



Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

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TO: POTENTIAL PROPOSERS

FROM: ADMINISTRATIVE OFFICE OF THE COURTS
EDUCATION DIVISION/CENTER FOR JUDICIAL EDUCATION AND RESEARCH

DATE: **May 19, 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: **Publisher of Four Publications of the Judicial Council of California, Administrative Office of the Courts**

RFP Number: CJER-HB0308-LM

QUESTIONS TO THE SOLICITATIONS MAILBOX: Questions regarding this RFP should be directed to solicitations@jud.ca.gov by **Thursday, May 15, 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 **Thursday, June 5, 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. CJER-HB0308-LM
455 Golden Gate Avenue, 7th Floor
San Francisco, CA 94102-3688

AOC's RESPONSES TO VENDORS' QUESTIONS

Question # 1: Are any services other than printing and distribution contemplated; specifically, is CJER seeking any editorial services in support of the content?

Answer # 1: *The Contractor will be responsible for typesetting, printing, and distribution of the benchbooks and handbooks. No editorial services are needed.*

Question # 2: Who is covered by "California judicial officers"?

Answer # 2: *"California judicial officers" include justices of the California Supreme Court and the California Court of Appeal, and judges and commissioners of the Superior Court of California.*

Question # 3: Please confirm that the specific numbers of publications to be delivered as set out in Attachment 2, Contract Terms, Exhibit C, paragraph 3.0, is the maximum number of copies that the Contractor will be required to provide at no cost.

Answer # 3: *The specific numbers of benchbooks and handbooks to be delivered as set out in Attachment 2, Contract Terms, Exhibit C, paragraph 3.0, represent the maximum number of copies that the Contractor must provide at no cost.*

Question # 4: Is the right to sell the publication to others exclusive?

Answer # 4: *The right to sell the publication to others is exclusive.*

Question # 5: Can you disclose how many copies of the books currently are being sold (beyond the copies provided to the judiciary)?

Answer # 5: *We cannot disclose sales figures for the benchbooks or handbooks.*

Question # 6: Please confirm the number of copies in each deliverable in Attachment 2, Contract Terms, Exhibit C, paragraph 3.0, particularly 3.1.3 and 3.1.4, which call for more copies in the first year than in subsequent years (compare with paragraphs 3.2.3, 3.2.4, 3.3.3, 3.3.4, 3.4.3, and 3.4.4).

Answer # 6: The referenced text is section *Exhibit C, paragraph 3.0, Deliverables and Due Dates, in Attachment 2, Contract Terms:*

3.0 DELIVERABLES AND DUE DATES

3.1 INITIAL TERM: The contractor will be asked to do the following in the Initial Term, by the dates listed to the right of each deliverable: (All dates subject to negotiation prior to execution of a contract.)

3.1.1

FIRST DELIVERABLE	Due Date
2400 copies of the Mandatory Criminal Jury Instructions Handbook	January 2, 2009

3.1.2

SECOND DELIVERABLE	Due Date
2400 copies of the Felony Sentencing Handbook	March 1 ,2009

3.1.3

THIRD DELIVERABLE	Due Date
3500 copies of the California Judges Benchbook: Domestic Violence Cases in Criminal Court	June 1, 2009

3.1.4

FOURTH DELIVERABLE	Due Date
3500 copies of the California Judges Benchbook: Search and Seizure	June 30, 2009

3.2 FIRST OPTION TERM: The contractor will be asked to do the following in the First Option Term, by the dates listed to the right of each deliverable: (All dates subject to negotiation prior to execution of a contract.)

3.2.1

FIRST DELIVERABLE	Due Date
2500 copies of the Mandatory Criminal Jury Instructions Handbook	January 2, 2010

3.2.2

SECOND DELIVERABLE	Due Date
2500 copies of the Felony Sentencing Handbook	March 1 ,2010

3.2.3

THIRD DELIVERABLE	Due Date
2500 copies of the first cumulative update to the California Judges Benchbook: Domestic Violence Cases in Criminal Court	June 1, 2010

3.2.4

FOURTH DELIVERABLE	Due Date
2500 copies of the first cumulative update to the California Judges Benchbook: Search and Seizure	June 30, 2010

- 3.3 SECOND OPTION TERM: The contractor will be asked to do the following in the Second Option Term, by the dates listed to the right of each deliverable: (All dates subject to negotiation prior to execution of a contract.)

3.3.1

FIRST DELIVERABLE	Due Date
2500 copies of the Mandatory Criminal Jury Instructions Handbook	January 2, 2011

3.3.2

SECOND DELIVERABLE	Due Date
2500 copies of the Felony Sentencing Handbook	March 1 ,2011

3.3.3

THIRD DELIVERABLE	Due Date
2500 copies of the second cumulative update to the California Judges Benchbook: Domestic Violence Cases in Criminal Court	June 1, 2011

3.3.4

FOURTH DELIVERABLE	Due Date
2500 copies of the second cumulative update to the California Judges Benchbook: Search and Seizure	June 30, 2011

3.4 **THIRD OPTION TERM:** The contractor will be asked to do the following in the Third Option Term, by the dates listed to the right of each deliverable: (All dates subject to negotiation prior to execution of a contract.)

3.4.1

FIRST DELIVERABLE	Due Date
2600 copies of the Mandatory Criminal Jury Instructions Handbook	January 2, 2012

3.4.2

SECOND DELIVERABLE	Due Date
2600 copies of the Felony Sentencing Handbook	March 1 ,2012

3.4.3

THIRD DELIVERABLE	Due Date
2600 copies of the third cumulative update to the California Judges Benchbook: Domestic Violence Cases in Criminal Court	June 1, 2012

3.4.4

FOURTH DELIVERABLE	Due Date
2600 copies of the third cumulative update to the California Judges Benchbook: Search and Seizure	June 30, 2012

Attachment 2, Contract Terms, Exhibit C, paragraph 3.0, subparagraphs 3.1.3 and 3.1.4 call for the production of 3500 copies of the each benchbook. These benchbooks will be new editions and a reserve will be needed for several years. Attachment 2, Contract Terms, Exhibit C, subparagraphs 3.2.3, 3.2.4, 3.3.3, 3.3.4, 3.4.3, and 3.4.4 call for the production of annual cumulative updates to the benchbooks, and therefore lesser quantities are required for distribution.