

JUDICIAL COUNCIL OF CALIFORNIA

QUESTIONS AND ANSWERS

HR-2020-24-CD Ergonomic Assessments Master Agreement

January 13, 2021

1. Can you indicate in the Technical Proposal part of a region (county or counties) for on-site services? For example, Region 5 is very large geographically with significantly different costs for an evaluator in Kern County conducting evaluations in the local Superior Court versus travelling to Mariposa County.

**Answer:** We would like the winning proposer for each region to determine a cost for evaluation for the region. In your cost proposal, you can indicate the minimum assessments or cost required prior to assessing an entity within a region. For Example, a minimum of 3 onsite assessments are required prior to scheduling. An entity can always explore the remote assessment options.

2. If awarded the contract will referrals be for an entire region or assignments limited to specific Superior Courts, Courts of Appeal, etc.?

**Answer:** If awarded the contract for a region, contractor will provide remote and onsite assessments to entities identified within the region.

3. Can you bid on Virtual Services only for regions that are outside of your organization's normal on-site service area?

**Answer:** It is asked that you included that in your cost proposal. The winning bidder for a region outlined in the RFP will be responsible for both onsite and remote assessments of that region.

4. Can you clarify the offer period on whether it is 90 or 120 days? Section 8 has the following verbiage, "A Contractor's proposal is an irrevocable offer for ninety (120) days following the proposal due date. "

**Answer:** The offer period is for 120 days. Section 8 is changed to the following verbiage, "A Contractor's proposal is an irrevocable offer for one hundred twenty (120) days following the proposal due date. "

5. Attachment 11 Table 1: Are the regions defined or shall the bidding contractor define the regions based on distance of travel, etc. (i.e. within San Francisco, 30 minutes of San Francisco, Supreme Court of California Building, a group of JBE locations, etc.?)

**Answer:** The regions are defined in the RFP. The bidder can bid on one or more regions.

6. Why would there be regions defined for Table 2: Remote/Virtual Evaluations if there is no travel?

JUDICIAL COUNCIL OF CALIFORNIA

QUESTIONS AND ANSWERS

HR-2020-24-CD Ergonomic Assessments Master Agreement

January 13, 2021

**Answer:** Regions are identified and the contractor who wins the contract for a region will be the ergonomic vendor to provide onsite and remote assessments for the region. When submitting the proposals, please assess the costs for remote and onsite assessments for serving all entities outlined in the RFP within the region.

7. In Section 2.1 under Description of Services, you mention onsite OR remote/virtual services. Can the proposer offer both?

**Answer:** Yes. The winning bidder for a region outlined in the RFP will be responsible for both onsite and remote assessments of that region.

8. You mention Section 2.7.2 under the Description of Services: "Access to online resources robust enough for an employee to conduct a self-assessment. This may include videos, graphics and pamphlets." If the vendor has an online self-assessment tool, can this be used as part of the bid response?

**Answer:** Yes. Please include this in your cost proposal.

9. Does Judicial Council have a list of recommended products to use for specific product recommendations at each location?

**Answer:** Some entities may have a list of recommended products. However, their lists are continuously being reviewed and updated as needed.

10. Based on the region areas, are we able to accommodate one county, but not all cities within the county? In other words, is it an all or nothing within each region?

**Answer:** The winning bidder for a region outlined in the RFP will be responsible for both onsite and remote assessments of that region. We understand that some regions will require more traveling and we are aware that proposers may offer remote assessments in certain cases. You can identify in your cost proposal a minimum onsite assessments required per scheduling.

11. Within the region area that are located a long distance to the ergonomist, would the proposer be able to charge for travel?

**Answer:** All costs need to be inclusive of travel and other fees. You can identify in your cost proposal a minimum onsite assessments required per scheduling.

12. Within the region counties that are far from the ergonomist location, is it appropriate to offer virtual services only in these regions?

