

ANSWERS TO QUESTIONS:

Q1: Are there incumbents to this RFP/contract ? How many of the vendors were awarded the current Master Agreement for Technical Staff Augmentation Services RFP?

Answer: Yes, there are 23 incumbents to the current Master Agreement expiring June 30, 2021.

Q2: How many incumbent vendors are on the existing contract for these services?

Answer: 23

Q3: How many vendors are currently working for the agency?

Answer: 23 vendors have Master Agreement contracts

Q4: How many resources are currently engaged in the current contract?

Answer: 23 vendors have Master Agreement contracts

Q5: Will the current vendors be retained automatically or be given equal priority against the new participating vendors?

Answer: All vendors responding to the current RFP will be given equal priority. The current 23 vendors will not be retained automatically.

Q6: How many vendors agency is planning to select?

Answer: The JCC intends to select 12-16 vendors

Q7: Is this RFP a re-compete of an ongoing contract? If yes, then please share the details of the incumbents? Can you please share the names of the incumbent vendors on the existing contract? Could you please share the name of Current Suppliers (who are currently providing services to Agency)?

Answer: The current 23 vendors are:

1. 21 Tech, LLC
2. 22 Century Technologies, Inc.
3. Agile Global Solutions, Inc.
4. Alexan Consulting
5. The Ascent Services Group, Inc.

6. Avanti Recruitment Solutions
7. Blackstone Technology Group
8. BM Associates, Inc.
9. Cogent Data Solutions, LLC
10. DatamanUSA
11. Delasoft, Inc.
12. Elegant Enterprise Wide Solutions, Inc.
13. Infojini, Inc.
14. Matrix Resources, Inc.
15. Macias Gini O'Connell
16. Mindlance, Inc.
17. Mono Group, Inc.
18. Mouri Tech, LLC
19. SearchPros Staffing, LLC
20. Sierra Cybernetics, Inc.
21. Software Management Consultants, Inc.
22. Staff Tech, Inc.
23. The Ziba Group

Q8: If this is not the first Master agreement of this type are the prior agreements rates available for review? Could you please share current Supplier's pricing and Proposals? Can JCC share pricing information with the incumbent? Are you able to provide the pricing for the incumbent vendors on the existing contract? Could you please share current Suppliers pricing and Proposals? Could you please share a sample rate card from any existing vendor?

Answer: You need to request the records and information through PAJAR. Please refer to this link <https://www.courts.ca.gov/requestforms.htm>. However, this will not excuse you for filing your proposal out of time.

Q9: Can JCC share the number of task orders (or total business) awarded to each incumbent? Can you please share the amount of business each vendor did under this contract in previous years? Can you please share the no. of positions served in previous years under this contract?

Answer: You need to request the records and information through PAJAR. Please refer to this link <https://www.courts.ca.gov/requestforms.htm>. However, this will not excuse you for filing your proposal out of time.

Q10: Can you please confirm the most commonly filled positions of this contract in past?

Answer: See RFP Section 1.0 Background Information, Section 1.3 for current classifications and quantity of work orders.

Q11: How many temporary resources are currently engaged in the current contract? Please also provide the bifurcation of the resources supplied by each incumbent.

Answer: 47, see RFP Section 1.0 Background Information, Section 1.3 for current classifications and quantity of work orders.

Q12: We would like to know if there are any eligibility criteria or requirements for the vendors to participate in the RFP like they should have a Contractor management system or Vendor Management System.

Answer: A contractor or vendor management system are not required for participation in this RFP.

Q13: Do we need to prove our eligibility to work in California at the time of bid submission or do we need to do that after the contract is awarded? Kindly advise - 8.0 SPECIFICS OF A RESPONSIVE PROPOSAL, 8.5.2

Answer: You need to prove your eligibility to work in California at the time of bid submission.

Q14: What business licenses professional certifications, or other credentials are referred in the section 8.5.3?

Answer: You can submit as many business licenses professional certifications, or other credentials that are relevant and pertinent to build your credibility and integrity as a vendor.

Q15: How long does JCC give Contractors to respond to a particular request once it is released? (i.e.: 24 hours, 3 days, one week, etc.)?

Answer: Usually vendors are asked to respond to requests within 2-3 weeks of issuance.

Q16: Can a company submit a proposal as a prime vendor while being a subcontractor for another vendor?

