



# Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

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*Director, Finance Division*

**TO:** POTENTIAL BIDDERS

**FROM:** Administrative Office of the Courts  
Finance Division

**DATE:** January 4, 2008

**SUBJECT/PURPOSE OF MEMO:** ADDENDUM NO. 1 TO RFP #HR2007-HN-01-CT  
REVISION TO RFP DOCUMENTS – ADDITION OF TWO (2) NEW  
SUB-APPENDICES

**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/workcomptpa-rfp.htm>

**PROPOSAL DUE DATE:** Proposals must be received by **4:00 p.m. on January 16, 2008**

**SUBMISSION OF PROPOSALS:** Proposals must be sent to:  
**Judicial Council of California**  
**Administrative Office of the Courts**  
**Attn: Nadine McFadden, RFP# HR2007-HN-01-CT**  
**455 Golden Gate Avenue**  
**San Francisco, CA 94102-3688**

**5. RFP APPENDICES AND ATTACHMENTS *[Revised]***

- 5.1 Included as part of this RFP are the following attachments:
- 5.1.1 Attachment A, Administrative Rules Governing Request for Proposals. Proposers shall follow the rules set forth in Attachment A, in preparation of their proposals.
  - 5.1.2 Attachment B, Contract Terms. The contract with the awarded vendor will be signed by the parties on a State of California Standard Agreement form and will include terms appropriate for this project. Terms and conditions typical for the requested services are attached as Attachment B to this RFP.
  - 5.1.3 Attachment C, Vendor's Acceptance of the RFP's Contract Terms or Exceptions to Contract Terms. Proposers must either indicate acceptance of Contract Terms as set forth in Attachment B, or clearly identify exceptions to these Contract Terms. If exceptions are proposed, then proposer must also submit (i) a red-lined version of Attachment B that clearly tracks all proposed changes (additions, deletions, modified language, or new provisions) to this attachment, and (ii) written documentation to provide an explanation or rationale for each individual change proposed.
  - 5.1.4 Attachment D, Payee Data Record Form. The AOC is required to obtain and keep on file, a completed Payee Data Record for each vendor prior to entering into a contract with that vendor. Therefore, vendor's proposal must include a completed and signed Payee Data Record Form. A copy of the Payee Data Record Form is included as Attachment D.
  - 5.1.5 Attachment E, DVBE Participation Form. Proposers must demonstrate either (i) DVBE compliance with minimum participation goals, or (ii) written evidence of a "good faith effort" explaining why compliance with DVBE goals cannot be achieved. The DVBE Participation Form is included as Attachment E.
  - 5.1.6 Attachment F, Cost Proposal Form. Proposers shall use Attachment F, Cost Proposal Form, to propose rates and fees for the services set forth in this RFP.
  - 5.1.7 Attachment G, Reference Form. Proposers shall use Attachment G, Reference Form to provide a list of at least five references, covering at least the last three years, private industry, as well as public entities, to document the quality of the project examples submitted.

5.1.8 Attachment H, Project Example Form. Proposers shall use Attachment H, Project Example Form, to identify at least five relevant and recent projects that demonstrate proposer's experience across the full range of service expertise required by this RFP.

5.2 Included as part of this RFP are the following appendices: [Revised]

5.2.1 Appendix I, California Judicial Officer and Court Employees

5.2.2 Appendix II, Claims Summary by Year, including:

5.2.2.1 [New] Appendix II-A, Trial Court Open & Closed Indemnity and Open & Closed Medical Claims by Policy Year

5.2.2.2 [New] Appendix II-B, Judiciary Open & Closed Indemnity and Open & Closed Medical Claims by Policy Year

5.2.3 Appendix III, Custom Claim Summary JBWCP Open Claims

5.2.4 Appendix IV, Custom Claim Summary JBWCP Closed Claims

5.2.5 Appendix V, Workers' Compensation Claims TPA's for California Counties

*END OF ADDEMDUM NO. 1*