

**JUDICIAL COUNCIL OF CALIFORNIA (“JUDICIAL COUNCIL”)
QUESTIONS AND ANSWERS
APRIL 9, 2015**

1. **Q:** In Attachment 2, Exhibit C, page C-1, section 2(A), a sentence reads as follows: “Due to fund restrictions, Deliverables 1 and 1 of Task 1 can only be paid for using encumbered [sic] FY 2014-2015 funds.” Was that supposed to say “...Deliverables 1 and 2....”?

A: Yes. Task 1, Deliverables 1 and 2 will be encumbered in fiscal year 2014-15.

Attachment 2, Exhibit C, Page C-1, Section 2.A will be revised in Attachment 2, addendum 1 as follows:

This Agreement is for Work that is expected to be funded using FY 2014-15 and FY 2015-16 funds. Due to fund restrictions, Deliverables 1 and 2 of Task 1 can only be paid for using encumbered FY 2014-15 funds. Therefore, Contractor shall not commence Work on Deliverables 3 through 6 of Task 2 until passage of the FY 2015-16 Budget Act, funds have been encumbered and an Amendment to this Agreement has been executed.

2. **Q:** The RFP indicates that there are two deliverables for Task 1 and four deliverables for Task 2. However, in Attachment 2, Exhibit C, page C-1, section 2(A), there is a sentence that reads as follows in part: “Therefore, Contractor shall not commence Work on Deliverables 1 through 5 of Task 2 until passage of the....” Was that supposed to say “...Deliverables 1 through 4 of Task 2....”?

A: The deliverables in the RFP are correct. Attachment 2, Exhibit C, Page C-1, Section 2.A shall be revised in Attachment 2, addendum 1 as follows:

This Agreement is for Work that is expected to be funded using FY 2014-15 and FY 2015-16 funds. Due to fund restrictions, Deliverables 1 and 2 of Task 1 can only be paid for using encumbered FY 2014-15 funds. Therefore, Contractor shall not commence Work on Deliverables 3 through 6 of Task 2 until passage of the FY 2015-16 Budget Act, funds have been encumbered and an Amendment to this Agreement has been executed.

3. **Q:** In the RFP, on page 5, section 2.3.1.1, we are instructed to “review curriculum from 2013 and 2014 Interdisciplinary trainings (See Improving Permanency and Inclusion for Our Youth: Both Series: <http://www.courts.ca.gov/7873.htm>)”. The URL provided has links to Fall 2014 and Spring 2014 trainings on improving permanency and inclusion, but we see no links for such trainings in 2013. Can you provide the URL for the 2013 curriculum?

A: RFP Page 5, Section 2.3.1, Paragraph 2.3.1.1 will be updated to include

Review 2014 Interdisciplinary Trainings curriculum, (See Improving Permanency & Inclusion For Our Youth - Fall 2014 and Improving Permanency & Inclusion For Our Youth - Spring 2014; <http://www.courts.ca.gov/7873.htm>).

Please see RFP addendum 1, Page 5, Section 2.3.1, Paragraph 2.3.1.1.

4. **Q:** The RFP provides that the contractor must pilot the curriculum in a training session conducted in the first year to include up to 25 participants. Is there a minimum number of participants that the pilot training session must include?

A: RFP Page 3, Section 2.2, Paragraph 2.2.3 shall be revised to include 10 minimum participants. Please see RFP addendum 1, Page 3, Section 2.2, Paragraph 2.2.3.

5. **Q:** The RFP provides that the contractor must pilot the curriculum in a training session conducted in the first year to include up to 25 participants. To what extent must these participants represent all of the various targeted training populations (judicial officers, attorneys, child welfare professionals, probation officers, community advocates, volunteers, parents and children)?

A: It is not required that participants in the pilot represent every profession and person described in the RFP.

6. **Q:** The RFP provides that the contractor must pilot the curriculum in a training session conducted in the first year to include up to 25 participants. Do all 12 hours of training need to be piloted, or can the pilot consist of an abbreviated version of the full training?

