DESCRIPTION OF TYPE OF WORK TO BE PERFORMED

A. General Description of Work

The AOC anticipates that the contractor will provide the types of services set forth in this attachment, including but not limited to developing one or more web-based courses. Audiences for the course may include California judicial officers and/or personnel from the Supreme Court, Courts of Appeal, Administrative Office of the Courts (AOC), Habeas Corpus Resource Center, and Commission on Judicial Performance. Final web-based courses may vary in length from 30 to 90 minutes, and may be used as stand-alone self-paced courses, as resources for live training, or as self-paced resources embedded in other online courses (e.g. Blackboard). The contractor may be required to execute educational design; to deliver basic HTML programming, Flash development or other Web-development; and, to assume project management responsibilities during the course of the project. Work to be performed for any specific project / course will be determined, as needed. Since the AOC will contract with the vendor on an as-needed basis, the Fee Proposal (Attachment D) should include fees and/or costs for any of these different types of work.

B. Examples of Types of Services and Deliverables that may be Needed

The following examples are provided to demonstrate the type of work the AOC anticipates it will need provided by a contractor awarded a contract pursuant to this RFP. The AOC makes no representations hereunder about the amount of work that may be given to a contractor pursuant to this RFP; therefore, the information provided below is illustrative only to assist potential bidders in visualizing the anticipated services and deliverables to better estimate what resources would be required to produce them. *This is not intended to be the complete list for your Fee Proposal. Please ensure that you include all other potential costs in your Fee Proposal. Per Section 5 of this RFP, please note that service costs indicated in the fee proposal must be inclusive of all supplies, personnel, materials, computer support, travel, lodging, per diem, and overhead rates.*

The AOC anticipates the work of the contract may include but may not be limited to the following types services:

Project Management:
- Project management - set overall direction, monitor progress, and manage, schedule, and coordinate all Project activities, including project plans, timelines, the Contract, and internal resources
- Coordinate quality control of all development work
- Conduct overall usability testing

Instructional Design
- High-level instructional design (analysis and recommendations)
- Develop specific learning objectives and evaluative items
- Repurpose existing content for web delivery
- Specify any necessary graphics, movies, audio, and interactivity to meet instructional requirements
- Script content
- Storyboard content

- Design online activities
- Aid in the conducting of usability testing; design and administer user testing protocols
- Serve in an advisory capacity and providing direction in the organization and branching of the content. Participate in the review of web-based course(s) at various points in project lifecycle
- Work with AOC Instructional Designer to develop online activities and assessments

Web-development
- Convert content and/or storyboards into basic HTML
- Program interactive course elements using
  - o Scripting languages like JavaScript and/or
  - o Animation programs such as Macromedia Flash
- Create custom graphics or identify existing digital art resources to give course unique identity
- Encode video and audio
- Develop user interfaces for web-based courses
- Conduct usability testing
- Pre-deployment QA testing
- Editing - edit course content, including scripts, storyboards, graphics and any other text elements for usage, clarity, grammar, and consistency
- Check links

In the course of project work, contractor may be called upon to create any, some, or all of the following deliverables:
- Course outline(s)
- Scripts
- Storyboards
- Mock-ups
- Graphics
- Interface Design
- Prototypes
- Usability Testing Recommendations
- HTML Files
- Flash Files