

**Questions and Answers**  
**CJER PUBLICATIONS**  
**RFP Number: CJER BH 0712-LM**  
**Tuesday, July 24, 2012**

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**Question 1:** What are the total number of copies of each publication distributed to CA judicial officers?

*Answer: About 2000 copies; the remainder of 600 is shipped to CJER, who distributes them to new judicial officers who were not on the mailing list when the publication was shipped.*

**Question 2:** Will the publisher be responsible for distributing the publications to the CA judicial officers? If so, how are the copies currently distributed? Bulk shipments to each court? Individual shipment? A combination?

*Answer: Yes, the publisher is responsible for distributing the publications. They are sent out individually based on a mailing list that we provide.*

**Question 3:** Is it required that the publisher provide all of the CA judicial officers copies on a complimentary basis?

*Answer: Yes.*

**Question 4:** What are the financial arrangements under the current contract with CEB? Does CJER purchase the publications from CEB at a price per pub or pay a bulk amount for the publications that it distributes to CA judicial officers without charge? What did CJER pay to CEB in 2010 and 2011?

*Answer: One of the contract requirements is that the vendor provide and distribute copies to judicial officers without charge.*

**Question 5:** Does CJER require royalties on sales to the public/bar?

*Answer: No, it does not.*

**Question 6:** For 2010 and 2011, what were the total number of copies/updates of each publication sold to the public and the price of each publication?

*Answer: We do not collect that information from the vendor. We only know the number of copies produced and distributed for the judiciary.*

**Question 7:** What is the total annual quantity produced for each publication?

*Answer: As with question 6, we do not collect that information.*

*Copies made for the CJER:*

- *2600 copies of Felony Sentencing Handbook, Mandatory Criminal Jury Instructions Handbook, and California Judges Benchbook: Domestic Violence Cases in Criminal Court.*
- *2600 copies of cumulative update for the second edition of California Judges Benchbook: Search and Seizure.*
- *3500 copies of new third edition of Search and Seizure, if published.*

**Question 8:** Is this a straight-forward print job, such that the publisher will receive an electronic file from CJER that is print ready? Or is there desktop editorial work also required?

*Answer: The publisher will receive an electronic file from CJER. It is in final form in that it is copy edited and coded as appropriate. We believe the current vendor converts the manuscript before sending it to the printer,*

**Question 9:** Section 2.5 lists projected publication dates. What is the anticipated manuscript delivery date to the publisher for each of the publications listed in section 2.5?

*Answer: Felony Sentencing Handbook 1/13  
Mandatory Criminal Jury Instructions 11/12  
Domestic Violence Cases in Criminal Court 5/13  
Search and Seizure Update 4/13*

**Question 10:** Will CJER require proof and a period of time for proof review? If so, how much time and what is the expected timeframe between delivery of final manuscript and shipment/delivery of the final product?

*Answer: Yes, we require proof. It usually requires two rounds, which takes 2-3 weeks of the total time of two months from the time we deliver manuscript to shipment of final product.*

**Question 11:** What are the materials specifications for each publication: cover stock, paper stock, size, binding etc?

*Answer: Felony Sentencing Handbook – comb bound soft cover, approximately 9" by 6"  
Mandatory Criminal Jury Instructions – perfect bound, soft cover, approximately 6 1/2" by 9"  
Domestic Violence Cases in Criminal Court – perfect bound, soft cover, approximately 6 1/2" by 9"  
Search and Seizure Update – staple bound, soft cover, approximately 6" by 9"  
Search and Seizure, second edition – perfect bound, soft cover, approximately 6" by 9"*

**Question 12:** What are the page counts for each publication?

*Answer: Felony Sentencing Handbook – 98 pages  
Mandatory Criminal Jury Instructions – 242 pages  
Domestic Violence Cases in Criminal Court – 274 pages  
Search and Seizure Update – 100 pages  
Search and Seizure, second edition – 273 pages*

**Question 13:** Will you please consider extending the proposal due date to two weeks from the time answers to questions are provided in order to allow reasonable time to consider the answers to questions, evaluate the opportunity and prepare a proposal?

*Answer: Unfortunately, we cannot extend the due date.*

**END OF FORM**