



REQUEST FOR INFORMATION

**ADMINISTRATIVE OFFICE OF THE
COURTS (AOC)**

Regarding:

CPR/First Aid/AED Training,
RFI #OERSEDU-2010-CPR01

RESPONSES DUE:

CLOSE OF BUSINESS, MARCH 26, 2010

I. Invitation to Respond

You are invited to respond with information to assist the Judicial Council of California, Administrative Office of the Courts, (AOC), in identifying prospective service providers to provide lay responder CPR/First Aid/AED training and certification to AOC staff that will allow them to train other AOC staff going forward (“train the trainer” training). Additionally, the service provider may be asked to provide lay responder CPR/First Aid/AED training and certification to groups of AOC staff.

A. Background

The Judicial Council of California, chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system. The AOC is the staff agency of the Judicial Council. The Education Division of the AOC oversees and supports continuing professional development for each individual in the California judicial branch.

Training AOC staff in CPR/First Aid/AED allows for better response to emergency medical situations.

B. Description

The objective of this RFI is to gather information on qualified service providers who are capable of providing lay responder CPR/First Aid/AED training in the AOC’s three regions of operation, Burbank, Sacramento and San Francisco. The training should allow for AOC staff to be trained as trainers or for groups of AOC staff to be trained by the service provider directly.

RFI is posted under the following website: <http://www.courtinfo.ca.gov/reference/rfp/>

II. Requirements

The AOC is requesting service providers interested in participating in this effort to present information on their firms’ resources, capabilities, experience and qualifications for providing CPR/First Aid/AED training and certification.

III. Response Format

The following is an outline for responding to this RFI. This outline is intended to minimize the effort of the respondent and structure the responses for ease of analysis by the AOC. Please adhere to this format without compromising your response.

Section 1: Profile

Describe your company, including its:

- history;
- ownership and management structure;
- business practices;
- products and services;
- locations;
- human, technological and other resources;
- financial profile; and
- other information you deem relevant.

Section 2: Delivery

Describe the training delivery methods your firm has used to provide lay responder level CPR/First Aid/AED training and certification in an office environment. Include information on the:

- training methodology for both train the trainer and group training;
- prerequisites, if any, for train the trainer students;
- class size, length and location;
- registration process;
- materials requirements;
- certification process and duration;
- exclusivity and endorsement policies; and
- typical pricing of such delivery methods.

Section 3: Additional Information

Provide any other information, materials, suggestions and discussion you deem appropriate.

IV. Submission Information

A. Disclaimer

This RFI is issued for information and planning purposes only and does not constitute a solicitation. Responses to the RFI will not be returned. A response to this notice is not an offer and cannot be accepted by the AOC to form a binding contract. Responders are solely responsible for all expenses associated with responding to this RFI.

CONFIDENTIAL OR PROPRIETARY INFORMATION

The Administrative Office of the Courts is bound by California Rules of Court 10.500, which can be found at <http://www.courtinfo.ca.gov/rules/> with respect to disclosure of its administrative records. Respondents may note or mark portions of the information submitted in response to this RFI indicating that the information contains material that is confidential and/or proprietary. If the AOC disagrees, the respondent will be given an opportunity to withdraw the information.

If the AOC receives a request for public access to material submitted in response to this RFI, the AOC will determine, in its sole opinion, whether marked material is exempt from disclosure under rule 10.500 or other applicable law. If the AOC, in its sole opinion, finds or reasonably believes that the material so marked is exempt from disclosure, that material will not be disclosed. If the AOC finds or reasonably believes that the material so marked is **not** exempt from disclosure, the AOC will contact the respondent with a request to substantiate its claim for confidential treatment, but may disclose the information pursuant to rule 10.500 and other applicable law regardless of the marking or notation seeking confidential treatment.

B. Closing Date for Submission and Contact Information

All communication with the AOC must be in writing and must be directed to the AOC single Point of Contact (POC) for this RFI at the following email address: solicitations@jud.ca.gov

Interested parties must not contact any court or other judicial branch entity regarding this RFI except as provided above. Submissions should provide straightforward and concise responses to the requests for information set forth in this RFI.

The closing date for submissions is March 26, 2010, by Close of Business.

Submissions may be emailed to: solicitations@jud.ca.gov

Or, you may deliver your submission and any supplemental hardcopy materials to:

Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden – RFI #OERSEDU-2010-CPR01
455 Golden Gate Avenue
San Francisco, CA 94102-3688

C. Information Exchange

After the AOC has reviewed the submitted material, your firm may be contacted and asked to participate in an information exchange with the AOC. The objective of this forum is to gain further understanding of your proposed approach.

D. Rights of AOC

Notwithstanding anything else in this RFI, the AOC has the unqualified right to:

- change any of the dates, schedule, deadlines, process and requirements described in this RFI
- supplement, amend or otherwise modify this RFI
- elect to cancel or to not proceed with the RFI

for any reason whatsoever, without incurring any liability for costs or damages incurred by any interested parties or potential interested parties.

The AOC has the right to require clarification or accept or request new or additional information from any or all interested parties without offering other interested parties the same opportunity, and to interview any or all interested parties. The AOC may independently verify any information in any submission.

The AOC reserves the right to amend or modify one or more provisions of this RFI by written notice posted on the RFI website prior to the closing date.

The AOC reserves the right to invite one or more interested parties to meetings, for interviews or to make individual presentations.

The AOC reserves the right to proceed to direct negotiations with one or more respondents or any other party in circumstances where competition is deemed inadequate.