Answer: Yes, you may.

Q17: Is there any preference to the incumbent vendors for this engagement?

Answer: No

Q18: Is there any preference for the local vendors? Is there any local preference for this contract? Is there will be any preference given to the local candidates?

Answer: No preference for local vendors. Each Work Order issued will designate a home base, which most likely is either of the JCC offices in Sacramento or San Francisco. The candidates must be able to physically work at the designated home base location.

Q19: Can you please share the no. of positions served in previous years under this contract?

Answer: Currently 47 positions are being supplied from the current master agreement. Previous years the total number of positions supplied were between 34-38 per year.

Q20: Do you expect bidders to be able to supply all positions listed in the RFP?

Answer: The expectation is that bidder can supply candidates to the majority of the classifications listed. See RFP Section 1.0 Background Information, Section 1.3 for current classifications and quantity of work orders.

Q21 How many positions we can expect under this contract throughout the given term?

Answer: The JCC expects to have 45-60 positions annually for the next two years. This includes positions presently acquired from its current master agreement contract.

Q22: How many candidates/resumes is a Contractor allowed to submit to a single position request?

Answer: Each Work Order Request Form (WORF) indicates the number of candidates that each vendor can submit. In general, 1-2 candidates per position are allowed per WORF per vendor.

Q23: Can you please provide how many years of experience are required for both the “regular” and “senior” levels of seniority listed for each requested role?

Answer: Each Work Order Request Form (WORF) lists the minimum requirements for the position requested. In general, senior positions require a minimum of 5-7 years of experience in the field of expertise.

Q24: Are most (if not all) requests for full time, 40 hour/week positions?

Answer: Each Work Order Request Form (WORF) lists the hours required for each position. Most requested positions are full-time.

Q25: Are the majority of roles located in San Francisco, or are they located in Sacramento?

Answer: Each Work Order Request Form (WORF) lists the home base location where contractors are required to work. Most WORFs specify work from either the JCC Sacramento or San Francisco locations.

Q26: Is JCC open to Skype/Teams/Zoom interviews? If so, in what context would JCC allow a Skype/Teams/Zoom interview?

Answer: It is not anticipated that there will be interviews required for this RFP.

Q27: Can you please provide Job descriptions for each position listed in this RFP?

Answer: General job descriptions for each classification are listed in RFP Attachment 2, Master Agreement Terms and Conditions, Exhibit F, Classifications. Each Work Order Request Form (WORF) will list out the specific technical skills needed for that job based on the project needs.

Q28: Are we required to submit any technical resumes or just the resumes of the Sourcing Manager, Account Rep and Accounting Lead is enough? What happens if these people move on to different roles? - Attachment 12-C – Key Staff

Answer: Resumes of the key staff will be needed and be incorporated into the contract. If they leave, a new resume will need to be approved by the JCC and incorporated as a future amendment to the contract.

Q29: RFP-IT-2021-80RB-Attachment -12F, Part IV – Maximum Hourly Rate: With reference to the Attachment 12F Pricing, we would like to know what the years of experience will be expected for each position mentioned in Part IV – Maximum hourly rate. Experience duration for each category mentioned will be helpful in determining the Maximum hourly rate for each position. Please advise.

Answer: Each Work Order Request Form (WORF) will list the number of years of experience and technical skills required for each consultant requested. It should be assumed that the JCC is expecting experienced consultants that can contribute starting day one. Senior level positions should be expected to have 5-7 years minimum experience.

Q30: What specific background checks and/or drug screens are required of the temporary staff? To ensure FCRA compliance, it is our company's policy to provide clients with an attestation of completion of background check pursuant to client's requirements, but not the actual results. Will Judicial Council of California accept letters of attestation in lieu of actual background check results?

Answer: Background checks, paid by the vendor, are required before any consultant can start on a contract. Within 5 business days of the Notice of Intent to Award, vendors will

be responsible for conducting personal background checks, including criminal background checks at the county level (e.g., counties of residence for the last seven years) and at the federal district level (e.g. Federal District Court, Northern California) on all top-rated candidates.

Q31: Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to Judicial Council of California?

Answer: No, the cost of any background checks cannot be passed through to the JCC.

Q32: Will we be required to supply any PPE?

Answer: Contractors will be required to comply with the same JCC requirements for PPE as JCC staff while working on-site.

