



# Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

455 Golden Gate Avenue • San Francisco, California 94102-3688  
Telephone 415-865-7960 • Fax 415-865-4325 • 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  
Finance Division

**DATE:** **April 7, 2008**

**SUBJECT/PURPOSE OF MEMO:** Addendum 1

**ACTION REQUIRED:** Proposers are to consider all changes in Addendum 1 prior to submitting a proposal to this Request for Proposal.

Project Title: Office Workstation Ergonomics Assessment Training  
RFP Number: HR-200903-RB

**PROPOSAL DUE DATE:** Proposals must be received by 3:00 pm, **Friday, April 10, 2009**. Please refer to Section 3.1 of the RFP for additional key dates and events.

**SUBMISSION OF PROPOSAL:** Proposals must be sent to:  
Judicial Council of California  
Administrative Office of the Courts  
Attn: Nadine McFadden HR-200903-RB  
455 Golden Gate Avenue  
San Francisco, CA 94102

**FOR FURTHER INFORMATION:** E-MAIL:  
Solicitations@jud.ca.gov

This Addendum 1 hereby modifies the RFP as follow:

1. Deletions in the RFP are shown in **strikeout** font; insertions are shown in underlined font. Paragraph numbers refer to the numbers in the original RFP.

2. ATTACHMENT B, TERMS AND CONDITIONS, is hereby replaced in its entirety with ATTACHMENT B, TERMS AND CONDITIONS, REVISION 1.

*[The remainder of this page intentionally left blank.]*

**3.0 RFP SCHEDULE AND GENERAL INSTRUCTIONS**

3.1 The AOC has developed the following list of key events from RFP issuance through notice of contract award. All key dates are subject to change at the AOC’s discretion.

Event	Date
Issue RFP	3/12/09
Deadline for Proposer Requests for Clarifications or Modifications	3/25/09
AOC Posts Clarification/Modification Response (estimated)	<del>4/1/09</del> <u>4/8/09</u>
Proposal Due and Time	<del>4/8/09</del> <u>4/10/09</u> 3:00 p.m.
Posting of Short Listed Proposers on CourtInfo website (estimated)	4/22/09
Interviews/demonstrations of short listed Proposers on site at AOC Offices in San Francisco, CA (estimated)	5/6/09
Posting of Intent to Award on CourtInfo website (estimated)	5/20/09
Commencement of contracted service(estimated)	6/10/09

**4.0 RFP ATTACHMENTS**

4.3 Attachment B, Terms and Conditions. Contracts with successful firms will be signed by the parties on a State of California Standard Agreement form and will include terms appropriate for this project. Terms and conditions typical for the requested services are attached as Attachment B and include the following provisions:

- Exhibit A, Standard Provisions.
- Exhibit B, Special Provisions.
- Exhibit C, Payment Provisions.
- Exhibit D, ~~Work To Be Performed.~~ WORK AUTHORIZATION ADMINISTRATION
- Exhibit E, Contractor’s Key Staff. (To Be Determined)
- Exhibit F, Attachments, including Attachment 1, Acceptance and Signoff

## Form, and Attachment 2, Work Authorization Form

**6.0 SPECIFICS OF A RESPONSIVE PROPOSAL**

## 6.4 Cost/fee proposal

- 6.4.1 Provide a firm fixed fee for development of the training materials that the AOC will own. For evaluation purposes only, include a breakdown of pricing elements, e.g. labor hours, rates, supplies, overhead, etc., that make up your firm fixed prices.
- 6.4.2 Provide a fixed fee per delivery of one AOC-approved training course, as described in 5.11, above. All items in 5.11 through 5.11.6 are to be included in the “per delivery” price without any additional charges. For evaluation purposes only, include a breakdown of pricing elements, e.g. labor hours, rates, supplies, overhead, etc., that make up your firm fixed prices. Also, describe any added value products, technology, processes, or services that are within the scope of this RFP, and are provided at no additional charge to the AOC or any JBE, and is included in the fixed fee per delivery of one training course. Do not include travel, as travel will be reimbursed according to the specifications in Exhibit C, Payment Provisions of Attachment B, Terms and Conditions.
- 6.4.4 The AOC may consider alternate pricing methods so long as proposers first submit its responses to paragraphs 6.4.1, 6.4.2, and 6.4.3., above. Alternate pricing must be broken down with details and pricing elements sufficient for the AOC to calculate costs on a per delivery, per trip, basis when compared to the required pricing structure in 6.4.1, 6.4.2, and 6.4.3., above. If hourly rates are to be proposed, ensure that you specify when the time clock starts and stops, and how those rates are to be used in calculating costs. Also, for any alternate pricing, ensure that you include pricing for the two additional 1-year option terms. Do not propose additional products or services outside the scope of this RFP.

**6.8 Attachment D - DVBE Participation Forms**

Proposers must sign and include Attachment D, DVBE Participation forms in its proposal.

**6.9 Attachment E – Payee Data Record**

Proposers must sign and include Attachment E, Payee Data Record in its proposal.

**7.0 EVALUATION OF PROPOSALS**

- 7.1 The evaluation team will first evaluate all parts of submitted proposals and score them as described below. The final scores will be used to create a short list of firms to be

interviewed. Proposers not on the short list will not be eligible for further consideration for this Project. Those firms selected on the short list will be interviewed on site at the AOC in San Francisco, and will also be asked to provide a demonstration of a mock training session, review proposers mock sample itinerary/travel plans, and any technologies proposed. The interview/demonstration will be evaluated on the same criteria as the proposals. After interviews/demonstrations are conducted, each evaluation team member will review his/her own points previously assigned to each proposer on the short list and make adjustments if necessary, and the final scores will be re-calculated.

#### 7.4 Quality of work plan, 30 Points

7.4.3 The proposer and its team's ability to work collaboratively and communicate effectively. ~~within the program team, with management and staff of the AOC and participating judicial entities.~~

7.4.6 For those selected on the short list, further evaluation in this category will include any clarifications revealed during of their interview and the quality of their demonstration of a mock training session and mock samples.

#### 7.5 Reasonableness of cost/fee proposal, including costs for development of the course, cost for delivery of a course, costs for travel. 20 points

7.5.1 Consideration will be given to proposers costs proposed, ~~as well as the AOC's estimated costs to administer the program, the proposer and its team's ability to control costs, and~~ the overall value of the service as compared to the costs, and any additional value added technology, products, services or processes inclusive of the price. Alternate pricing, if proposed, may be considered if in the State's best interest.

#### 7.6 Technology - Demonstrated benefits through the use of technology. 15 points

7.6.1 Consideration will be given to proposers whose technology enhances the overall program, including in the following areas: ease of use, course development, pre-training, delivery of the program, post-training, and ability to produce quality, legible, accurate, and relevant reports and invoices.

*[END OF ADDENDUM 1]*