



Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

455 Golden Gate Avenue • San Francisco, California 94102-3688
Telephone 415-865-7739 • Fax 415-865-7217 • TDD 415-865-4272

RONALD M. GEORGE
Chief Justice of California
Chair of the Judicial Council

WILLIAM C. VICKREY
Administrative Director of the Courts

RONALD G. OVERHOLT
Chief Deputy Director

STEPHEN NASH
Director, Finance Division

TO: **POTENTIAL PROPOSERS**

FROM: ADMINISTRATIVE OFFICE OF THE COURTS

DATE: FINANCE DIVISION
December 23, 2010

SUBJECT/PURPOSE OF MEMO: The purpose of this document is to publish the AOC's Responses to Vendors' Questions, directed to the Solicitations@jud.ca.gov by December 17, 2010, at close of business.

ACTION REQUIRED: You are invited to review and respond to the attached Request for Proposal (RFP),
Project Title: SUPPORT ANALYST/TESTER FOR CCMS-V3 TRANSITION PROGRAM

RFP Number: ISD 20103-LM

DATE AND TIME PROPOSAL DUE: There will not be a pre-proposal conference for this RFP.
Proposals must be received by **January 7, 2011, at close of business.**

SUBMISSION OF PROPOSAL: Proposals must be sent to:
Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden, RFP No. ISD 20103-LM
455 Golden Gate Avenue, 7th Floor
San Francisco, CA 94102-3688

**JUDICIAL COUNCIL OF CALIFORNIA
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AOC RESPONSES TO VENDORS' QUESTIONS

Question 1: Section 1.2.2 states the SRO is based in Burbank. Does the work have to be completed in Burbank?

Answer: Yes, the primary work location will be Burbank, and the work is expected to be completed in Burbank. It is also expected that the contractor will be required to work in Santa Ana through 2011.

Question 2: Section 1.3.3 states that maintenance and support will be performed for San Diego, Orange, Ventura, Los Angeles, San Joaquin, and Sacramento. Will contractor be required to work at these individual sites?

Answer: The contractor selected will be expected to travel to the current V3 courts as identified in section 1.3.; however, this travel is expected to be less than 20 percent of their working hours.

Question 3: The contract requires that Vendor provide endorsed insurance certificates providing 10 days written notice of cancellation, nonrenewal, and reduction in coverage. Will the State allow a qualified insurer to provide written notice of nonpayment within 10 days or for cancellation, nonrenewal, and reduction in coverage within 30 days if that is their standard policy and they will not change for the purpose of this contract?

Answer: Attachment 2, Contract Terms, Special Provisions, section 18.G states the following: "All of the Contractor's policies shall be endorsed to provide advanced written Notice to the State of cancellation, nonrenewal, and reduction in coverage, within fifteen (15) Days, mailed to the following address: Judicial Council, Administrative Office of the Courts, Senior Manager, Business Services, 455 Golden Gate Avenue, 7th Floor, San Francisco, CA 94102-3688."

AOC may consider changing requirement for written Notice to 30 days in lieu of the 15 days identified above.

Question 4: What specific testing tools are required for this position?

Answer: The tools currently used are: ClearQuest and Quality Center.

Project Title: Support Analyst/Tester For CCMS-V3 Transition Program
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Question 5: Please indicate physical address where work is to be performed.

Answer: Through the end of 2011, the workplace will be a combination of the following locations; thereafter, it will be in Burbank only:

*One Macarthur Place
Suite 800
Santa Ana, Ca. 92707*

And

*2255 N. Ontario St.
Suite 200
Burbank, California 91504*

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