

ADMINISTRATIVE OFFICE OF THE COURTS

QUESTIONS AND ANSWERS

Conference Facilitation Services RFP# EOP-0901-RB

January 23, 2009

- 1) Regarding Schedule for the Planning Meeting (paragraph 2.1). Will the Council be using parts of these days, June 24 – 26, to conduct other business, attend presentations, or participate in activities other than those related to the report of the Council’s Commission for Impartial Courts?

Answer: No other business items are currently on the agenda for the June planning meeting.

- 2) Regarding desired outcomes of the Planning Meeting (paragraph 2.2). In paragraph 2.2 of the Request for Proposals (RFP), you state that the focus of the 2009 planning meeting will be the proposed final report and recommendations of the Council’s Commission for Impartial Courts.

- a. What are the final outcomes you are expecting of the planning meeting?

Answer: The small group discussion sessions will provide the council with an additional opportunity to review and respond to the report (a “vetting session”) prior to its presentation for adoption in December 2009. Likewise, the sessions will provide council members with an opportunity to discuss which (of the many report recommendations) might warrant implementation priority.

- b. Specifically, are you expecting the Council to adopt recommendations from the report?

Answer: The council will not adopt the report at the June planning meeting (see response 2a).

- 3) Regarding desired outcomes of the small group sessions (paragraph 5.2.2).

- a. What do you currently envision as the desired outcomes of the small group sessions?

Answer: The small group sessions will provide valuable feedback to the report authors (Commission on Impartial Courts), which may lead to additional report revisions and/or a prioritized list of report recommendations.

- b. Will these groups give substantive feedback or recommendations to the Council, or are these sessions to be more informational?

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Answer: Most of the small group participants *are council members*. The sessions will give substantive feedback *to the authors of the report* (Commission on Impartial Courts). See responses 2a and 3a.

- 4) Regarding paragraph 2.1, what is the anticipated start and end time of each of the three days, June 24, 25 and 26?

Answer: **Wednesday, June 24, 2009: 2:30–5:00 p.m.** opening plenary followed by reception, 5:00–6:00 p.m. Facilitators have no active role on June 24, but are expected to attend in order to gain context for the small group sessions to follow on June 25, 2009.

Thursday, June 25, 2009: 8:00 a.m. to 4:15 p.m. Attendees will spend the entire day rotating through the 4 facilitated small group sessions.

Friday, June 26, 2009: 8:00 a.m. – 11:45 a.m., plenary session; small group leaders report on the main themes of the previous day's small group sessions. 12:00–2:00 p.m., luncheon plus brief debriefing session. Facilitators are expected to attend all events for this day.

[END OF QUESTIONS AND ANSWERS]