**QUESTIONS RELATING TO RFP # 1310-002,**

**ONLINE BIDDING SYSTEM & ANCILLARY SERVICES**

Orange County Superior Court has received the following questions regarding RFP #1310-002 for the Online Bidding System and Ancillary Services. Answers will be posted at: <http://www.courts.ca.gov/25033.htm>.

1. Our company is specifically focused on Contract Management and we will NOT be providing a proposal on the Online Bidding System of which is the ‘primary service’ that you are looking for so will this put us at a disadvantage?

This will not put you at a disadvantage. Vendors may choose to bid on one or multiple services.

1. If we are only bidding on one of the ‘services’ can we just submit responses to the one section or do we still need to include the other three sections with a ‘no-bid’ type reference?

Yes, submit responses to the section you are bidding on. However, to ensure that we receive a complete bid, please indicate that you are not going to bid on the other services.

1. How do you see the management of insurance requirements (i.e. section 3.19) being linked to the Insurance Verification functionality?

This question is regarding the Contract Management System. If a Bidder is only proposing on the Contract Management System, the Court is requesting information on how your system monitors insurance requirements, including expiration dates and insurance ratings.

1. In question 3.28, why do you want the ‘screen, score and analyze’ for RFP/RFQ proposals? Isn’t this functionality going to be delivered as part of the Bidding System functionality?

Yes. This item will be deleted.

1. How many contract users do you see using the application? Vendors unfortunately have different ways of categorizing user types, but generally there are at lease full/super users and read only user categories; can you define how many of each type you might want or are you looking for an unlimited number of users? (A Full User is someone who can perform any action in the system: i.e. Add or change a contract record or the contractual language.

We are requesting approximately twenty (20) full/super users. However, the Court wants to implement work flow approvals, which would require approximately forty (40) people to have approval rights.

1. Related to the above question, in the Cost Proposal document under the section called ‘Application Software/Access License are you looking for a per user price, for 80 Full Users, or for an unlimited number of users? And are these full users or read only users? The number and type of users is a critical component of pricing so it is very important that everyone is on the same page here, so it is in your best interest to make sure that you are comparing apples to apples.

The Court is requesting prices for multiple services. Below is an explanation for each service.

**Online Bidding:** The Court is requesting pricing for: 1) an unlimited number of bids posted AND 2) the price to post one (1) bid. The system must support an unlimited number of Contractor and court users.

**Insurance Verification:** The Court is requesting pricing to verify an unlimited number of insurance certificates.

**Certification Management:** The Court is requesting for pricing for: 1) an unlimited number of Contractors and certificates; AND 2) the price to manage certifications per Contractor.

**Contract Management System:** The Court is requesting pricing for one (1) Contract Management System. The system must support an unlimited number of contracts and documents. The Court will have the following types of users:

* **Full User Rights –** These users will have full access to edit, input documents, delete documents, approve documents, etc. The Court historically has approximately twenty (20) users.
* **Approver Rights –** These users must be able to view, approve and suggest edits to documents. The Court historically has approximately forty (40) users.
* **View Only Rights –** These users must have access to view all documents in the system.
1. Will you consider a behind the firewall type installation or are you only looking for an externally hosted solution?

Externally hosted solution.

1. If you are only looking for an externally hosted solution is there a preference toward a single-tenant hosted environment (you would be the only customer on the hardware) or a multi-tenant hosted environment (hundreds of customers are on the same hardware)?

Either option is acceptable.

1. Are the same County of Orange resources going to be used for all four services in the RFP?

Yes. The same Orange County Superior Court resources will use all four services.

1. For the Contract Management piece, is there a timetable established for when you what to start the project and when you would like to be live with the system?

The Court is requesting that bidders provide the timetable, with the expectation that the system will be live before June 30, 2014.

1. Has budget been approved for all aspects of this project?

The Court has not determined a budget as prices for each service are not known. The Court will approve a budget once proposals have been submitted.

1. In reviewing the Evaluation Criteria in the RFP document there does not appear to be any weighting on the vendor’s actual product and there is 30% allocated to the Work Plan. While we would agree that Work Plan is important is it worth 30% of the score while there is 0% allocated to the actual functionality delivered by the vendor to meet your business requirements?

The Work Plan includes the functionality of the services provided.

1. RE: Contractor Certification section, item #3.2: Can you explain how you are expecting the system to ‘validate’ the forms and licenses? Perhaps you could provide some further details on this requirement.

For Attachment A-3, Contractor Certifications, Contractor’s should verify with the various license boards. For example, your system may need to verify a Class B Contractor’s License through the Contractor’s State License Board. Please explain in your proposal how your system will validate licenses.

1. RE: Attachment D Bidders Certifications, item 4 Good Standing in the State of California: As our company is headquartered in Illinois are we able to use that state’s certificate of good standing or do we have to get one specifically for California? Below is the Illinois certificate for your reference. If we do need one specifically for California, can you provide a website link to where we can access a request form?
Please review the California Secretary of State website at: <http://www.sos.ca.gov/business/be/>.

The Court will accept proposals from vendors who are not currently in good standing with the State of California. However, Vendors who are recommended for award **will be required** to be in Good Standing with the State of California prior to receiving the contract.

1. Based on the RFP, we don’t feel [vendor name redacted] is a good fit for the entire purpose of your RFP.  The [vendor name redacted] software would only be able to fulfill two of your sub-requirements, contract and certificate management; but cannot fulfill the Online Bidding Process. Should vendors respond where you think we might be a good ‘partnering’ fit, we would be thankful to participate and leave that to your judgment.

The Court does not have a place where you can post for a partner. However, please note that the Court will accept bids for one (or more) of the services requested, as the Court recognizes that not all vendors can provide all of the requested services.

1. I wanted to verify that it is permissible to bid on only part of RFP. Is this permissible to be considered responsive?

Yes. You can bid on one service within the RFP. For example, if your company only offers certificate management, you may bid on that service only.

1. Please provide the telephone number where bids will be delivered.

The general information line is: 657-622-6878

1. During the online teleconferencing held last week on February 13, 2014 at 9:00am, Ms. Katherine Moncrief mentioned that a list of already submitted questions and answers (Q&A) had already been posted on the Superior Court Orange County (SCOC) website or were about to be. As of today, we are not seeing anything posted on the SCOC RFP site where we originally downloaded the RFP and attachments. Can you clarify if we should be checking the following link or we need to check elsewhere?  And if so, when will the up-to-date Q&As be posted? <http://www.courts.ca.gov/25033.htm>

Questions will be posted at the above website. Additional questions will be posted later this week.