

**JUDICIAL COUNCIL OF CALIFORNIA (“JUDICIAL COUNCIL”)
QUESTIONS AND ANSWERS
MAY 29, 2015**

1. **Q:** On page 8 of the RFP, Attachment 6: Payee Data Record Form states “This form contains information the Judicial Council requires in order to process payments and must be submitted with the proposal.” However, on page 11 of the RFP, Section 7.0 (Proposal Contents) does not note where this attachment should be placed in a proposer’s response. Please clarify where in a proposer’s response this attachment should be provided.

A: Please position Attachment 6 in between Attachment 5 and Attachment 7.

2. **Q:** Would it be possible to obtain a Word version of Attachment 6 (Payee Data Record Form)?

A: Payee Data Record Form STD-204 is only available in fillable PDF format. The fillable format can be downloaded by clicking on the link below.

<http://www.dir.ca.gov/DAS/program/std204.pdf>

3. On page 9 of the RFP, Section 6.2 states “The Proposer must submit one (1) original, four (4) copies, and one (1) electronic version on CD-ROM or USB memory stick/flash drive of both the technical and cost proposals.” Please clarify whether the Judicial Council has a preference for the format of the electronic version of the technical and cost proposals (i.e. Word, PDF).

A: Unless specifically requested in the RFP, the electronic file type is left the Proposer’s discretion.