Q33: What would be the estimated hours for given positions? Can you please advise if JCC operates on 8-hour billable days, with a one-hour lunch break? Please confirm if anticipated utilization for each selected resource will be full-time 40 hours per week for the duration of the contract. If no, please provide anticipated utilization for these resources.

Answer: 40 hours/week, 8:00am to 5:00pm, unless alternate schedule is approved by the JCC project manager. Work Order Request Forms (WORF) will designate if the position is not full-time.

Q34: Referring to page 2/16, Section 1.1.2 of RFP in Background Section, does as needed services mean the resources selected from the MSA contracts will have to work on on-call basis only and not 8hrs/day or 40 hours/week or 160hrs/month?

Answer: As needs basis means that there is no guarantee of the quantity of contractors that will be requested through the Work Order Request Form (WORF) process. WORFs are sent to vendors based on specific project needs and available budgets.

Q35: How is time tracked and approved for contingent workers providing services to JCC? Will our resources enter their time into a JCC provided time sheet system that there JCC supervisors will approve? Or should our resources use our internal timesheet system? If we use our own time sheet system, please confirm that JCC will accept our resources JCC supervisor approved time sheets.

Answer: The JCC will not require timesheet approvals or log into any vendor time systems to approve monthly hours. The monthly invoice will include details for each day worked and the hours worked. The JCC project manager will approve the monthly invoice and that will serve as the approval of time worked and billed.

Q36: In Attachment 12 A Part II Invoicing compliance, you state: “please describe and discuss your methodology for keeping track of Key Personnel’s time under a Work Order to substantiate specific hours worked and amounts invoiced.” We use an electronic time reporting system that includes date, time duration, and comments describing what work was performed. Will this be considered compliant?

Answer: Yes, that’s sufficient for the consultant and vendor timekeeping, however, the JCC project manager will not be responsible for electronic approval of those hours. The JCC will not require timesheet approvals or log into any vendor time systems to approve monthly hours. The monthly invoice will include details for each day worked and the hours worked. The JCC project manager will approve the monthly invoice and that will serve as the approval of time worked and billed.

Q37: Under Part II –Invoicing Compliance: Can you explain if you are looking for Sample Invoice format for each company explaining the invoicing and summaries that meets the requirements of this RFP. Are you looking for the sample Timesheets tracker ?

Answer: The JCC has provided a sample invoice and monthly summary statement in Attachment 2. The JCC is requesting a narrative description on how your firm will meet these invoicing requirements and your methodology for keeping track of each person’s time worked in order to produce a monthly invoice with detailed hours/day worked.

Q38: With respect to Affordable Care Act (ACA) costs, would Judicial Council of California prefer charges as a separate line item on the invoices, or instead incorporated directly into each respondent’s proposed rates? Please clarify.

Answer: All ACA costs should be incorporated in the proposed rates.

Q39: What is Judicial Council of California ’s historical usage and yearly spend for this contract during the past three (3) years? When was the existing contract got started, and what is the annual monetary spent value of the current contract since inception? For each of the work orders awarded for the positions listed in Section 1.3, can you specify the awarded vendor and dollar spent details?

Answer: The JCC estimates historical spending was between \$5.8 million - \$8 million annually over the past 3 years for the contracts related to the current Master Agreement.

For detailed information, you need to request through PAJAR. Please refer to this link <https://www.courts.ca.gov/requestforms.htm>. However, the timeline it will take for you to receive the records will not excuse you for delay in filing your proposal.

Q40: What is the approximate volume of JCC requests per year that is anticipated on the new contract?

Answer: The JCC currently has 47 contracts with the existing Master Agreement expiring June 30, 2021. The JCC cannot provide an estimate of new awards/per year for the new contract. New Work Order Request Forms (WORFs) will be issued based on specific project needs and available budgets.

Q41: What will be the estimated annual budget for this project? What will be the estimated annual budget for this project? Is there any budget allocated to this RFP?

Answer: Answer: The JCC currently has 47 contracts with the existing Master Agreement expiring June 30, 2021. The JCC cannot provide an estimate of new awards/per year for the new contract. Work Order Request Forms (WORFs) will be issued based on specific project needs and available budgets. Budgets are approved by the Legislature on an annual basis and the budget for Fiscal Year 2021-22 (July 1, 2021 through June 30, 2022) will not be approved until June 2021.

