

**REQUEST FOR PROPOSALS
JUDICIAL COUNCIL OF CALIFORNIA
REGARDING:
Web Accessibility Implementation Plan & Strategy
RFP NUMBER: IT-2018-42-RB**

ANSWERS TO QUESTIONS

- a. Has a specific budget been identified for this project? If a specific budget has been identified how much is it or what is a rough range for the budget?
A budget of \$25,000 has been allocated for this project.
- b. In the RFP it states a “not to exceed” total for all work and expenses payable under the contract. Is there a timeframe for that “not to exceed?” For example, it cannot exceed \$x over a 5 year period or is it for an indefinite length of time. Our subscription works in terms of a yearly cost based on the number of pages and number of pdf’s a website has. i.e. website has ‘x’ pages and ‘y’ pdfs for ‘z amount.’ If the website does not go over limits, the price will not change in the life of the subscription upon renewals.
Costs for the project cannot exceed the final contractual amount, whatever that may be. The anticipated completion timeframe for this project is September 30, 2018.
- c. Is there currently an accessibility program office or a POC who would be running this effort internally at Judicial Council?
There is currently no accessibility program office or POC at the Judicial Council of California. The project will be led by the IT Web Services team.
- d. May we schedule a walk-through of the sites so that we can provide a more accurate quote? If a walk-through is not possible, will you please provide the URL for the public facing site, and screen shots of the extranet?
The public-facing site is www.courts.ca.gov. The business extranet is a smaller html site with text, a few images, and a staff directory look-up tool. Screen shots are not available at this time.
- e. Is there any specific list of assistive technology (AT) targeted for support?
Screen readers, text readers, and screen magnification systems would be the general targeted areas for support.
- f. Is the vendor expected to test both technical and functional compliance requirements in the relevant standards?
Accessibility conformance should follow WCAG 2.0 guidelines and success criteria.
- g. Will you need any sort of accessibility support statement or certification?
Not at this time.
- h. Would an assessment include any identified / existing mobile applications, or only focus on web?
We are focused solely on web at this time.
- i. Is the Judicial Council interested in Responsive Web Design testing of any of the websites?
The focus of this project is on website accessibility, not responsive web design.

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- j. Should the assessment include third Party built Public Facing websites or are you expecting that the third party vendor who built the site will conduct their own assessment?
This project focuses solely on Judicial Council of California-maintained websites.
- k. Who is the audience for the requested training? (Programmers, testers, designers, document authors, instructional designers, etc.? a combination?)
Initially the training will involve IT Web Services staff (programmers and designers) who will then train and educate other internal stakeholders.
- l. Where is the audience located?
San Francisco, California
- m. How many people need the training? How many people would need the training now?
Up to five staff will participate in initial training.
- n. Will there be a need for more training at a later date? For ongoing training?
Those needs have yet to be determined.
- o. What type of training would best suit your audience (hands on in person training, webinars, self-paced?)
Initial training and knowledge-transfer would preferably be in-person. Other supporting materials should be designed for self-paced and 'on-demand' training.
- p. Copies of the Proposer's (and any subcontractors') current business licenses, professional certifications, or other credentials. Will you please clarify what type of licenses, certifications or other credentials you are requesting?
Most businesses require licenses or permits in order to operate according to the laws of the state, county and city where the business is located or registered. Please send these licenses or permits to operate.
- q. Proof of financial solvency or stability (e.g., balance sheets and income statements). Please clarify how much information you are seeking and how you would like them to be included (part of the proposal, separate attachment, etc.)
Latest audited short form balance sheet and income statement will be sufficient. It should form part of the proposal.
- r. Are you proactively taking this initiative or is a legal complaint /ADA demand letter driving this?
The Judicial Council of California is proactively taking this initiative.