

ADMINISTRATIVE OFFICE OF THE COURTS

RFP QUESTIONS AND ANSWERS

On-Site Catering Sacramento

RFP# CJER-122013-OSCS-CF

January 3, 2014

1. Is there an application that we need to fill out?

Answer: No, there is no *Application* form to be filled out. See Answer# 3, below.

2. Is there a main form we need to fill out with all our information?

Answer: No, there is no *main* form to be filled out with all information. See Answer# 3, below.

3. How do we submit all the information?

Answer: Please refer to the *RFP - Request for Proposals, AOC On-Site Catering Sacramento* (RFP# CJER-122013-OSCS-CF), Section 5, ***Submission of Proposals*** (Page 8) and Section 6, ***Proposal Contents*** (Page 9) for detailed instructions regarding required information (questions to be answered), related certifications, licensing, resumes, references, menus, etc. to be provided, required forms and attachments to be completed and signed, and explicit instructions for how to submit the entire proposal package.

Reference: <http://www.courts.ca.gov/24557.htm>.

Hard copy proposals, including one (1) original and four (4) copies each, of both the technical proposal and the cost proposal, plus an electronic copy of the entire proposal package in *Word, Excel* and/ or PDF formats on a CD-ROM or flash drive, must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand in a sealed envelope and ***received*** by no later than 3:00 P.M. on January 8, 2014 at the following address:

Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden, RFP# CJER-122013-OSCS-CF
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688

Please see additional, important details and instructions for submitting the proposal package in the above cited sections of the RFP.

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4. Do we send copies of our insurance, business license and environmental health permit now or send them if we are chosen based on our menu bid?

Answer: Proposers should include a copy of relevant licenses and certifications (business license and environmental health permit) in the proposal package, as requested. It is unnecessary, however, to include proof of insurance during the proposal process.

Refer to *RFP - Request for Proposals, AOC On-Site Catering Sacramento* (RFP# CJER-122013-OSCS-CF), Section 6, *Proposal Contents*, paragraph 6.4 and related subparagraphs (Pages 11 – 12) for details.

Reference: <http://www.courts.ca.gov/24557.htm>

5. Is Worker's Compensation insurance required if we are the *Business Owners* as well as the *Workers*, or are we exempt?

Answer: Generally, coverage for sole owners is optional. You would, however, need to have workers' compensation coverage for any employee you may hire, even if it's just one employee, and even if it's just temporary employment. You should consult with your attorney, insurance agent or broker, or carrier regarding the specifics of your situation and your options.

Reference: <http://www.dir.ca.gov/dwc/faqs.html>

See also: Answer 6, below.

6. Are we allowed to change and amend our insurance policies to meet your standards, if we are selected?

Answer: Yes; please see RFP Attachment 2, *AOC Terms and Conditions*, Exhibit B, *Special Provisions*, Section 13, *Insurance Requirements* (Page B-8) for details.

Reference: <http://www.courts.ca.gov/24557.htm>

[END OF QUESTIONS AND ANSWERS]