A: Yes. 12 hours must be piloted.

7. **Q:** The RFP provides that the contractor must pilot the curriculum in a training session conducted in the first year to include up to 25 participants. Because of the extremely short timeframe of Year 1, and the possible logistical challenges involved in coordinating the availability of 8-10 trainers, identifying and securing an appropriate and available venue, soliciting and ensuring participant attendance, etc., is there any flexibility with regard to conducting the pilot training session, and completing Deliverable 2 of Task 1, during Year 2?

A: No. The Pilot must be completed in Year 1.

8. **Q:** The RFP indicates that the first training session shall occur by August 14, 2015. Given the possible logistical challenges involved in coordinating the availability of 8-10 trainers, identifying and securing an appropriate and available venue suitable for

125-175 participants, etc., is there any flexibility with regard to conducting the first training session sometime after August 14, 2015?

A: The Judicial Council prefers to adhere to its targeted completion dates. Please see RFP addendum 1, Page 6, Section 2.3.2, Paragraph 2.3.2.6.

9. **Q:** Can you explain how the information sought by section 6.1.5 of the RFP (“proposed method to complete the work”) differs from what is sought by section 6.2 of the RFP (“describe the methods and timeline to complete each of Tasks 1 and 2...”)?

A: RFP Page 9, Section 6.0, Paragraph 6.1.5 is redundant and will be deleted. Please see RFP addendum 1, Page 9, Section 6.0.

10. **Q:** Attachment 2, Exhibit B, page B-3, section 2(A) provides in part that the “Judicial Council may terminate this Agreement at any time upon providing the Contractor written Notice at least ten (10) Days before the effective date of termination.” Is there flexibility to instead make termination with notice mutually available to both the Judicial Council and the Contractor, and to extend the notice period to 30 days?

A: No. Attachment 2, Exhibit B, Page B-3, Section 2.A shall remain as written.

11. **Q:** Section 2.3.1.2: Recognizing the importance of ensuring the curricula adequately addresses the needs of the CFCC dependency attorneys, how and when will that opportunity be afforded to the awarded provider?

A: Regarding RFP Page 5, Section 2.3.1, Paragraph 2.3.1.2; Meeting with and obtaining input from CFCC dependency attorneys will be based on a date and time mutually agreed to by both parties.

12. **Q:** Section 2.3.1.3: Is there a specific template that the Judiciary Council uses for submission of curricula? If so, may bidders see that in advance of their proposal submissions?

A: No. The Judicial Council does not have a specific template for submission of curricula.

13. **Q:** Section 6.1.3: Should bidders include the requested information for all assembled faculty, including support staff, or just for the primary trainers?

A: RFP Page 9, Section 6.0, Paragraph 6.1.3 requires resumes for key staff members.

14. **Q:** Is it a requirement to provide the names and resumes of the faculty that will support the training, or can we list the proposed faculty representatives by their title?

A: Proposed faculty members may be listed by their title.

15. **Q:** Could you please elaborate on section 2.2.9 on page 13, what does that encompass, participant's satisfaction or reports from the faculty themselves?

A: RFP Page 3, Section 2.2, Paragraph 2.2.9 refers to collecting feedback from faculty members. RFP Page 4, Section 2.2, Paragraph 2.2.20 refers to collecting feedback from participants.

16. **Q:** Do you anticipate the pilot of the training for 25 participants to occur prior to June 30th, 2015?

A: Yes.

17. **Q:** Section 6.2.8 asks us to describe how we will integrate feedback from participants as part of the training process. Is this referring to feedback from the pilot participants, as discussed in sections 2.3.1.6 and 2.3.1.7, or is it referring to feedback from the participants of the four training session? Or was section 6.2.8 intended to have us discuss how we will integrate feedback from the instructors to the participants as part of the training process, as is discussed in section 2.2.9?

A: RFP Page 10, Section 6.2, Paragraph 6.2.8 refers to feedback from participants attending the trainings at each of the 4 venues.