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April 8, 2003

RE: Request for Proposals for Implementation Services for mySAP Public Sector
Court Accounting and Reporting System (CARS)

Subject: Addendum No. 1

PROSPECTIVE PROPOSERS:

This Addendum No. 1 is issued for the Implementation Services for mySAP Public Sector, Court Accounting and Reporting System (CARS) which was issued on March 26, 2003.

The following pages of the RFP are hereby replaced: 16 and 18. Full replacement pages are included in this Addendum No. 1. Changes or additions to the text are indicated by a vertical line in the left-hand margin next to the change. Deletions are noted by strikethrough and additions to the text are noted by underlined for easy identification.

Please note that Addendum 1 also includes the answers to vendors questions submitted during the Mandatory Vendor Conference and Workshop held on April 3, 2003 as well as those received to date. The questions along with the answers are posted for your review.

The AOC has issued each page in the addendum package to allow for full replacement of existing pages in the RFP Documents. If any pages are missing, please contact Grant Walker at (415) 865-7978.

Sincerely,

Grant Walker
AOC Business Services Manager



- ❑ One original proposal, marked “original”
- ❑ Two CD-ROM copies of the entire proposal need to be submitted for document management purposes (on CD-ROM only).
- ❑ Six (6) bound copies of the proposal (including hard copies of costs & requirement responses) presented in a professional manner are to be submitted.
- ❑ Vendors that have provided incomplete information on costs and functional requirements may be eliminated from further consideration.
- ❑ Bidders are required to submit references on forms supplied in this RFP. Vendors who do not provide this information in the proposal may be eliminated from further consideration.

2.3 DELIVERY OF PROPOSAL

Each proposal must be received by the date and time set for closing receipt of offers. The submission shall be identified with the name of the Vendor and the date and time of closing. Proposals received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to the AOC for the premature opening of a proposal not properly addressed and identified. The AOC cautions Vendors to assure actual delivery of mailed or hand-delivered proposals directly to the AOC's prior to the established deadline. Only late proposals will be returned to the Vendor unopened.

2.4 PROPOSAL COSTS

Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the AOC to reimburse any individual or firm for any costs incurred in preparing or submitting proposals, providing additional information when requested by the AOC or for participating in any selection interviews.

2.5 ACCEPTANCE

Submission of any proposal indicates a Vendor's acceptance of the terms and conditions contained in this RFP unless clearly and specifically noted otherwise in the proposal.

2.6 INTERPRETATIONS

Vendors requiring clarification of the intent of this solicitation document or on procedural matters related to it should transmit those questions, by no later than April 23, 2003, to the contact as stipulated in Part II, Section 1 of this RFP

All questions relating to the technical requirements or the Vendor's Technical Proposal must be submitted in writing if not asked during the Mandatory Vendor Conference and Workshop. Questions received by April 21, 2003 will be posted with their answers on the Judicial Branch web site (<http://www.courtinfo.ca.gov/reference/rfp/cars.htm>) by April ~~23~~22, 2003.

Questions will not be accepted after April 21, 2003.

Addendum No. 1



2.10 TENTATIVE PROCUREMENT SCHEDULE FOR IMPLEMENTATION VENDOR SELECTION

March 26, 2003	RFP Release Date
April 3, 2003	Mandatory Vendor Conference and Workshop (10:00am –2:00 pm Pacific)
April 21, 2003	Deadline to submit requests for changes in RFP
April 21, 2003	Questions on RFP Deadline
April 23 22 , 2003	Response to Questions posted on http://www.courtinfo.ca.gov/refernece/rfp/cars.htm
April 24, 2003	Proposals Due (3:00 PM – Pacific)
April 25 - May 9, 2003	Proposals Evaluated
May 2003	Interviews With Selected Bidders
May 2003	Additional Interviews with Finalist(s)
May 30, 2003	Complete Contracting Process

2.11 MANDATORY PRE-PROPOSAL CONFERENCE AND WORKSHOP

This project is not the “typical” implementation of ERP software at a single site. As such, a half-day Vendor Conference and Workshop has been scheduled for Thursday, April 3, 2003 at the AOC’s Catalina Room (3rd Floor, Judicial Council Conference Center, 455 Golden Gate Avenue in San Francisco). The Workshop is mandatory since AOC personnel will provide details about the implementation strategy, answer questions about the procurement, and provide details about the rollout schedule for the Trial Courts.

2.12 REJECTION

AOC reserves the right to reject as non-responsive any proposal which is incomplete, modified, unsigned, or illegible, or which is not otherwise submitted in accordance with the requirements of this RFP. The AOC reserves the right to waive any informality in proposals received, to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual Bidders if it is deemed in the AOC’s best interest. Moreover, the AOC reserves the right to make no selection if proposals are deemed to be outside the fiscal constraint or against its best interests.

Furthermore, the AOC reserves the right to negotiate separately with any Bidder after the opening of the response to this RFP when such action is considered in its best interest. Subsequent negotiations may be conducted, but such negotiations will not constitute acceptance, rejection, or a counteroffer on the part of the AOC.

