

**Administrative Office of the Courts
State of California**



**REQUEST FOR PROPOSALS *for*
SOFTWARE AND PROFESSIONAL SERVICES
COMPUTER AIDED FACILITIES AND MAINTENANCE MANAGEMENT SYSTEM
April 2004**

For more information regarding this RFP and to download required forms, please visit the California Courts Web Site

<http://www.courtinfo.ca.gov/reference/rfp/>

TRANSMITTAL PAGE

TO: POTENTIAL VENDORS

FROM: Administrative Office of the Courts
Information Services Division

DATE: April 16, 2004

SUBJECT/PURPOSE OF MEMO: To replace Section 7.3, Pre-Proposal Conference Agenda and Section 7.4, Pre-Proposal Conference Question Form with the revised sections, attached, and to revise the *Contacts* list, below.

You are invited to review and respond to the attached Request for Proposal ("RFP"):

Project Title: California Courts Computer-Aided Facilities and Maintenance Management Solution
RFP Number: ISD2004CAFM
Addendum No. 2

DEADLINE: **Proposals must be received by 12 p.m. on May 4, 2004**
CRITICAL DATES:

CRITICAL DATES are listed under Section 3.1, Critical Dates on page 7 of the RFP

SUBMISSION OF PROPOSAL: Proposals should be sent to:
**Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden
455 Golden Gate Avenue, 7th Floor
San Francisco, CA 94102**

CONTACTS:	NAME:	TELEPHONE:	EMAIL:
SUBMITAL CONTACT:	Nadine McFadden	415-865-4253	nadine.mcfadden@jud.ca.gov
PROJECT LEAD:	Daphne Light	415-865-4392	daphne.light@jud.ca.gov
RFP TECHNICAL LEAD:	Peter Laska	415-865-8807	peter.laske-t@jud.ca.gov
CONTRACTS OFFICER:	Stephen Saddler	415-865-7989	stephen.saddler@jud.ca.gov
BUSINESS SERVICES MANAGER:	Grant Walker	415-865-7978	grant.walker@jud.ca.gov

7.3 PRE-PROPOSAL CONFERENCE AGENDA

**Administrative Office of the Courts
Judicial Council Conference Center
3rd Floor, Benicia Room
455 Golden Gate Avenue
San Francisco, CA 94102**

**April 20, 2004
12:00 PM (Pacific)**

WELCOMING REMARKS AND INTRODUCTIONS OF AOC STAFF
Contracts Officer

OPENING COMMENTS BY THE PROJECT'S EXECUTIVE SPONSORS
AOC IT Director and OCCM Assistant Director

SUMMARY OF TECHNICAL REQUIREMENTS
Project Lead

STRUCTURE OF THE PRE-PROPOSAL CONFERENCE
Contracts Officer

REVIEW OF CRITICAL AOC PROCUREMENT POLICIES
Contracts Officer

REVIEW OF PROCUREMENT/SELECTION TIMETABLE
Contracts Officer

SUBMISSION OF VENDOR'S WRITTEN QUESTIONS
Project Lead will collect

RESPONSES TO QUESTIONS BY AOC PERSONNEL
[OFFICIAL ANSWERS TO BE POSTED ON RFP WEB SITE: <http://www.courtinfo.ca.gov/reference/rfp/>]

Next Steps and Closing Remarks
AOC

7.4 PRE-PROPOSAL CONFERENCE QUESTION FORM

Name: _____

Company: _____

Phone Number: _____

FAX Number: _____

E-Mail: _____

Questions may be emailed to the *Submittal Contact* by close of business, April 20, 2004, at:
nadine.mcfadden@jud.ca.gov.

Question 1

Question 2

Question 3

Question 4