



# Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

455 Golden Gate Avenue • San Francisco, California 94102-3688  
Telephone 415-865-7739 • Fax 415-865-7217 • TDD 415-865-4272

RONALD M. GEORGE  
*Chief Justice of California*  
*Chair of the Judicial Council*

WILLIAM C. VICKREY  
*Administrative Director of the Courts*

RONALD G. OVERHOLT  
*Chief Deputy Director*

STEPHEN NASH  
*Director, Finance Division*

**TO:** **POTENTIAL PROPOSERS**

**FROM:** ADMINISTRATIVE OFFICE OF THE COURTS  
CENTER FOR FAMILIES, CHILDREN & THE COURTS DIVISION

**DATE:** November 18, 2008

**SUBJECT/PURPOSE OF MEMO:** **REQUEST FOR PROPOSALS**  
The purpose of this document is to publish the AOC's Responses to Vendors' Questions, for those questions received by the deadline, Monday, November 17, 2008 at 1 pm.

**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: **BLUE RIBBON COMMISSION PUBLIC EDUCATION CONSULTANT**  
RFP Number: CFCC 10-08 Blue Ribbon Commission Public Education Consultant-LM

**SOLICITATIONS MAILBOX:** [solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov) by

**DATE AND TIME PROPOSAL DUE:** Proposals must be received by **Friday, November 21, 2008, no later than 1 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. CFCC 10-08 Blue Ribbon Commission-LM**  
**455 Golden Gate Avenue, 7th Floor**  
**San Francisco, CA 94102-3688**

## AOC RESPONSES TO VENDORS' QUESTIONS

1. Question: Can you please clarify the timing around the release of the final commission report? Is the intention to release the draft and/or final report and implementation plan to the news media at the December 10 summit meeting, or will that occur in 2009 after the summit has occurred and the report and implementation plan have perhaps been finalized?

Answer: The intention is to finalize and release the final commission report and implementation plan in 2009 after the December 10 summit has occurred.

2. Question: The RFP specifies a budget of \$75,000 – \$100,000 with the possibility of a First Option Term. The RFP also specifies that one of the four deliverables will be completed in the First Option Term at the discretion of the AOC. Is the AOC requiring that part of the contract budget now be set aside for this fourth deliverable, assuming that it may be required, or will other funds be made available should the AOC decide to authorize a First Option Term?

Answer: The AOC is requiring that part of the contract budget now be set aside for the fourth deliverable. The proposed budget should include the amount required to complete the fourth deliverable.

3. Question: With the exception of the fourth deliverable which may be completed in the First Option Term at the discretion of the AOC, must the other three deliverables be completed by January 31, 2009? For example, editing and overseeing the design and lay-out of the commission's 100-200 page report may benefit from additional time, as might the follow-up and stakeholder outreach that is necessary after the December 10 summit. If mutually agreed to by the AOC and contractor, is it permissible for select activities to extend beyond January 31?

Answer: Yes. You have the option to propose that some tasks be completed after January 31st, as long as the proposal clearly delineates those tasks which will be completed by January 31.

4. Question: Can you please clarify the number of work samples that are to be submitted? The RFP asks proposers to submit two samples of reports or other public materials. Does that mean that the RFP is requesting two samples for the whole submission or two samples to go with each copy of the technical proposal? (If it is the latter, we believe that would require eight copies of work samples, given the RFP requirement of one original proposal and three copies.)

Answer: The proposal should include 2 samples total.