



Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

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Director, Finance Division

TO: POTENTIAL PROPOSERS

FROM: Administrative Office of the Courts
Finance Division

DATE: **December 22, 2010**

**SUBJECT/PURPOSE
OF MEMO:** **ADDENDUM #1**

Project Title: Court Case Management System (CCMS-V3) Transition Program
RFP Number: ISD-201001-RB

**PROPOSAL DUE
DATE:** Proposals must be received by **1:00 p.m. Pacific Time, January 4, 2011.**

**SUBMISSION OF
PROPOSAL:** Proposals must be sent to:
Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden, ISD-201001-RB
455 Golden Gate Avenue
San Francisco, CA 94102

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

Addendum #1

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This Addendum 1 hereby modifies the RFP as follow:

1. Deletions in the RFP are shown in red strikeout font (~~red strikeout font~~); insertions are shown in blue bold underlined font (**blue bold underlined font**). Paragraph numbers refer to the numbers in the original RFP.

2. The following change is made to Section 7.6, Reasonableness of cost projections:

“7.6. Reasonableness of cost projections.

7.6.1. Provide the fully burdened **total hourly rate** of each proposed Key Personnel, and for evaluation purposes, include the hourly rate, overhead, and profit rate structure breakdown for the rate using the following formula: **(For this section 7.6.1., do not provide a breakdown of an annual amount!)**

Initial Term:

	Amt Payable to the Key Personnel	\$XX.XX	XX%
+	Amt Allocated to Proposer’s Overhead	\$XX.XX	XX%
+	Amt Allocated to Proposer’s Profit	\$XX.XX	XX%
=	Total hourly rate for Key Personnel	\$XXX.XX	100%

First Optional Renewal Term:

	Amt Payable to the Key Personnel	\$XX.XX	XX%
+	Amt Allocated to Proposer’s Overhead	\$XX.XX	XX%
+	Amt Allocated to Proposer’s Profit	\$XX.XX	XX%
=	Total hourly rate for Key Personnel	\$XXX.XX	100%

Second Optional Renewal Term:

	Amt Payable to the Key Personnel	\$XX.XX	XX%
+	Amt Allocated to Proposer’s Overhead	\$XX.XX	XX%
+	Amt Allocated to Proposer’s Profit	\$XX.XX	XX%
=	Total hourly rate for Key Personnel	\$XXX.XX	100%

7.6.2. The cost proposal should also include separate line items for travel and lodging. Travel expenses, if any, will be reimbursed in accordance with the provisions set forth in Exhibit C, Payment Provisions, in Attachment 2, Contract Terms. For purposes of this RFP, proposers are to assume allowable travel expenses will not exceed \$25,000 for each Key Personnel, for each term as further detailed in Exhibit C, Payment Provisions, of Attachment 2, Contract Terms. In order to achieve travel cost projections for this project, the AOC prefers candidates with a local presence in the San Francisco Bay Area.

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7.6.3. For each proposed Key Personnel and for each term, include a total not to exceed amount for the work and allowable expenses considered by this RFP, bearing in mind that:

7.6.3.1. The total annual estimated costs for each Key Personnel’s services shall be within following annual dollar ranges for each twelve (12) month period:

Annual Dollar Ranges	Position
\$174,000 to \$232,000	Developer
\$174,000 to \$232,000	Application Architecture Support
\$150,000 to \$200,000	Quality Assurance
\$174,000 to \$232,000	Infrastructure Architect
\$135,000 to \$180,000	Operations Coordinator

7.6.3.2. The annual amounts are inclusive of personnel, materials, overhead, subcontractor markup, profit, and travel costs and expenses,

7.6.3.3. **Each Key Personnel will not work more than forty (40) hours per week unless preapproved, in writing, by the project manager. For purposes of this RFP, proposers are to base their proposal on the following maximum total number of hours: 1,816 hours for the Initial Term; and 1,976 hours for each of the First Option Term or Second Option Term, and**

7.6.3.4. The method of payment to the contractor is anticipated to be by cost reimbursement.

3. The following change is made to Section 7.7, Ability to meet requirements of the project:

“7.7 Ability to meet requirements of the project.

7.7.1 Discuss the candidate’s availability and ability to complete the work within the project schedule, set forth in Exhibit D, Work to be Performed, in Attachment 2, Contract Terms.