2.13 INDEPENDENT CONTRACTOR

Bidder shall be deemed an independent contractor and not an agent, subcontractor, or employee of AOC and the Bidder shall not be authorized to bind AOC to any contract or other obligation. Under the agreement, the Bidder shall certify that no one who has or will have any financial interest under the agreement is an officer or employee of AOC.

**CARS Vendor Conference and Workshop
April 3, 2003
Response to Questions Answered During Vendor Conference**

General Questions

1. Is Stage 1 and Stage 2 already underway for Colusa and Siskiyou?

Answer: Stage 1 and Stage 2 for Colusa and Siskiyou will not be performed as described by the RFP – it will be performed in-house.

2. In the RFP (section 1.5.3) you mention that the Blueprint will be issued during the Vendor Conference. Will we receive it?

Answer: Yes. The AOC distributed 1 CD of the Blueprints to each vendor in attendance at the Mandatory CARS Vendor Conference and Workshop. The Blueprints will not be posted on the web site and no other copies will be distributed to vendors.

3. Typically, separate Dev and QAS boxes are needed temporarily to perform an upgrade. Often these machines are leased. Is the vendor responsible to propose and cost this hardware?

Answer: No. Acquisition of any hardware required for the project will be the responsibility of the AOC.

4. Are SAP hours for QA a part of the 33 percent limitation for subcontractor hours?

Answer: No.

5. Is it possible to change the April 23rd response to questions date to allow time to response to the answers in our proposal?

Answer: Yes. The date for responses to questions has been changed to April 22nd.

6. Would you consider an extension to the proposal due date?

Answer: No. In an effort to meet the current rollout schedule which has courts going live July 1, 2003, the AOC can not afford to extend the proposal due date beyond April 24, 2003.

7. Does the mandatory attendance requirement apply to sub-contractors?

Answer: No.

8. Can a sub-contractor be included on more than one proposal?

Answer: In general, no. However, DVBE firms may be included in more than one proposal.

9. Please define the scope of what is included with the “Pre-configured SAP Template”?

Answer: See the Blueprints that were distributed by the AOC to each vendor in attendance at the Mandatory CARS Vendor Conference and Workshop.

CARS Vendor Conference and Workshop

April 3, 2003

Response to Questions Answered During Vendor Conference

10. Is GFOA acting as a decision making agent of the AOC in its PM role?

Answer: No. The GFOA will be acting as the day-to-day project managers for the AOC and will not be making policy decisions on behalf of the AOC or making final decisions regarding changes in scope or amendments to the contract.

11. What authoritative role does SAP have in its check point review? Has an escalation process been pre-defined in case of dispute?

Answer: The AOC will assess any SAP recommendations, along with comments from the implementation contractor, and will decide on the best approach for the trial courts. No escalation process has been defined as the AOC will make all decisions.

12. Is "one" certified integration specialist for mySAP enough to meet the RFP requirements?

Answer: The RFP requires at least one certified integration specialist; it's up to each bidder to decide whether one certified integration specialist will meet the requirements of the project.

13. Attachment D, reference number PUR114 states: "The AOC will be considering e-procurement capabilities for some courts. Installation of these functions will be considered by each court. Vendors may be asked to demonstrate these capabilities during software demonstrations." Has your thinking on this initiative advanced since the time of the attachment's writing?

Answer: No. The AOC has no current plans to implement SAP's e-procurement module.

Email Questions (Prior to Vendor Conference)

1. If a team is awarded a contract for any of the three stages envisioned for the three-stage rollout, will the prime contractor or any of the subcontractors on that successful team be allowed to complete for contracts for the other two stages? That is, if a project team is awarded the contract for Stage 3, CARS implementation, would any of the team members be precluded from competing for Stage 1 or Stage 2 work? Similarly, if a firm was awarded the Stage 1 work would they be precluded from competing for the Stage 2 or Stage 3 work?

Answer: A contractor awarded the Stage 1 (auditing) work, or any of its subcontractors, will not be allowed to work on the Stage 2 (accounting) work. Also, none of the AOC's contracted project management teams will be allowed to work as a prime or subcontractor for any other Stage 1, Stage 2 or Stage 3 work.

Technical Questions

1: During the rollout of SAP, who will be responsible for SAP Client Copies, System Copies, and Transports etc? Will it be AOC or the Technology Center Vendor?

Answer: The AOC will be responsible for these technical tasks during the rollout to Trial Courts.

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CARS Vendor Conference and Workshop

April 3, 2003

Response to Questions Answered During Vendor Conference

2. Is AOC going to provide an estimate of the consulting hours needed for technical support (ASAP and Basis)?

Answer: Yes. During the development of the Statement of Work, the AOC will provide an estimate on the consulting hours for technical support. These hours will be used on an as needed basis.

3. Who will provide the printer management at the Trial Courts?

Answer: The AOC will work with the Technology Center to provide the management of the network printers at the Trial Courts, which are used by the SAP application.

4. During an SAP upgrade, there will be a need for extra hardware to host the new versions of SAP Systems. Typically this hardware is leased. Do you want us to include the cost of leasing this hardware in the RFP?

Answer: No. The AOC is aware of the need for a separate landscape during the SAP upgrade. We have several options to accommodate this requirement.