



Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS
JUDICIAL AND COURT ADMINISTRATIVE SERVICES DIVISION
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TO: POTENTIAL PROPOSERS

FROM: Administrative Office of the Courts
Fiscal Services Office

DATE: February 14, 2013

SUBJECT/PURPOSE OF MEMO: ADDENDUM #2 to REQUEST FOR PROPOSALS
The purpose of this addendum is to revise the procurement schedule in section 3.0 and the financial submittal requirements in section 5.1.2.

ACTION REQUIRED: You are invited to review and respond to the attached Request for Proposal (“RFP”):
Project Title: Statewide Limited Telephonic Interpreter Services
RFP Number: FIN032811CK

PRE-PROPOSAL BIDDERS’ CONFERENCE: There will be no pre-proposal bidders’ conference.

PROPOSAL DUE DATE: Proposals must be received by March 22, 2013, no later than 1:00 p.m. PST.

SUBMISSION OF PROPOSAL: Proposals must be sent to:
Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden RFP #FIN032811CK
455 Golden Gate Avenue
San Francisco, CA 94102

QUESTIONS TO THE SOLICITATIONS MAILBOX: Questions regarding this RFP should be directed to solicitations@jud.ca.gov by February 1, 2013, no later than 1:00 p.m. PST

THIS ADDENDUM #2 HEREBY MODIFIES THE RFP AS FOLLOW:

- I. For changes to the RFP document, any deletions in the RFP are shown in strikeout font (~~strikeout font~~) and any insertions are shown in underlined font (underlined font), and paragraph numbers refer to the numbers in the original RFP. Sections 3.0 and 5.1.2 are revised as follows:

3.0 TIMELINE FOR THIS RFP

RFP issued to http://www.court.ca.gov/reference/rfp/ :	October 23, 2012
Addendum #1, revising RFP, issued to http://www.court.ca.gov/reference/rfp/ :	November 26, 2012
Deadline For Questions to solicitations@jud.ca.gov	1:00 p.m., February 1, 2013
Questions and Answers Posted	February 14, 2013 <u>February 28, 2013</u>
Proposal Due Date and Time	1:00 p.m., March 8, 2013 <u>1:00 p.m., March 22, 2013</u>
Evaluation of Proposals (estimated)	March 8 – March 29, 2013 <u>March 22 - April 12, 2013</u>
Notice of Intent to Award (estimated)	March 29, 2013 <u>April 12, 2013</u>
Contract Negotiations and Execution (estimated)	April 2, 2013 – April 30, 2013 <u>April 16 – May 14, 2013</u>
Contract Start Date (estimated)	May 1, 2013 <u>May 15, 2013</u>
Contract End Date (estimated)	April 30, 2015 <u>May 14, 2015</u>

5.1.2 Proposer information.

On a separate page(s) the following information shall be included:

- a. A short narrative description of the proposer’s organization, including organization charts and indication of company officers where applicable.
- b. Total number of years in business.
- c. Number of years providing products and services similar in size and scope to those requested in this RFP.

Statewide Limited Telephonic Interpreter Services

RFP Number: FIN032811CK

Addendum #2

- d. Provide the names, addresses, contacts and telephone numbers of three (3) of your present customers of like size and requirements for whom you are providing telephonic interpretation services.
- e. Annual contract value of the proposer's three (3) largest contracts for similar services in the past three (3) years.
- f. ~~An audited profit and loss statement and balance sheet for the proposer's last three (3) fiscal years.~~ Proof of financial solvency or stability (e.g., balance sheets and income statements)
- g. Significant transactional events in the past five (5) years such as: bankruptcies, mergers, acquisitions and initial public offerings.
- h. Complete and submit Attachment 4 – Payee Data Record Form. Note that if an individual or sole proprietorship, using a social security number for tax recording purposes, is awarded a contract, the social security number will be required prior to finalizing a contract.
- i. Current Insurance Certificates and Business Licenses.

END OF ADDENDUM