

Questions and Answers from June 3, 2005 Pre-proposal Conference
RFP Number:TCFS-052005 – Addendum No. 2
Civil / Criminal Trust Accounting Process

- Q1:** Does elimination of the third Deliverable mean that SAP may not be used to support trust accounting?
- A1:** SAP may or may not be used as the support system for trust accounting. The next step will be a gap analysis.
- Q2:** Will this be rolled out to all 58 courts?
- A2:** Initially the rollout will be to courts that are on the statewide Court Accounting and Reporting System (“CARS”), as CARS is a centrally supported financial system. Eventually all 58 courts will be centrally supported as they implement CARS. At that time, all courts will also be supported by the trust accounting system.
- Q3:** Is the consultant expected to use the 17 courts currently utilizing CARS to determine the business processes and functional requirements?
- A3:** The consultant will work with a focus group of 7 courts, including small, medium and large courts, who will act as the “subject matter experts” to determine the business processes and functional requirements.
- Q4:** Is the consultant expected to create 17 different process flows?
- A4:** The expectation is that the consultant would use the “best practices” identified during the focus group sessions and create a process flow with variations that will meet the needs of a small, medium, and large court.
- Q5:** Where are the focus group courts located?
- A5:** The AOC will assemble the focus group courts in a central location, either San Francisco or Sacramento. Consultant will not be expected to travel to 7 different court locations. The most likely location for focus group meetings is San Francisco. If the consultant is required to travel to Sacramento, the AOC will make an adjustment for any additional cost.
- Q6:** Will the AOC arrange for the consultants to meet with the focus group courts prior to the due date for submission of proposals?
- A6:** No. Given the time frames for the project, a preliminary meeting with the courts prior to the submission of proposals is not possible.
- Q7:** Does the removal of Deliverable No. 3 mean that Deliverables 1 and 2 have changed from documents that can be used to configure SAP to documents that can be used for a gap analysis?
- A7:** Yes, Deliverables 1 and 2 will be used for a gap analysis to determine the correct software, including customization of existing software.
- Q8:** Is the deadline for completion of the project still August 31st?
- A8:** This project is a piece of a larger project that has tight timelines and the August 31st date is required to meet the schedule of the larger project. A solution is required by January of 2006 for one of the courts.

Q9: Does the AOC have a list of what the courts will “bring to the table” to determine the business process?

A9: No, but the consultant can recommend what should be used to determine the business process.

Q10: Are there current methodologies or an existing framework that the AOC wants to match?

A10: The goals stated in the RFP provide the statewide perspective that the AOC expects from the project, as the AOC is standardizing trust so that it can be managed on a statewide basis.

Q11: Did the AOC realize that SAP is not the answer in last couple weeks and therefore remove Deliverable 3?

A11: The structure of the cost proposal requires defined deliverables so that the consultant can propose a not-to-exceed amount, as this is a requirement when year-end funds are used. After consideration, it was determined that it would be difficult for a consultant to determine cost for the design of specifications before the business processes and functional requirements were identified.

Q12: Has any internal work been done to document the business processes?

A12: There has been no official documentation of the business processes.

Q13: Are there specific tools that the AOC would like the consultant to use to document the process-flow?

A13: The AOC would like the consultant to use Microsoft Office Word, Excel and Visio as the tools for documenting the deliverables.

Q14: How should travel expenses be identified?

A14: Per the contract, travel expenses will be reimbursed based on the AOC Travel Rate Guidelines, however, the consultant should indicate a not-to-exceed amount for each Deliverable in the cost proposal.

Q15: Is there a drop-dead date for subsequent questions?

A15: All questions must be submitted by June 15, 2005 (Tuesday). Questions can be submitted via email to Greg Keil at greg.keil@jud.ca.gov. All answers will be posted on the website at <http://www.courtinfo.ca.gov/reference/rfp/>.

Q16: Can the AOC provide an electronic copy of the Cost section and an electronic copy of the contract so that the vendor can red-line the document if necessary?

A16: Yes, an electronic Word document will be posted on the website.