Q42: Is there any defined Not-To-Exceed(NTE) budget of this bid for the base term?

Answer: No. Vendors will be awarded \$0 Master Agreements. Funds will be awarded to each vendor after the award of a Work Order Request Form (WORF) and a subsequent Work Order is executed.

Q43: What is the average anticipated length of a given consultant assignment (6 months, 1 year, etc.) for this contract?

Answer: 1 year is the average length of a consultant assignment but can be extend up to a maximum of 3 years. The specifics of the initial term and any option years (usually 2 option years) are designated in each Work Order Request Form (WORF) at the time of issuance. The JCC may, at its sole discretion, extend the initial contract annually, up to the end of the 2 option years.

Q44: Attachment 12F – Pricing, Part IV – Maximum Hourly Rate: are you looking for Bill Rates (which are fully burdened and include our markup), or just pay rates (rates paid to resources)

Answer: Fully burdened bill rates

Q45: Can you please clarify if we are using Markup Rate or Mark Up percentages for Subcontractor Markup? - Attachment 12F

Answer: We are asking for the maximum markup percentage that you will use for Subcontractors.

Q46: Because of Covid the last 12 months are not the best representation of our abilities. Can you extend that period to cover 24 months?

Answer: No, we cannot.

Q47: What benefits are we required to offer temporary workers?

Answer: The JCC does not require vendors to provide benefits. The answers to Q32 and Q38 may also be pertinent or relevant to your question

Q48: Are we required to offer a set amount of PTO or sick leave?

Answer: The JCC does not require vendors to offer a set amount of PTO or sick leave.

Q49: Part II – References. Are you referring to provide the client name where we have placed the respective consultant for the category mentioned or the consultant reference would work? Please confirm.

Answer: For each placement identified in Attachment 12, Placement History, 12-B, you need to provide the specific reference (client name) in which each placement worked. If you placed 20 consultants, you should list the 20 specific references where each of them worked.

Q50: Do we have to provide 31 references for all 31 titles? There are few titles in the list that we have not placed in the last 12 months. Please advise. - Attachment 12B:

Answer: You should provide the number of references for the number of placements. If you did not have any placements for a classification, you would not list a client reference.

Q51: In RFP-IT-2021-80RB-Attachment-12A-12E-Evaluation.pdf, in the number of placements per JCC classification table if we show more than 50 placements in a few categories, should we submit reference for each of the 50 or only 1 reference per position of the Placed?

Answer: The number of placements and client references should be the same. If you have over 50 placements in a category, we are requesting to see all those client references.

Q52: References: We do not have Past performance in placing candidate for some of the Labor categories. Do we need to submit references for each, and every Labor Classification provided in the Part I – Number of placements per JCC job classifications in last 12-months? Would failure to submit lead to disqualification?

Answer: The requirement is to show **how many** placements and to show the client references for each placement. Failure to submit would result in reduced scoring for the category. The maximum points for Placement History are 15.

Q53: Kindly elaborate the list of the certificates needs to be submitted with technical proposal - 10.0 PROPOSAL CONTENT, iii Copies of the proposer's

Answer: RFP Attachments 4, 7, 8 and 9 need to be submitted with the proposal. Attachments 5, 10 and 11 need to be submitted if it applies to you.

Q54: If the proposer is a foreign corporation, LLC, LP and in good standing with home jurisdiction (within USA), can the proposer register with the California Secretary of State if awarded this contract? Is it mandatory for a proposer (a foreign corporation) to be registered with the California Secretary of State at the time of proposal submission or registration can be done, if selected for the award BUT before signing award documents?

Answer: It is necessary that the proposer is registered with the California Secretary of State at the time of proposal submission.

Q55: Is there a mandatory minority, WBE or DVBE goal for this RFP contract?

Answer: There is no mandatory minority, WBE or DVBE goal.

Q56: Will Agency consider other agency/state certificate to participate in the DVBE or SBE program for this bid?

Answer: The requirement, if you read RFP Attachments 10 and 11, is to be certified with DGS.

Q57: Can we submit Small Business Enterprise Certificate as we do not have Small Business certification approval letter?

Answer: We need the certification approval letter.

Q58: Can we include DVBE or SBE Subcontractor who are not registered with the State of CA?