~~7.7.2. Each Key Personnel will not work more than forty (40) hours per week unless preapproved, in writing, by the project manager. For purposes of this RFP, during each 12-month period, proposers are to base their proposal on 1,896 hours of work for each twelve (12) month period.”~~

4. The following change is made to Attachment 2, Terms and Conditions, Exhibit C, Payment Provisions, Section 3.0, Compensation for Contract Work:

“3. Compensation for Contract Work

A. The State shall compensate the Contractor for the actual cost of performing the Work of this Agreement at the hourly rate set forth in Table 1, and at the not to exceed amounts for the

Deliverables in Table 2a [and 2b if the AOC exercises the First Option Term, and 2c if the AOC exercises the Second Option Term], below.

Table 1: Contracted Hourly Rate for Contractor’s Key Personnel

Contractor’s Key Personnel	Period of Performance	Rate Per Hour
[TBD]	From February 2011 to December 2011 (Initials Term)	[TBD]
[TBD]	From January 2012 to December 2012 (First Option Term)	[TBD]
[TBD]	From January 2013 to December 2013 (Second Option Term)	[TBD]

Table 2a: Not To Exceed Amounts for the Deliverables for the Initial Term

Deliverable #	Due Date	Not To Exceed Hours	Not To Exceed Amount
1	February 28, 2011	144.0	[TBD]
2	March 31, 2011	176.0	[TBD]
3	April 30, 2011	168.0	[TBD]
4	May 31, 2011	168.0	[TBD]
5	June 30, 2011	176.0	[TBD]
6	July 31, 2011	160.0	[TBD]
7	August 31, 2011	184.0	[TBD]
8	September 30, 2011	168.0	[TBD]
9	October 31, 2011	160.0	[TBD]
10	November 30, 2011	152.0	[TBD]
11	December 31, 2011	160.0	[TBD]
Not To Exceed Amount		1,816.00	[TBD]

Table 2b: Not To Exceed Amounts for the Deliverables for the First Option Term

Deliverable #	Due Date	Not To Exceed Hours	Not To Exceed Amount
13	January 31, 2012	160.0	[TBD]
14	February 28, 2012	144.0	[TBD]
15	March 31, 2012	176.0	[TBD]
16	April 30, 2012	168.0	[TBD]

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17	May 31, 2012	168.0	[TBD]
18	June 30, 2012	176.0	[TBD]
19	July 31, 2012	160.0	[TBD]
20	August 31, 2012	184.0	[TBD]
21	September 30, 2012	168.0	[TBD]
22	October 31, 2012	160.0	[TBD]
23	November 30, 2012	152.0	[TBD]
24	December 31, 2012	160.0	[TBD]
Not To Exceed Amount		1976.0	[TBD]

Table 2c: Not To Exceed Amounts for the Deliverables for the Second Option Term

Deliverable #	Due Date	Not To Exceed Hours	Not To Exceed Amount
25	January 31, 2013	160.0	[TBD]
26	February 28, 2013	144.0	[TBD]
27	March 31, 2013	176.0	[TBD]
28	April 30, 2013	168.0	[TBD]
29	May 31, 2013	168.0	[TBD]
30	June 30, 2013	176.0	[TBD]
31	July 31, 2013	160.0	[TBD]
32	August 31, 2013	184.0	[TBD]
33	September 30, 2013	168.0	[TBD]
34	October 31, 2013	160.0	[TBD]
35	November 30, 2013	152.0	[TBD]
36	December 31, 2013	160.0	[TBD]
Not To Exceed Amount		1976.0	[TBD]

- B. Except for the specific travel expenses set forth in paragraph 4, below, the hourly rate set forth in Table 1, above, includes all costs, benefits, expenses, fees, overhead, and profits payable to the Contractor for services rendered to the State.
- C. The Contractor shall not exceed the following maximum total number of hours allowable under this Agreement: 1,896 1,816 hours for the Initial Term; and 1,976 hours for each of the First Option Term or Second Option Term., ~~the maximum total number of hours allowable under this Agreement for each of the Initial Term, First Option Term, or Second Option Term.~~ Additionally, the Contractor will not work more than forty (40) hours per week unless preapproved, in writing, by the Project Manager.

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- D. The Contractor shall not charge nor shall the State pay any overtime rate.
- E. The Contractor shall not request nor shall the State consider any reimbursement for non-production work including but not limited to time spent traveling to and from the job site or any living expenses.
- F. The total actual cost which the State may reimburse the Contractor, pursuant to this provision, shall not exceed **[TBD].”**

[END OF ADDENDUM 1]