

# ADMINISTRATIVE OFFICE OF THE COURTS

## QUESTIONS AND ANSWERS

### Court Case Management System (CCMS-V3) Transition Program

### Request For Proposals No. ISD-201001-RB

December 22, 2010

---

1. What is the primary language for the developer? Is it Java and if so what version?

Answer: The primary language is JAVA 1.5.

2. Please clarify the not-to-exceed hours for each term as 1,896 hours, 1,816 hours (for first term) and 1,976 hours (for second and third terms) are all listed in different sections of the RFP.

Answer: Please see Addendum No. 1 of this RFP. 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,

3. Are candidates for all 5 positions in the RFP required to take a technical test?

Answer: Yes, candidates for all 5 positions will be tested.

4. Are the technical tests provided by a vendor or custom designed by the AOC?

Answer: The technical tests are custom designed by the AOC .

5. As part of our screening process for extremely technical roles includes appropriately selected Previsor (previously BrainBench) assessments, would it be helpful to include information on how our candidate scored?

Answer: The AOC would view that information as part of 'Record of Past Performance.'

6. What is the primary physical location that Key Personnel need to work?

Answer: 455 Golden Gate Avenue, San Francisco, California 94102

7. How often will Key Personnel need to travel to other sites?

**Administrative Office of the Courts**  
**Court Case Management System (CCMS-V3) Transition Program**  
**Request For Proposals No. ISD-201001-RB**

---

**Answer:** We will be running a Knowledge Transfer program from mid-Feb through Jun. During this time, the Key Personnel will travel to Santa Ana to shadow the work being done by the current vendor. This would be portions of 5 weeks during the first 18 weeks. After that first 18 weeks, the time in Santa Ana will be predicated on how quickly the new team is able to be self-directed in the maintenance and support of the Civil application. Once Knowledge Transfer is completed, it is anticipated that the Product Office staff from our Burbank location will make all visits to court locations. If any of the San Francisco team is needed to join the Product Office staff, it would be on an infrequent basis.

8. As this RFP may be awarded up to 9 firms, we believe AOC will be coordinated between key personnel and they work 100% supervision under AOC staff.

**Answer:** Yes, AOC supervising personnel are already on-board.

9. The RFP stated that the interviews will be done at San Francisco office. What is the interview process? First telephonic and then in-person? or directly in-person interview?

**Answer:** The AOC prefers to interview candidates on site in San Francisco, however, at the AOC's discretion, the AOC may make exceptions for telephonic interviews. Interviews will be conducted as set forth in Sections 6, 9 and 10 of the RFP.

10. Are we allowed to use sub contractors for servicing the need? Will you approve automatically if the resource is approved from your evaluation otherwise

**Answer:** Yes, sub-contractors are allowed to be presented by your agencies. We need to know that an applicant is legally allowed to work in the U.S. We require that they have this status on an on-going basis.

11. Is there any special point/allowances for companies that have Minority certification in other states?

**Answer:** No.

12. If there is a cost associated with travel on the job for either meetings/JAD sessions etc. Are those to be considered over and above this expense limit by resource type.

**Answer:** Those costs have been anticipated in the expense limit by resource type.

13. Are there any sub-criteria for each of the evaluation criteria? Eg. reasonableness of compensation – Would all the proposals within the range get the same # of points?

**Answer:** There are no further sub-criteria for each of the five evaluation categories: Specialized expertise and technical competence; Past record of performance; Reasonableness of cost projections; Ability to meet requirements of the project; and Company Stability and Capabilities. Regarding your example on Reasonableness of Compensation: Proposals with more favorable rates are given more points.

14. Is there a chance for an extension on candidate submission beyond Jan 4th due to the holidays?

**Administrative Office of the Courts  
Court Case Management System (CCMS-V3) Transition Program  
Request For Proposals No. ISD-201001-RB**

---

Answer: We don't anticipate offering an extension. We need to evaluate, test, interview and select candidates and have them ready for our Knowledge Transfer by Feb 15th. This implies that we need to know who our candidate pool is early in Jan. We will also be selecting employees during this same time period, so we can't afford much flexibility on dates.

15. Do you require audited Financial Statements even for private firms?

Answer: We are requiring Proposers to state their annual gross revenues from Proposer's most recent audited or reviewed profit and loss statement and balance sheet. At our discretion, we may request, and Proposer must provide, a copy of Proposer's most recent audited or reviewed profit and loss statement and balance sheet.

*[END OF QUESTIONS AND ANSWERS]*