



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: **January 23, 2009**

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

Project Title: **Conference Facilitation Services**
RFP Number: **EOP-0901-RB**

PROPOSAL DUE DATE: **Proposals must be received by close of business on January 29, 2009**

SUBMISSION OF PROPOSAL: Proposals must be sent to:
Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden, EOP-0901-RB
455 Golden Gate Avenue
San Francisco, CA 94102

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

1. Paragraphs 5.2.2 through 5.2.4 of the RFP are deleted, as shown with strikeout lettering, and replaced with revised paragraphs 5.2.2 through 5.2.6, as shown underlined, as follows:

~~5.2.2 June 24–26, 2009, Attend the Judicial Council Branch Planning Meeting, June 24 (opening session) as well as facilitate small group sessions to be held on June 24, 25 and 26, 2009, at a venue to be determined in San Francisco, California.~~

~~5.2.3 June 26, 2009: Participate in one post conference debriefing session to be held on June 26, 2009~~

~~5.2.4 On or before July 6, 2009: Provide a written summary of major small group session highlights to EOP staff.~~

5.2.2 June 24–26, 2009, the consultant will attend the Judicial Council Branch Planning Meeting, at a venue to be determined in San Francisco, California.

5.2.3 On June 24, 2009 there will be an opening plenary from 2:30–5:00 p.m. followed by a reception, 5:00–6:00 p.m. The consultant will have no active role on June 24, but is expected to attend in order to gain context for the small group sessions to follow on June 25 and 26, 2009.

5.2.4 On Thursday, June 25, 2009, from 8:00 a.m. to 4:15 p.m., the consultant will facilitate the 4 small group sessions. Attendees will spend the entire day rotating through each of the 4 facilitated small group sessions.

5.2.5 On Friday, June 26, 2009 from 8:00 a.m. to 11:45 a.m., there will be a plenary session. The small group leaders will report on the main themes of the previous day's small group sessions. From 12:00–2:00 p.m., there will be a luncheon plus brief debriefing session. The consultant must attend all events for this day.

5.2.6 On or before July 6, 2009, the consultant will provide a written summary of major small group session highlights to EOP staff.

END OF ADDENDUM 1