value. The proposal bid form includes only one line item for an hourly rate to be included. Should this line item reference the rate card as “see attached rate sheet” or should this line include a blended rate for all job titles that will participate in the work activity? Will JCC be issuing a format for the hourly rate sheet?	Please see RFP revision related to this issue. Following the revision, only a rate sheet is required. Please submit your standard rate.
2	Page 4-5 – Section 2.0 Scope of Work	The first scope of services indicates the review of Preventative Maintenance (PM) programs for the purposes of reducing costs and the prioritizing of costs. Is it intended for this work to be performed utilizing existing data from the existing FM providers? Should offerors assume the need to travel to a representative sample of sites be included in the Not to Exceed value, in order to provide an accurate accounting of the varying site conditions?	Visiting the courthouse to confirm site conditions is not necessary as the PM program is based on specific assets/equipment. A visit to a local courthouse can be incorporated into the scope of work after a contract is awarded. Reimbursement of travel expenses is allowed as long as expenses are in-line with current Judicial Council travel expense guidelines. Also, following the recently posted RFP revision, proposers will not have to determine a not-to-exceed value.

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3	Page 4-5 – Section 2.0 Scope of Work	The second scope of services indicates the review of historic repairs of major equipment and recommend replacement for the purposes of eliminating/reducing high repair costs. Is it intended for this work to be performed utilizing existing data from the existing FM providers? Should offerors assume the need to travel to a representative sample of sites be included in the Not to Exceed value, in order to provide an accurate accounting of the varying site conditions?	Visiting the courthouse to confirm site conditions is not necessary as the Judicial Council will be providing repair history/data based on specific assets/equipment. A visit to a local courthouse can be incorporated into the scope of work after a contract is awarded. Reimbursement of travel expenses is allowed as long as expenses are in-line with current Judicial Council travel expense guidelines. Also, following the recently posted RFP revision, proposers will not have to determine a not-to-exceed value.

Questions from the Pre-Proposal Teleconference:

1. ** Proposer asked about the hourly rate and not to exceed information found in Section 2 on page 5 of the original RFP. These have been deleted in the revised RFP posted on the proposal website on Friday, April 7th.