

TO: POTENTIAL PROPOSERS

FROM: Administrative Office of the Courts
Information Services Division

DATE: January 10, 2007

SUBJECT/PURPOSE OF MEMO: To issue Addendum Number 2 to ISD2006ECM-66, extending the proposal due date and time to January 30, 2007, 1:00 pm, and revising appropriate dates in RFP Section 5.2, Key Events Table, and RFP Section 9.16, Customer References, accordingly.

ACTION REQUIRED: You are invited to review and respond to the attached Request for Proposal (“RFP”) as posted at <http://www.courtinfo.ca.gov/reference/rfp/>:
Project Title: Enterprise Content Management
RFP Number: ISD2006ECM-SS

SOLICITATIONS MAILBOX: solicitations@jud.ca.gov

DUE DATE & TIME FOR SUBMITTAL OF QUESTIONS: Deadline for submittal of questions pertaining to solicitation document was: **1:00 p.m. (PST) on December 11, 2006.**

PROPOSAL DUE DATE AND TIME: Proposals must be received by **1:00 p.m. (PST) on January ~~16~~30, 2007.**

SUBMISSION OF PROPOSAL: Proposals should be sent to:
**Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden, RFP No. ISD2006ECM-SS
455 Golden Gate Avenue
San Francisco, CA 94102**

The following section replaces Section 5.2, Key Events Table.

5.2 Key Events Table

No.	Key Events	Key Dates
1	AOC issues RFP	November 21, 2006
2	Deadline for proposers to register for Pre-Proposal Conference.	December 4, 2006
3	Pre-Proposal Conference	December 6, 2006, 10:00 A.M. PST
5	AOC posts presentation delivered at Pre-Proposal Conference.	December 8, 2006
4	Deadline for proposers to submit questions, requests for clarifications or modifications to solicitations@jud.ca.gov	December 11 2006, 1:00 P.M. PST
6	AOC posts written response to written questions and revisions to RFP.	Week of December 18, 2006
7	Proposal due date and time	January 16 <u>30</u> , 2007, 1:00 PM PST
8	Invitations for Finalists' Presentations	January <u>February</u> 2007(estimated)
9	Distribution of supplementary materials to finalists	January <u>February</u> 2007 (estimated)
10	Finalists' Presentations (solution demonstrations and interviews)	February <u>February-March</u> 2007 (estimated)
11	Final evaluation	Q1 <u>April</u> 2007 (estimated)
12	Notice of intent to award	Q1 <u>April</u> 2007 Estimated)
13	Negotiation and execution of contract	Early <u>Mid-Late Q2</u> 2007 (estimated)

The following section replaces Section 9.16, Customer References.

9.16 Customer References

9.16.1 The AOC considers references an important part of the process in awarding a contract and will be contacting references as part of this selection. Vendors are required to provide the AOC with reference information as part of their proposals using the reference form included in this RFP (Attachment 7). Vendors must provide at least five (5) client references for software and services that are similar in size and complexity to this procurement and have utilized a solution similar to that proposed in

a comparable computing environment. Vendors should submit references for fully completed (live) installations. Please inform references that they will be called by the AOC in ~~January~~ or February of 2007.

- 9.16.2 The AOC will not call vendors to tell them that their references will be contacted because all references provided will be contacted by the AOC during the selection process. Similarly, AOC will not work through a vendor's Reference Manager to complete a reference. The names and phone numbers of the project manager/customer contact must be listed. Failure to provide this information may result in the vendor not being elevated to the Finalist Presentation.