

## Addendum No. 2

This Addendum No. 2 is issued for the Request for Proposal for Statewide Office Supply Program that was issued on May 5, 2004.

Questions received as of May 27, 2004:

1. How does the Judicial Council of California receive budgetary funding?

ANSWER: The Judicial Council of California is funded through the general fund. Note that a similar question was asked at the pre-proposal conference and was answered in Addendum No. 1 to the RFP. However, the trial courts, who would also be able to utilize this Master Agreement, are funded separately through trial court funding.

2. What event or initiative inspired this RFP for office supplies?

ANSWER: As a result of legislation the trial courts are separating from their counties and establishing separate administrative functions, including procurement activities. The Administrative Office of the Courts ("AOC"), as the staff agency to the Judicial Council of California, provides procurement assistance to the courts, as the level of experience and available procurement resources varies from court to court. As such, the AOC is establishing contracts and programs for the benefit of the trial courts and other Judicial Branch Entities.

3. What assistance will the Judicial Council of California provide to ensure compliance with this agreement throughout the state?

The AOC will provide a Program Manager to manage any resulting Master Agreement for the Statewide Office Supply Program at a program level. Each Judicial Branch Entity makes its own purchasing decisions based on what is in its best interest; none of the Judicial Branch Entities will be mandated to utilize this Master Agreement. Each Judicial Branch Entity will be responsible for its ordering and payment activities.

4. What is the source of the office products item list?

ANSWER: The list was developed by a consultant and includes office supplies that are typical to the legal industry.

5. What percent of the Judicial Council's spend does the list represent?

ANSWER: The list does not represent any percent of the Judicial Council's spend. As previously stated in Addendum No. 1 to this RFP, the AOC is unable to provide

an estimate of the approximate dollar volume at this time. The Master Agreement is not mandatory for a Judicial Branch Entity and they may or may not use the Master Agreement once it is fully executed.

6. Please provide the manufacturers' part number for the list of contract items requested.

ANSWER: Exhibit D, Pricing Sheets, was revised in Addendum No. 1 to this RFP and it includes the manufacturer item numbers.

7. How many categories in the "off contract" pricing should be submitted?

ANSWER: THE AOC expects to have discounted pricing for all "off contract" categories that will be made available through the master agreement, however, the number and type of categories is left up to the discretion of the vendor, but may be open for discussion during contract negotiations.

*End of Addendum No. 2*