



**Judicial Council of California**  
ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

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**TO:** **POTENTIAL PROPOSERS**

**FROM:** ADMINISTRATIVE OFFICE OF THE COURTS  
FINANCE DIVISION

**DATE:** October 26, 2009

**SUBJECT/PURPOSE OF MEMO:** **ADDENDUM 2 TO RFP NUMBER CFCC 15-09-LM  
REVIEW OF STATEWIDE UNIFORM CHILD SUPPORT GUIDELINE**

**ACTION REQUIRED:** You are invited to review and respond to the attached Request for Proposal (RFP),  
**Project Title: REVIEW OF STATEWIDE UNIFORM CHILD SUPPORT GUIDELINE**  
**RFP Number: CFCC 15-09-LM**

**DATE AND TIME PROPOSAL DUE:** There will not be a pre-proposal conference for this RFP.  
Proposals must be received by **November 2, 2009, 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. CFCC 15-09-LM**  
**455 Golden Gate Avenue, 7th Floor**  
**San Francisco, CA 94102-3688**

**JUDICIAL COUNCIL OF CALIFORNIA  
ADMINISTRATIVE OFFICE OF THE COURTS**

**INSTRUCTION:** The AOC hereby changes the RFP. New requirements are shown as underlined text and removed requirements are shown as strikethrough text.

**The following section replaces RFP Section 5.0 Evaluation of Cost Proposals**

**5.0 EVALUATION OF PROPOSALS**

Proposals will be evaluated by the AOC using the following criteria, in order of descending priority. ~~Each proposed candidate will be evaluated separately in accordance with these criteria:~~

- 5.1 *Quality of work plan submitted. (30 Total Possible Points).* Proposals will be evaluated considering the type of services required and the complexity of the project, with special consideration as listed in paragraph 6.1, below.
- 5.2 *Credentials of key personnel to be assigned to project. (20 Total Possible Points).* Proposals will be evaluated considering skills sets and their accomplished degrees, with special consideration as listed in paragraph 6.2, below.
- 5.3 *Experience of key personnel working on similar assignments. (20 Total Possible Points).* Proposals will be evaluated considering demonstrated experience with past performance, especially on child support guideline evaluations, including such factors as principals, policies and program implementation, ability to meet schedules, cooperation, responsiveness, with special consideration as listed in paragraph 6.3, below.
- 5.4 *Ability to meet timing requirements to complete the Work. (15 Total Possible Points).* Proposals will be evaluated in terms of compliance with proposed contract terms and project scheduling, as demonstrated in 6.4, below.
- 5.5 *Reasonableness of cost projections. (10 Total Possible Points).* Proposals will be evaluated in terms of reasonableness of cost, proposed rate structure for the position, including breakdown of salary, overhead and profit, as demonstrated in 6.5, below.
- 5.6 *Company Stability and Capabilities. (5 Total Possible Points).* Proposals will be evaluated in terms of the agency's stability and capabilities as demonstrated in 6.6, below.

**The following section replaces RFP section 7.0 Specifics of a Responsive Cost Proposal**

**7.0 SPECIFICS OF A RESPONSIVE COST PROPOSAL**

The following information shall be included as the cost portion of the proposal:

7.1 Reasonableness of Cost Projections.

7.1.1 As a separate document, submit a detailed line item budget showing total cost of the services for each of the nine (9) Deliverables specified in *Attachment 2 Contract Terms, Exhibit D - Work to be Performed*. This budget should identify unique hourly rates, titles, and responsibilities for each “Key Personnel,” plus rates for any additional staff, but can group this information for other personnel in a more general manner. Staff rates should be fully burdened, including indirect costs, overhead and profit. The cost proposal should also include separate line items for ~~postage/ mailing costs~~ administrative and operating expenses, and travel, meals and lodging, as set forth as allowable expenses in Exhibit C, Payment Provisions, section 3. Compensation for Transportation, Meals, Lodging and Administrative and Operating Expenses. Fully explain and justify all budget line items in a narrative entitled “Budget Justification.” ~~Travel expenses, if any, will be reimbursed in accordance with the provisions set forth in Exhibit C, Payment Provisions, in Attachment 2, Contract Terms.~~

7.1.2 The total cost for consultant services will range between **\$150,000.00 to \$198,500.00**, inclusive of personnel, materials, ~~overhead~~ fully burdened hourly rates, travel-related expenses, administrative and operating expenses and profit. The method of payment to the consultant will be by cost reimbursement for each of the nine (9) Deliverables specified in *Attachment 2 Contract Terms, Exhibit D - Work to be Performed*.

*[Remainder of page intentionally left blank]*

**The following section replaces Attachment 2, Contract Terms, Exhibit C, Payment Provisions, section 3. Compensation for Transportation, Meals and Lodging Expenses**

**3. COMPENSATION FOR TRANSPORTATION, MEALS, LODGING AND ADMINISTRATIVE AND OPERATING EXPENSES**

- A. The State shall reimburse the Contractor for the following transportation, meals, and lodging expenses.
- i. The State shall reimburse the Contractor for actual expenses incurred for reasonable and necessary transportation, meals, lodging, and other travel-related expenses required performing the Work of this Agreement.
  - ii. The Contractor shall submit a written travel plan to the Project Manager *prior to incurring any travel expenses*, including the reason for the trip, number of persons traveling, types of expenses the Contractor expects to incur and the estimated costs. Prior approval of the travel plan is required.
  - iii. For necessary air transportation, the State will reimburse the Contractor for the actual cost incurred. All air transportation is limited to coach fares and must be booked a minimum of fourteen (14) days prior to travel, unless the Project Manager agrees otherwise in writing.
  - iv. For overnight travel, in accordance with the California Victim Compensation and Government Claims Board (formerly State Board of Control) guidelines, the State will reimburse the Contractor for meal and lodging expenses in an amount not to exceed **\$150.00** per day, plus sales tax. Meals shall be reimbursed at the actual cost not to exceed the following maximum amounts per person per Day: breakfast~**\$6.00**; lunch~**\$10.00**; dinner~**\$18.00**; and/or incidentals~**\$6.00**. Hotel room rental shall be reimbursed for the actual cost not to exceed **\$110.00** per Day plus tax and/or energy surcharge. Within the counties of Alameda, San Francisco, San Mateo, and Santa Clara, the maximum rate is **\$140.00** (per day per person), plus tax and energy surcharge.
  - v. For necessary private vehicle ground transportation usage, the State will reimburse the Contractor up to **\$0.55** cents per mile.
  - vi. Upon the Project Manager's request, the Contractor shall provide copies of receipts for reimbursement of transportation, lodging, and meal expenses.
  - vii. The total actual cost which the State may reimburse the Contractor, pursuant to this provision, shall not exceed [**\$TBD**].

B. Administrative and Operating Expenses

- i. The State shall reimburse the Contractor for itemized administrative and operating expenses that are reasonably incurred in performing this Agreement, if the Project Manager approves them. These expenses may include transcription, tapes, postage/ mailing and reasonable costs.
- ii. The total actual cost which the State may reimburse the Contractor, pursuant to this provision, shall not exceed [STBD].

***END OF FORM***