



Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

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TO: POTENTIAL BIDDERS

FROM: Administrative Office of the Courts
Finance Division

DATE: February 22, 2008

SUBJECT/PURPOSE OF MEMO: **QUESTIONS AND ANSWERS**

ACTION REQUIRED: You are invited to review and respond to the attached Request for Proposals (“RFP”):

Project Title: JUDICIAL COUNCIL OF CALIFORNIA ANNUAL JUDICIAL BRANCH PLANNING MEETING, JUNE 25-27, 2008, NAPA CALIFORNIA; CONFERENCE FACILITATION SERVICES
RFP Number: EOP-60101-RB

PROPOSAL DUE DATE: **Proposals must be received by 1 p.m. on February 29, 2008**

SUBMISSION OF PROPOSAL: Proposals must be sent to:
Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden, EOP-60101-RB
455 Golden Gate Avenue
San Francisco, CA 94102

1. For the 4 pre-conference planning sessions (1 hour each)... will these sessions be held via conference call, video conference, or in person? If in person, what is the location?

Answer: For meetings 1 through 3, any of the above-referenced meeting options are acceptable (depending on location of selected vendor). For meeting 4, AOC staff prefers that at least the principal representative/team leader be present on site (San Francisco offices, Administrative Office of the Courts). See also questions 7 and 12.

2. What meeting expenses, incurred by the facilitators (meals, lodging, travel etc) will be paid for by the Judicial Council?

Answer: Per RFP section 7.2 the cost for consultant services will be in the range of \$30,000 to \$50,000 *inclusive of personnel, materials, computer support, travel, lodging, per diems, and overhead rates.*

3. Does this solicitation have an incumbent(s)? If so, who is the incumbent(s) and how long has incumbent(s) performed facilitation services for the Judicial Council of California, Administrative Offices of the Courts?

Answer: There is no contract currently in effect. The AOC has previously employed Zimmerman Lehman, San Francisco.

4. Has the Judicial Council of California, Administrative Offices of the Courts had any past performance issues, problems or concerns with the incumbent(s)? If so, what was the nature of the performance issues, problems or concerns?

Answer: No previous performance issues.

5. Attendees (paragraph 2.3) Who are the 45 – 60 meeting attendees who will be participating in this annual planning meeting. I assume these attendees will be members of the Judicial Council and Executive Staff members of the Administrative Office of the Courts. Will there be others in this group?

Answer: Attendees participating in the facilitated sessions will be limited to members of the Judicial Council (28 current members plus approximately 4 to 7 new members), members of the Executive Team of the Administrative Office of the Courts (approx. 16 AOC Directors), and approximately 3 invited judicial branch leaders from other states; remaining attendees are AOC event and support staff.

6. Stakeholder Data (paragraph 2.2) In the Request for Proposals (RFP), you refer to “Stakeholder Data.” What is this data? Is it more than what is described in “Trust and Confidence in the California Courts?”

Answer: Stakeholder data is contained in the 2 documents referenced in section 2.4 under heading, *Bidders for the RFP should be familiar with the following documents.* An additional 2 documents will be made available in late April or

early May, 2008. They are: *The Operational Plan for California's Judicial Branch, 2008—2011* (due for adoption April 25) and *Judicial Council Governance Policies* (currently undergoing revision).

7. 4 One-Hour Conference Planning Sessions (paragraphs 2.2 and 4.2.1) Who will be attending these planning meetings?

Answer: Participants at meetings 1 and 2 will be AOC Planning Staff and the *Principal Facilitator/Team leader*; participants at meetings 3 and 4 will be AOC Planning Staff and *all facilitators*. For meeting 4, AOC staff prefers that at least the principal facilitator/team leader be present on site. See also questions 1 and 12.

8. 4 One-Hour Conference Planning Sessions (paragraphs 2.2 and 4.2.1) Related to the question above, is this RFP requesting additional data gathering, such as surveys or interviews, outside of the 4 planning sessions?

Answer: No additional data gathering is anticipated. However, AOC planning staff is open to other suggestions. For example, if the principal facilitator thought it useful to interview branch leaders, staff would consider accommodating the request.

9. Summary of Major Highlights (paragraph 4.2.4) Can you provide some information on the amount of detail you expect in this report; alternatively, can you provide a sample of the summary from a previous year?

Answer: AOC staff envisions a high-level report capturing major motifs, concerns, suggested plans of action, etc., that may have arisen during the small group sessions (approximately 4 to 10 pages, double spaced).

10. Outcomes (paragraphs 2.3 and 4.2.2) In addition to the summary of major points referenced in the RFP, what outcomes are you wanting from the facilitated sessions? Specifically, do you envision these sessions as high-level strategy discussions leading to insights and mutual understanding, or as working sessions leading to operational decisions?

Answer: The former. The purpose of the meeting, *which is envisioned as a Judicial Council retreat*, is to consider and discuss key judicial branch issues (as identified 2.2.1 through 2.2.4) and the various possibilities for effective Judicial Council leadership in addressing them. No operational decisions will be presented for a vote and adoption.

11. Accommodations and Meals (paragraph 7.2) Will the successful bidder be responsible for the costs of all meals and accommodations of the four facilitators during the June 25 – 27 planning meeting, or will they participate in some meals with the participants?

Answer: Facilitators will participate in the following meals with participants:

June 25: hors d'oeufs reception (5:30 p.m., attendance optional)

June 26: Continental Breakfast *and* Lunch

June 27: Continental Breakfast *and* Lunch

All other meals as well as hotel accommodations are to be covered by the contract.

12. (4.2.1 Deliverable 1 - Between April 1 and June 20, 2008) Can you clarify if you expect all the facilitators to attend the 4 pre-conference planning sessions or representatives of the group?

Answer: A representative/lead facilitator/team leader must participate in meetings 1 & 2. All facilitators are expected to participate in meetings 3 & 4. See also questions 1 and 7.

13. (4.2.2 Deliverable 2 - June 25–27, 2008) Can you be more specific about the June 25 opening session? Is this an all day session, and if not, what part (and time commitment) on June 25 to you expect all four facilitators to attend?

Answer: The June 25 meeting is not an all day event; tentative schedule is 2:00 p.m. – 5:30 p.m. All 4 facilitators are expected to attend the opening session, which will frame issues to be covered on June 26 and 27. Reception at 5:30 p.m. is optional.

14. (6.2 Resumes describing the background and experience of key staff, as well as each individual's ability and experience in conducting the proposed activities.) Do you need full resumes of all four facilitators or are bio's sufficient?

Answer: Bios are sufficient; would prefer full resumes.