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| **TO:** | Potential proposers |
| **FROM:** | Administrative Office of the Courts Fiscal Services Office |
| **DATE:** | February 14, 2013 |
| **SUBJECT/PURPOSE OF MEMO:** | ADDENDUM #2 to REQUEST FOR PROPOSALS The purpose of this addendum is to revise the procurement schedule in section 3.0 and the financial submittal requirements in section 5.1.2. |
| **ACTION REQUIRED:** | You are invited to review and respond to the attached Request for Proposal (“RFP”):  Project Title: Statewide Limited Telephonic Interpreter Services  RFP Number: FIN032811CK |
| **PRE-PROPOSAL BIDDERS’ CONFERENCE:** | There will be no pre-proposal bidders’ conference. |
| **PROPOSAL DUE DATE:** | Proposals must be received by March 22, 2013, no later than 1:00 p.m. PST. |
| **SUBMISSION OF PROPOSAL:** | Proposals must be sent to: Judicial Council of California Administrative Office of the Courts Attn: Nadine McFadden RFP #FIN032811CK 455 Golden Gate Avenue San Francisco, CA 94102 |
| **QUESTIONS TO THE SOLICITATIONS MAILBOX:** | Questions regarding this RFP should be directed to [solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov) by February 1, 2013, no later than 1:00 p.m. PST |

**This Addendum #2 hereby modifies the RFP as follow:**

I. For changes to the RFP document, any deletions in the RFP are shown in strikeout font (~~strikeout font~~) and any insertions are shown in underlined font (underlined font), and paragraph numbers refer to the numbers in the original RFP. Sections 3.0 and 5.1.2 are revised as follows:

**3.0 TIMELINE FOR THIS RFP**

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| RFP issued to http://www.court.ca.gov/reference/rfp/: | October 23, 2012 |
| Addendum #1, revising RFP, issued to http://www.court.ca.gov/reference/rfp/: | November 26, 2012 |
| Deadline For Questions to [solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov) | 1:00 p.m., February 1, 2013 |
| Questions and Answers Posted | ~~February 14, 2013~~  February 28, 2013 |
| Proposal Due Date and Time | ~~1:00 p.m., March 8, 2013~~  1:00 p.m., March 22, 2013 |
| Evaluation of Proposals (estimated) | ~~March 8– March 29, 2013~~  March 22 - April 12, 2013 |
| Notice of Intent to Award (estimated) | ~~March 29, 2013~~  April 12, 2013 |
| Contract Negotiations and Execution (estimated) | ~~April 2, 2013 – April 30, 2013~~  April 16 – May 14, 2013 |
| Contract Start Date (estimated) | ~~May 1, 2013~~  May 15, 2013 |
| Contract End Date (estimated) | ~~April 30, 2015~~  May 14, 2015 |

* + 1. Proposer information.

On a separate page(s) the following information shall be included:

1. A short narrative description of the proposer’s organization, including organization charts and indication of company officers where applicable.
2. Total number of years in business.
3. Number of years providing products and services similar in size and scope to those requested in this RFP.
4. Provide the names, addresses, contacts and telephone numbers of three (3) of your present customers of like size and requirements for whom you are providing telephonic interpretation services.
5. Annual contract value of the proposer’s three (3) largest contracts for similar services in the past three (3) years.
6. ~~An audited profit and loss statement and balance sheet for the proposer’s last three (3) fiscal years.~~ Proof of financial solvency or stability (e.g., balance sheets and income statements)
7. Significant transactional events in the past five (5) years such as: bankruptcies, mergers, acquisitions and initial public offerings.
8. Complete and submit Attachment 4 – Payee Data Record Form. Note that if an individual or sole proprietorship, using a social security number for tax recording purposes, is awarded a contract, the social security number will be required prior to finalizing a contract.
9. Current Insurance Certificates and Business Licenses.

*END OF ADDENDUM*