JUDICIAL COUNCIL OF CALIFORNIA

QUESTIONS AND ANSWERS

HR-2020-24-CD Ergonomic Assessments Master Agreement

January 13, 2021

**Answer:** You can identify in your cost proposal a minimum onsite assessments required per scheduling. In the event that the minimum number of onsite assessments is not met during scheduling within an entity, the entity will need to determine if remote assessments will suffice.

13. For the cost proposal worksheet, you mention per assessment or multiple assessment costs. However, with a specific virtual tool, pricing is set with larger quantities. Are we able to add a pricing table to the Cost Worksheet that prices this tool?

**Answer:** Yes, as long as it identifies a per unit cost.

14. Are ergonomic assessments currently being provided?
- a. Who is the current provider of these services?
  - b. What is the current staffing model?
  - c. Can you provide the current volume of assessments being delivered, including geographical breakdown by region of the assessments?
  - d. What are the most successful aspects of the current program?
  - e. What are the top areas of improvement for the current program?

**Answer:**

a) Currently, the Judicial Council receives ergonomic services from HumanScale. This program is limited to the Judicial Council, HCRC, CJP, and the appellate courts.

b) Humanscale assigns ergonomic consultants based on the location of the entity requesting ergonomic services. Each entity is responsible for coordinating delivery of the assessments in partnership with Humanscale staff. Generally, Humanscale works with each entity's employees to schedule an assessment.

c)

	2018		2019		2020	
	Initial	Follow-up	Initial	Follow-up	Initial	Follow-up
<b>Judicial Council</b>	92	19	39	13	15	3
<b>Other Entities</b>	5	0	8	2	20	0

d) The current program meets the needs of the entities included in the current agreement

e) This RFP opens the program to include the superior courts. We are also including in the agreement the option of providing remote assessments and online resources.

15. What would the anticipated number of assessments be annually?

JUDICIAL COUNCIL OF CALIFORNIA

QUESTIONS AND ANSWERS

HR-2020-24-CD Ergonomic Assessments Master Agreement

January 13, 2021

Answer: Given the state’s mandatory “stay at home” order, we are unable to determine an accurate figure at this time.

16. What is the anticipated amount of travel monthly? Annually?

Answer: Given the state’s mandatory “stay at home” order, we are unable to determine an accurate figure at this time.

17. Is this a bid for an ergonomic task chair/workstation set up, or for the furniture itself? Can you provide clarification for me?

Answer: No. Furniture, equipment and installation is not included in this RFP and will be handled outside of this agreement.

18. What has been the historic volume of ergonomic assessments by type for the last 3 years (virtual, onsite, follow up)?

Answer: All assessments through our current agreement have been on-site. The current program is limited to the Judicial Council, HCRC, CJP, and the appellate courts.

	2018		2019		2020	
	Initial	Follow-up	Initial	Follow-up	Initial	Follow-up
Judicial Council	92	19	39	13	15	3
Other Entities	5	0	8	2	20	0

19. What do you anticipate the volume of ergonomic assessments to be for the next 3 years?

Answer: Given the state’s mandatory “stay at home” order, we are unable to determine an accurate figure at this time.

20. Are you open to all assessments being virtual assessments?

Answer: This would be determined by each individual entity for each region outline within the RFP.

21. If onsite assessments are to be performed what precautions are you taking/protocols are in place during the COVID-19 pandemic?

JUDICIAL COUNCIL OF CALIFORNIA

QUESTIONS AND ANSWERS

HR-2020-24-CD Ergonomic Assessments Master Agreement

January 13, 2021

**Answer: The precautions can vary from court to court. However, all the entities are adhering to both local, state and federal guidelines to minimize exposure to COVID-19.**

22. Do you currently use an online software system for employee self-assessments, training and self-correction?

**Answer: We do not.**

23. Is vendor able to use subcontractors to perform the services? (in reference to item #8 (pg 20 of 32) “Contractor may not assign or subcontract its rights or duties under this Agreement (including any Participating Addendum), in whole or in part, whether by operation of law or otherwise, without the prior written consent of the Establishing JBE.”

**Answer: Contractor may not assign or subcontract without first discussing and receiving approval from the individual entities outlined in the RFP scheduling the assessments.**