



**Judicial Council of California**  
**Administrative Office of the Courts**

Human Resources Division  
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*Chief Justice of California*  
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*Chief Deputy Director*

SUSAN M. HOUGH  
*Director*  
*Human Resources Division*

**TO:** POTENTIAL BIDDERS

**FROM:** EDWARD LESS  
SENIOR HUMAN RESOURCES ANALYST

**DATE:** FEBRUARY 21, 2002

**SUBJECT/ PURPOSE OF MEMO:** REQUEST FOR PROPOSALS: *Temporary Agency Review*

**ACTION REQUESTED:** Review and Respond

**DEADLINE:** **5 p.m. on March 19, 2002**

**CONTACT FOR FURTHER INFORMATION:**

<b>NAME:</b>	<b>TEL:</b>	<b>NAME:</b>	<b>TEL:</b>
Beth Hawn	415/865-4271	Felizia Nava	415/865-4280

You are invited to review and respond to the attached Request for Proposal:  
*Temporary Agency Review*  
*RFP Number: HRD-TAR/031902*

**Proposal Due Date:** Proposals must be received by **5 p.m. on March 19th, 2002**, at:

**Judicial Council of California**  
**Administrative Office of the Courts**  
**455 Golden Gate Avenue**  
**San Francisco, CA 94102**  
**ATTN: Edward Less**

**Commencement of Performance:** Performance will begin as soon as the contract is signed and approved by the Judicial Council. Contract development and approval may take as long as six to eight weeks.

We look forward to hearing from you!