



**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:** May 29, 2009

**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](mailto:Solicitations@jud.ca.gov) by May 28, 2009, at close of business.

**ACTION REQUIRED:** You are invited to review and respond to the attached Request for Proposal (RFP),  
Project Title: JUVENILE COURT USERS RESEARCH AND TECHNICAL ASSISTANCE PROJECT  
  
RFP Number: CFCC 14-09-LM

**DATE AND TIME PROPOSAL DUE:** Proposals must be received by **June 1, 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 14-09-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:** In the *RFP face page, "Subject/Purpose of Memo,"* it states "The Administrative Office of the Courts seeks the services of one (1) consultant to work with juvenile delinquency courts ..." Are you specifically seeking to work with one individual consultant or may an organization submit a proposal to complete the work in the RFP with the organization being considered as the "consultant" for the project with multiple staff in the organization working together to complete the deliverables?

**Response to Question 1:** The organization may be considered as the "consultant" for the project. The proposal may reflect varying staffing levels, as provided in *Attachment 2, Exhibit C, section 2. Compensation for Contract Work.*

**Question 2:** In *section 6.3 Credentials of key personnel to be assigned,* it asks for the most recent resume and the names, addresses and telephone numbers for five clients for whom the proposed key personnel has conducted similar services. If the client is a court or organization and not an individual person, can a resume be exempt from being submitted as long as the other required contact information is provided?

**Response to Question 2:** The resumes submitted should be those of each of the key personnel. For key personnel to be assigned to the project, see *6.2.1* "Discuss the proposed key personnel's record of performance on past projects, especially on contracts with government agencies or public bodies, including such factors as complexity and scope of past analysis work, quality of work, ability to meet schedules, cooperation, responsiveness, and other managerial considerations."

**Question 3:** In *section 6.4.1,* the RFP requests information on the proposer's profit. Are nonprofit organizations eligible to submit a proposal? If a nonprofit organization submits a proposal, should this calculation be left blank or marked with \$0 and 0%?

**Response to Question 3:** Nonprofits are indeed eligible to submit a proposal. If a vendor's submission does not propose profit as part of the pay structure, then \$0 and 0% are admissible.

***END OF FORM***