**JUDICIAL COUNCIL OF CALIFORNIA**

**QUESTIONS AND ANSWERS**

**FOR**

**REQUEST FOR PROPOSAL NUMBER: CFCC-2021-11-LV**

**TITLE: ATTORNEY TRANSLATION CONSULTANT**

**QUESTIONS DEADLINE NOVEMBER 30, 2021 3:00 PM**

1. RFP Section 7.1( vi), page 10, requests that the technical proposal include “Proof of financial solvency or stability (e.g., balance sheets and income statements)." If the Proposer is an individual, and not a company that may have business financial records to provide, what are the types of documents you envision could be submitted to fulfill this request without causing that individual to have to divulge highly private information about their personal finances? Per Attachment 1, Item 2, regarding Questions and permitting a request for a change, this prospective proposer would like to suggest a change for individuals not affiliated with a company that could provide those records without divulging an individual's private information: An individual proposer may submit a statement under penalty of perjury that the individual is financially solvent, and the award is subject to revocation should the Judicial Council determine otherwise at any point during the contract period.
2. If the proposer is an individual, they must submit a statement under penalty of perjury stating that the individual is financially solvent, and that the award is subject to revocation should the Judicial Council determine otherwise at any point during the contract period.
3. RFP Section 7.2 (ii), pages 10-12, requests a full explanation of all budget line items in a narrative. Below that statement are a number of line items with pricing per form page or per word count for web content review. After that, on the top of page 2, there’s an asterisked statement that says “These suggested estimates of time per word/page indicate the level of detail we are seeking in Proposer’s Cost Proposal.” Question: Assuming the asterisked statement applies to the line items with costs on the prior page, are these estimates just estimates for purposes of providing an example for the Proposer? Or are they estimates that the Judicial Council believes are the right estimates for the work proposed but is seeking further detail from the Proposer? And, if the latter, what are these estimates based on?
4. The asterisked statement on page 11 applies to time estimates for court forms, web content and other documents on the prior page (page 10). These estimates are provided as an example for the Proposer.
5. Whether companies from Outside USA can apply for this?
  (like, from India or Canada)
6. Companies outside the U.S. are welcome to apply for this RFP. However, no services shall be provided from outside the continental United States. Proposers must be legally allowed to do business in the state of California.
7. Whether we need to come over there for meetings?
8. No. In-person meetings are not required. Meetings will take place via Microsoft Teams, Zoom, or conference call line. Proposers must be legally allowed to do business in the state of California.
9. Can we perform the tasks (related to RFP) outside USA?
 (like, from India or Canada)
10. No. No services shall be provided from outside the continental United States. Proposers must be legally allowed to do business in the state of California.
11. Can we submit the proposals via email?
12. Reference RFP page 8 section 6.4. Only written proposals via e-mail will be accepted.