

ERGONOMIC ASSESSMENT SERVICES  
JUDICIAL COUNCIL OF CALIFORNIA      REQUEST FOR PROPOSAL HR-LV-112015  
Questions and Answers February 17, 2016

Question 1: Based on content outlined under Assessment and Report Requirements, ergonomic services may be requested for a large scale of individuals, such as new-hires and employees experiencing relocation to updated facilities. Within scenarios like these, will ergonomic training paired with individual assessments, such as office ergonomics classes and/or presentations, be considered to be provided to employees?

JC Response: **Probably not. Because we have ergonomic online trainings.**

Question 2: What is the current frequency of request for individual assessments?

JC Response: **We receive ergonomic assessment requests almost every week.**

Question 3: Will the Judicial Council of California be taking on an as-requested provision of ergonomic services, or play a more preventative role of providing ergonomic assessment to each employee regardless of individual demand?

JC Response: **Ergonomic assessment would be scheduled as-requested.**

Question 4: Can you provide an approximate breakdown of the current number of assessments by location?

JC Response: **In 2015, the Judicial Council had a total of 59 assessments completed for San Francisco office, a total of 1 assessment for Burbank office, and a total of 18 assessments for Sacramento offices. We suspect the appellate courts, Supreme Court, HCRC, and CJP had fewer assessments than the Judicial Council.**

Question 5: How many evaluations were completed in 2015, by region?

JC Response: **Approximately:**  
**Northern California – 77**  
**Central California Region – 0**  
**Southern California - 1**  
**San Diego – 0**

Question 6: What is the volume of ergonomic evaluations expected in 2016, and can you provide an approximate number of evaluations you may expect by location?

JC Response: **We expect it would be about the same volume for the Judicial Council in 2015. However there is no guarantee of the quantity of assessments needed. The number of completed evaluations in 2015 are listed above.**

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Question 7: Are all of the assessments requested for office workstations? If not, what other types of work locations may also be requested for an assessment?

JC Response: **Yes. All of the assessments requested are for office workstations. No other types of work locations will be requested for assessment.**

Question 8: Is there an equipment standard in place that the Judicial Council of California wants us to use upon providing ergonomic recommendations? If so, may we have a copy of these standards?

JC Response: **No equipment standard.**

Question 9: What is the frequency of sit-stand workstation requests?

JC Response: **The frequency is varied.**

Question 10: What is the policy for addressing these requests?

JC Response: **Employee would need to make an accommodation request**

Question 11: Although the RFP has outlined the contents required in the deliverable, does the Judicial Council have an existing report format in use for ergonomic evaluations?

JC Response: **Attachment Below:**



JC Ergonomic  
Assessment electron

Question 12: What is the expected timeline for submitting reports post-evaluation?

JC Response: **A week after the assessment is done.**

Question 13: Besides the project managers, are there additional people that would need a copy of the final deliverable?

JC Response: **No**

Question 14: What qualifications are desired/expected for evaluators?

JC Response: A Certified Professional Ergonomist or Certified Ergonomics Associate from the Board of Certification in Professional Ergonomics, or equivalent in a related field.

Reference Request for Proposal, number 7.0 Proposal Contents in in Section 7.3.4 page 11.

Question 15: What circumstances generate a request for an ergo? New hires, discomfort workers' comp case?

JC Response: All of the circumstances listed above.

Question 16: Who has the current contract and what is the cost. There is a Freedom of Information Act and we should be able to request a copy of the current signed contract with rates

JC Response: The current contract is with EK Ergonomics, which expires June 30, 2016. All requests for public records must be directed to our Public Access to Records Project division at <http://www.courts.ca.gov/publicrecords.htm>