

ADMINISTRATIVE OFFICE OF THE COURTS

QUESTIONS AND ANSWERS

RFP FIN051711CK

Court Ordered Debt Task Force Reviews

June 7, 2011

1. Question: RFP Section 1.1.3 states “On or before June 30, 2011 the task force will recommend the priority in which the court ordered debts should be satisfied and the use of comprehensive collection programs authorized under Penal Code section 1463.007, including associated cost-recovery practices.” Can the AOC confirm whether these dates and objectives apply to the SOW included in the RFP? Specifically, the June 30, 2011 date will have passed by the point the successful bidder begins work, and the concept of “a comprehensive collection program” is not mentioned within the tasks/deliverables in Section 3 of the SOW

Answer: The Task Force has made “interim” recommendations to the Judicial Council and the Legislature; more time and meetings are needed to fully vet the issues associated with this effort which may or may not impact the interim recommendations. Based upon one of the recommendations of the Task Force, an amendment will have to be made to the RFP to address the comprehensive collection program issue. The Task Force is recommending a pilot program be initiated with 3 small, medium, and large courts on assessing the effectiveness of each of the “25 best practices” pertaining to comprehensive collection programs.

2. Question: RFP Section 1.1.3 also states that “At a later time, the task force also will present recommendations to the Judicial Council and to the Legislature to consolidate and simplify the imposition of criminal and traffic-related court ordered debts and the distribution of the revenue derived from those debts, and make any adjustment to the court ordered debts.” Does the AOC view this work as primarily an assessment of the structure of fines and fees, and of the distribution of revenue from those fines and fees, or does the AOC also view the scope of work to include business process reengineering to assess and improve the processes by which fines and fees are collected?

Answer: The correct interpretation is inclusive of both factors; the Task Force will be examining both the assessment of the current practices, as well as examining ways to improve the processes not so much in how fines and fees are collected but more importantly ways to simplify how fines and fees are assessed and administered.

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3. A7 Section 1.A.i – Does the AOC have a system that keeps track of fees, fines etc? Does it track fees and fines by type and dollar value?

Answer: There is no complete statewide system to track fees and fines by type and dollar value for local and state distributions. State distributions are tracked by the submission of reports to the State Controller's Office (SCO); local distributions are handled locally but are subject to audit by the SCO. But the AOC receives Report of Revenues monthly from the counties/courts, but these documents are not audited.

4. A7 Section 1.A.ii – Does the AOC have a system for tracking distribution of fees, fines, etc to other state and local entities? Is there a reporting mechanism for tracking how this revenue is spent by the recipient?

Answer: See above for the answer to the first question. Regarding the second question, the expenditures are tracked at the state level, but there is no mechanism for tracking many of the expenditures at the local level because these expenditures are co-mingled into the county or city general fund and are extremely difficult to track without a "forensic" audit. The Task Force will be distributing an additional survey to the counties and courts on expenditures that are specific to the imposition of fines and fees and are deposited in "special revenue" accounts at the local level.

5. A7 Section 1.A.iii and Section 3.B.i – Does the AOC have an estimate/expectation on how many "state and local entities" should be interviewed/consulted with?

Answer: On purpose the composition of the Task Force is very broad with many interested parties represented; an estimate would be approximately 10-15 additional state and local entities, but as groups "per se"; not individual entities.

6. A7 Section 1.D Table 1 – mentions a statewide survey (also mentioned in other places in the document). Please describe this survey and what information it contains.

Answer: The survey was developed with the assistance of the California State Association of Counties and several courts; it originally focused on addressing both the revenue and

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expenditure requirements included in Penal Code section 1463.02; the information regarding revenue was generally successful; the information of expenditures was not and will have to be re-constituted and re-distributed.

7. A7 Section 2.B.iv – How many meetings are expected, when do they occur, and where? Are these different to the focus groups to be held at the regional offices?

Answer: The meetings are different. More meetings of the Task Force will be required, it is estimated that 10-15 meetings will be necessary; the focus groups are specific to discussing the interim and final recommendations of the Task Force with other interested parties on a statewide basis.

8. A7 Section 3.E.i – Can the AOC provide an estimate of how many meetings or hearings are expected? Over what time period and at what locations?

Answer: See the answer to Question #7 above. The time period will be between 2-3 years held in Sacramento but will video conferencing in the San Francisco and Burbank locations of the Administrative Office of the Courts; the regional focus group meetings will be “in person”.

9. Attachment 7 (A7) is labeled draft. Are changes expected in the work described in the attachment?

Answer: Yes, per the attached Addendum 1 to this RFP.

10. The RFP document posted on May 27 states that the proposal is due June 15 at 1:00 PST, however the distribution e-mail below – and the posting on the AOC web site – state June 21 as the due date. Can the AOC clarify the actual due date for the proposal?

Answer: The RFP is due on June 15 at 1:00 PST.