RONALD M. GEORGE
Chief Justice of California
Chair of the Judicial Council

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Director, Finance Division

TO:	**POTENTIAL PROPOSERS**
FROM:	Administrative Office of the Courts Center for Families, Children & the Courts Division
DATE:	**May 16, 2008**
SUBJECT/PURPOSE OF MEMO:	**REQUEST FOR PROPOSALS** To publish the AOC's Responses to Vendors' Questions received by the deadline.
ACTION REQUIRED:	You are invited to review and respond to the attached Request for Proposals (RFP), as posted at http://www.courtinfo.ca.gov/reference/rfp/: Project Title: Development of a Draft Policies and Procedures Manual For Standard 5.20 of the California Standards Of Judicial Administration and Development of a Grant Application for Supportive Visitation Services RFP Number: CFCC 05-08 Access to Visitation Consultant-LM
QUESTIONS TO THE SOLICITATIONS MAILBOX:	Questions regarding this RFP should be directed to solicitations@jud.ca.gov by **Monday, May 12, 2008, no later than 3 p.m. (PST).**
DATE AND TIME PROPOSAL DUE:	There will not be a pre-proposal conference for this RFP. Proposals must be received by **Tuesday, May 20, 2008, no later than 3 p.m. (PST)**.
SUBMISSION OF PROPOSAL:	Proposals must be sent to: **Judicial Council of California** **Administrative Office of the Courts** **Attn: Nadine McFadden, RFP No**. **CFCC 05-08 AV Consultant-LM** **455 Golden Gate Avenue, 7th Floor** **San Francisco, CA 94102-3688**

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AOC RESPONSES TO VENDORS' QUESTIONS

Question # 1:   Could the consultant be a grantee of the Access to Visitation Grant?

Answer # 1:   The AOC is seeking an outside, independent consultant to work on this project to avoid a conflict of interest or any appearance of such. Therefore, an Access to Visitation grantee is not eligible to apply.

Question # 2:   Could a grantee agency work in collaboration on this project?

Answer # 2:   An Access to Visitation agency can offer support or collaborate with the independent consultant; however, any expenses or costs associated with providing support or working in collaboration with the independent consultant cannot be submitted for reimbursement by the consultant.

Question # 3:   Could an Access to Visitation grantee support or provide a MOU [Memo of Understanding] for someone who is applying for this project?

Answer # 3:   The question is unclear. However, if the question is whether the consultant and an Access to Visitation grantee can enter into a MOU agreement on this project, the response is regrettably no. The underlining intend of this RFP is to hire an outside independent consultant. If the question is whether an Access to Visitation grantee can support the consultant, see answer to # 2, above.

Question # 4:   If one applies for this RFP and is selected, could one apply also for the Access to Visitation grant in the future?

Answer # 4:   We can not predict the future of the Access to Visitation Grant Program on who will be eligible to apply. Currently this RFP is not intended for Access to Visitation grantees.

Question # 5:   Is application for this grant RFP permitted for non-State residents?

Answer # 5:   Yes, out of state individuals or agencies may apply.

Question # 6:   Could one assist as a sub-contractor to the Project Manager on this project and be an Access to Visitation grantee?"

Answer # 6:   The intent of the RFP is to hire a consultant who will work as the primary individual on this project. If the consultant is applying through an agency, it is their responsibility to outline the key staffs' responsibilities and experiences in meeting the requirement for this project.

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Question # 7: Concerning work product samples, is it acceptable to use work product previously developed for the AOC?

Answer # 7: Yes, it is acceptable to use previously developed AOC products.

Question # 8: Concerning reference letters, are scanned and/or faxed letters acceptable?

Answer # 8: Please see answer to #9, below.

Question # 9: The request asks for electronic samples of work product; however, the only address I find is a hard copy mailing address. Are electronic copies, actually required?

Answer # 9: Transmitting some or all of the documents through electronic or fax transmissions could become problematic, i.e., separated. Please submit documents in the following formats:

1. Technical Proposal (one (1) original and two (2) copies, and electronic version on CD-ROM)
2. Cost Proposal (one (1) original and two (2) copies, and electronic version on CD-ROM)
3. Resume (one (1) original and two (2) copies, and electronic version on CD-ROM)
4. References (one (1) original and two (2) copies, and electronic version on CD-ROM)
5. Experience on similar types of projects. Provide information such as names, physical and electronic addresses, and telephone numbers of client(s) for whom the proposer has conducted similar services, including training and curriculum writing, and development and experience with grant writing. (one (1) original and two (2) copies, and electronic version on CD-ROM)
6. Two (2) samples of prior work. (one (1) original and two (2) copies, and electronic version on CD-ROM)
7. Completed Payee Data Record Form (one (1) original)
8. Vendor's Acceptance of the RFP's Contract Terms (one (1) original)

The originals and copies, and the one (1) CD-ROM should be in one (1) package and sent to Ms. Nadine McFadden at the address listed on the first page of the RFP.