

October 28, 2002

PROSPECTIVE PROPOSER:

RE: RFP No. AOC10.02

Addendum No. 1

Enclosed is Addendum No. 1 to the Request for Proposal (RFP) for the Civil Case Management System Software project which was issued on October 24, 2002.

Pages II-1 and II-2 are being replaced. Full replacement pages are included in the addendum. Changes to the text are indicated by a vertical line in the right-hand margin next to the change and is accompanied by an "A1", indicating the Addendum reference. Changes or additions to the text are in bold type, or underlined if originally bolded, for easy identification.

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 Adrian Prost (818) 558-3075.

Please note that the date of the "Pre-proposal Conference" has been changed to Thursday, November 7, 2002. The location and time remain unchanged:

A pre-proposal conference to answer questions related to this RFP will be held from 9:00 a.m. to 11:00 a.m. on November 7, 2002 at:

**AOC Southern Regional Office
2233 North Ontario Street, Suite 100
Burbank, CA 91504
Adrian.prost@jud.ca.gov**

PROCUREMENT AND EVALUATION PROCESS

2.1 Procurement Schedule and General Instructions

The AOC has developed the following list of key events from RFP issuance through contract negotiations. All deadlines are subject to change at the AOC's discretion.

<u>No.</u>	<u>EVENTS</u>	<u>Key Dates</u>
1	Issue RFP	Week of Oct. 21, 2002
2	Deadline for Vendor Requests for Clarifications or Modifications	Nov. 18 , 2002
3	Pre-Proposal Conference	November 17 , 2002
4	Proposal Due Date	December 2, 2002, 4:00pm PST
5	Interviews/Negotiations	Nov. – Dec., 2002
6	Notice of Intent to Award Phase One	End of December, 2002
7	Notice to Proceed	Jan. 2003

2.1.1 The RFP and any addenda that may be issued will be available on the following websites:

<http://www.courtinfo.ca.gov/reference/rfp/>

<http://www.osmb.dgs.ca.gov/cscr/>

2.1.2 RFP Not a Contract

The RFP does not constitute a contract or an offer for employment. The award of any contract pursuant to this RFP is contingent upon funds being made available by the State of California in the appropriate fiscal year for the purposes of this project. In addition, any contract awarded as a result of this RFP is subject to any additional restriction, limitation, or condition enacted by the Legislature or established by the Judicial Council of California that may affect the provisions, funding, or terms of the contract in any manner. The AOC reserves the right to make one award, multiple awards, or to reject all proposals, in whole or in part, submitted in response to this RFP. The AOC further reserves the right to make no award, and to modify or cancel, in whole or in part, this RFP.

2.1.3 Confidential Matters

If any information submitted in a Vendor's proposal is confidential or proprietary, the Vendor must provide that information on pages separate from non-confidential information and clearly label the pages containing confidential information "CONFIDENTIAL."

In addition to labeling each confidential page, the Vendor must include the following statement on a separate page, indicating all page numbers that contain confidential or proprietary information:

The information contained on pages _____ shall not be duplicated or used in whole or in part for any other purpose than to evaluate the proposal; provided that if a contract is awarded as a result of this proposal, the AOC shall have the right to duplicate, use, or disclose this information to the extent provided in the contract. This restriction does not limit the AOC's right to use the information contained herein if obtained from another source.

PROPOSALS WILL BE MAINTAINED IN CONFIDENCE BY THE AOC UNTIL ISSUANCE OF A NOTICE OF INTENT TO AWARD. UPON ISSUANCE OF A NOTICE OF INTENT TO AWARD, ALL PROPOSALS, INCLUDING PROPOSAL INFORMATION LABELED AS CONFIDENTIAL BY A VENDOR, WILL BE AVAILABLE TO THE PUBLIC AND WILL BE TREATED AS SUBJECT TO DISCLOSURE, EXCEPT TO THE EXTENT INFORMATION IS PROTECTED FROM DISCLOSURE BY LAW.

If Vendor requests that the AOC withhold from disclosure information identified as confidential, and the AOC complies with the Vendor's request, Vendor shall assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless the AOC from and against all damages (including but not limited to attorneys' fees that may be awarded to the party requesting the Vendor information), and pay any and all cost and expenses related to the withholding of Vendor information. Vendor shall not make a claim, sue or maintain any legal action against the AOC or its officers, employees or agents in connection with the withholding from disclosure of Vendor information.

If Vendor does not request that the AOC withhold from disclosure information identified as confidential, the AOC shall have no obligation to withhold the information from disclosure and may release the information sought without any liability to the AOC.

2.1.4 Proposal Preparation Costs

Vendors submitting proposals do so entirely at their expense. There is no express or implied obligation by the AOC to reimburse a Vendor for any costs incurred in preparing or submitting proposals, providing additional information when requested by the AOC, participating in any selection interviews or product demonstrations, or participating in this procurement.

2.2 Pre-Proposal Conference

A pre-proposal conference to answer questions related to this RFP will be held from 9:00 a.m. to 11:00 a.m. on November 17, 2002 at: