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| **TO:** | **Potential proposers** |
| **FROM:** | **Administrative Office of the Courts Fiscal Services Office** |
| **DATE:** | **February 22, 2013** |
| **SUBJECT/PURPOSE OF MEMO:** | **ADDENDUM #1 to RFP # HR-053012CK  JBWCP Insurance Brokerage and Consulting Services**  **The purpose of this addendum is to revise Section 3.0, Timeline For This RFP.** |
| **PROPOSAL DUE DATE:** | **Proposals must be received by March 29, 2013, no later than 1:00 p.m. PST.** |
| **SUBMISSION OF PROPOSAL:** | **Proposals must be sent to: Judicial Council of California Administrative Office of the Courts Attn: Nadine McFadden RFP #HR-053012CK 455 Golden Gate Avenue San Francisco, CA 94102** |

This Addendum 1 hereby modifies the RFP as follow:

1. Section 3.0, Timeline For This RFP is replaced in its entirety with the following:

**3.0** **TIMELINE FOR THIS RFP**

The AOC has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the AOC.

| **EVENT** | **DATE** |
| --- | --- |
| RFP issued**:** | ***January 23,***  ***2013*** |
| Deadline for questions to [solicitations@jud.ca.gov](mailto:Solicitations@jud.ca.gov) | ***February, 21, 2013***  ***1:00 PM Pacific Time*** |
| Questions and answers posted | ***March 15, 2013*** |
| Latest date and time proposal may be submitted | ***March 29, 2013***  ***1:00 PM, Pacific Time*** |
| Evaluation of proposals (*estimate only)* | ***March 29 – April 12, 2013*** |
| Oral Presentations *(estimate only)* | ***April 15 - April 19, 2013*** |
| Notice of Intent to Award (*estimate only*) | ***May 3, 2013*** |
| Negotiations and execution of contract (*estimate only*) | ***May 3 - April 19, 2013*** |
| Notice of Award *(estimate only)* | ***May 31, 2013*** |
| Contract start date (*estimate only*) | ***June 1, 2013*** |
| Contract end date (*estimate only*) | ***May 31, 2015*** |

*END OF ADDENDUM*