Answer: In the submission of proposal for this solicitation, you do not need to include a DVBE or SBE subcontractor.

Q59: We are Small Business Enterprise certified by the State of NJ, can we request for Small Business Preference? We do not have a DGS Supplier ID.

Answer: The requirement, if you read RFP Attachments 10 and 11, is to be certified with DGS.

Q60: We are not Small Business Company, please confirm if we need to sub-contract with CA based Small Business Certified firms to meet the 5% Goal?

Answer: No. The Small Business incentive pertains only to the direct vendor.

Q61: This Small Business certification is made under the laws of the State of California – Do we need to notarize the attachment? Kindly advise - RFP ATTACHMENT 5 SMALL BUSINESS DECLARATION

Answer: You do not need to have it notarized.

Q62: Is there any set-aside made for the DVBE subcontracting goal?

Answer: This is not a DVBE set aside solicitation. Also, there is no mandated set aside subcontracting goal for the eventual Master Agreement holders.

Q63: Do we score maximum score if we are DVBE firms or if we partner with the DVBE firms? Please advise.

Answer: You get 3 points if you are a DVBE. You do not score this extra 3 points if you partner with a DVBE firm unless such partnership has been certified as DVBE by the DGS.

Q64: Can we use subcontractors? If yes, are they required to be DVBE Certified or Approved by DGS? - RFP ATTACHMENT 11 DVBE DECLARATION

Answer: You have the option to use subcontractors when responding to a Work Order, that is if you get awarded the Master Agreement. At the level of subcontractors, they are not required to be DVBE certified.

Q65: Since we are a DVBE firm, are we able to bid directly for the project as well as partner with other firms that are looking to meet the DVBE qualification as a subcontractor?

Answer: You can bid directly to this RFP, regardless. You are entitled to extra 3 points if you are DVBE. This is not a DVBE set aside solicitation. Partnering with other firms that are looking to meet the DVBE qualification as a subcontractor is of no consequence.

Q66: We are not DVBE Certified Company, please confirm can we sub-contract with CA based DVBE certified firm to achieve 3 points. If we will be doing the sub-contracting with DVBE firms so which all attachments do, we need to get filled and signed by the sub-contractor.

Answer: The determination of the DVBE certification lies only to the first tier, or the direct bidder and not to the second tier or the subcontractor.

Q67: Do we need to notarize the attachment 8? Kindly confirm - RFP ATTACHMENT 8 UNRUH CIVIL RIGHTS ACT AND CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT CERTIFICATION

Answer: No, the certifications need not be notarized

Q68: Are we permitted to use our company letterhead to complete forms 12A - E ?

Answer: Yes, you may, as long as the integrity of our formatting is maintained.

Q69: Is it possible to have a word document copy of Attachments 12A-12E to ensure answers are legible? Is there a word version of RFP-IT-2021-80RB-Attachment-12A-12E-Evaluation and RFP-IT-2021-80RB-Attachment-12F-Evaluation? Can you please send editable version of Attachment 12 for us to fill in our response?

Answer: We don't provide RFP and attachments in word.

Q70: Will there be a Pre-bid meeting?

Answer: There is no pre-bid. Only those events enumerated in Section 3 (Timeline) of the RFP will occur.

Q71: Regarding addendums and RFP updates, will those changes be automatically sent to registered responders or do we need to continuously check the website? If sent to registered responders how does one register to be included on that list?

Answer: If there are addendums and updates, these will be posted to the court's website and not sent to vendors. Also, we do not pre-register responders for this solicitation.

Q72: Can bidder's request redlines/changes to the County's Terms & Conditions/Contract Language?

Answer: Yes, you may redline the requested changes to the terms and conditions but please note that this will affect your scoring and that there are those that are mandatory provisions (especially those required by California law).

Q73: Is there any page limit for preparing the technical proposal?

Answer: There is no page limit for preparing the technical proposal.

Q74: Request for proposals document PDF (Section 9.0 Submission for proposals – Page 10). Point 9.3 details that the proposals must be emailed but has a mailing address below them. Is the vendor required to mail the hard copy of the response documents to the San Francisco address in addition to the emails being sent for the technical and cost proposal?

Answer: Vendor is not required to mail the hard copy of the response documents.

Q75: Please confirm that due to Covid restrictions electronic signatures are ok.

Answer: We confirm that electronic signatures are fine.