

JUDICIAL COUNCIL OF CALIFORNIA

QUESTIONS AND ANSWERS

RFP# CFCC-2023-53-DM

November 3, 2023

RFP Page	Section Title	Questions and Answers
3	2.1	<p>Question #1: Do you have recommendations for the secure data collection platform?</p> <p>Answer: The JCC does not have recommendations.</p>
3	2.3	<p>Question #2: Do you have any guidance on how we should determine small, medium and large courts?</p> <p>Answer: Court sizes are determined using the court cluster size groupings which will be provided to the proposer. The smallest courts are composed of clusters 1 and 2 courts and represent approximately 10% of conservatorship filings. Cluster 3 represents medium size courts (approximately 19% of conservatorship filings), and cluster 4 courts represent the largest courts (approximately 71% of conservatorship filings). JCC staff can assist with designating which courts qualify as small, medium, and large and what courts may be best suited to provide information.</p>
3	2.3	<p>Question #3: Do you have a sense of how many visits to the courthouses for manual review will be required?</p> <p>Answer: The number of visits to courthouses will depend on the courts chosen, including size and method of recordkeeping. However, it is likely that at least one visit to each court will be required over the course of the project and more may be necessary.</p>
3 4	2.1 2.4	<p>Question #4: The RFP states that "Casefile review may include electronic case files but will require substantial in-person, onsite hard copy file review." Can we get a sample of physical and/or online case files?</p> <p>Answer: The JCC cannot provide samples of physical or online casefiles.</p>

13	C.ii	<p>Question #5: Can key personnel list professional references on their resumes versus client references? Our staff may have worked on relevant projects, conducting similar services but not have been directly engaged with the client in a way that would provide a meaningful reference.</p> <p>Answer: Yes, in addition to client references, key personnel may also include professional references on their resumes.</p>
16 11	7.2 5.3	<p>Question #6: Can we include travel costs? On pg 10 of the RFP, under 7.2, it includes travel but on pg 11, under 5.3, it says travel isn't covered. Can you clarify.</p> <p>Answer: Yes, travel costs can be included. Any travel expenses should be included in the firm fixed price for each of the deliverables and will not be reimbursed separate from the firm fixed price. For example, if travel is required for a site visit, the price for those deliverables should include the travel cost.</p>
		<p>Question #7: Will the Judicial Council assist in securing commitments and agreements from courts to participate? Members of our team have found this to be a rather lengthy and complex process working with some courts on similar projects in the past.</p> <p>Answer: Yes, the JCC will work with the courts and proposer to secure commitments and agreements for court participation.</p>
8	2.12	<p>Question #8: The RFP calls for monthly meetings and monthly written reports (Deliverable 9 and section 2.12). Will we be able to bill for these monthly meetings and reports on a monthly basis?</p> <p>Answer: Section 2.12 serves the purpose to keep the project team updated regarding the status or progress on Deliverables 1 - 8 via monthly project status updates/reports and cannot be billed for on a monthly basis. Any costs associated with completing the requirements of Section 2.12 should be included in the firm fixed price within each deliverable. The services paid for under Deliverable 9 do not require monthly written reports or monthly status updates. Any work performed in accordance with Deliverable 9 (meetings, email/phone correspondence, etc.) between the months of August 2026 through November 2026 can be billed for on a monthly basis as needed. Any invoices must include the number of hours worked per person, billed hourly rate per person, and the total amount billed. The sum of all invoices submitted shall not exceed the Not to Exceed Amount for Deliverable 9.</p>