

ADMINISTRATIVE OFFICE OF THE COURTS (AOC)
Human Resources Division

Addendum #1 to RFP Number: TC-HRD-072902, dated June 24, 2002
Project Title: Succession Planning Assessment

This addendum to the above named RFP is in response to questions frequently asked by vendors. The questions below are general frequently asked questions and may not be identical to the questions received by the AOC. If a particular question received by the AOC is not addressed in this addendum, the AOC does not have or will not provide any additional information on the issue at this time.

Question 1: What is the definition of "critical positions"? How many critical positions are there? Do they have current job descriptions? How are they organized?

Answer 1: The determination of critical positions should be made during the project. While executive and management positions may be critical, we are looking for a consultant to work with us to determine the scope of all critical positions. This will include working with the Judicial Council's Strategic and Operational plans and similar guiding documents in the courts and branch agencies. We want to ensure that the assessments and strategies implemented will include all positions identified as critical. Each court is managed independently, but the selected consultant will have access to information available for this project.

Question 2: What workforce data are currently available?

Answer 2: The consulting firm retained for TC-HRD-072902 will have access to the reports and data collected from the other statewide court studies. The firm will also have access to data available through the Administrative Office of the Courts as well as individual courts. Access to this information is not necessary to provide a proposal.

Question 3. Will the selected vendor be precluded from bidding on, or participating in, future judicial branch agencies projects and contracts? Contracts led by individual courts?

Answer 3: Respect for the judicial branch depends on the integrity of the decision-making process, which demands scrupulous adherence to procedures that prevent improper influence in the procurement process. Therefore, the AOC will not allow a contractor to use his or her contractual relationship with the AOC to influence a decision on a future contract in which the contractor has a financial interest.

Please refer to the following provision included in all agreements with the AOC when the contractor's recommendations will require the State to purchase Materials or additional consulting or Electronic Data Processing:

Prohibited Bids Concerning End Product of this Agreement

No person, firm, or subsidiary thereof, which has been awarded a consulting services agreement may submit a bid for, nor be awarded an agreement for, the provision of services, procurement of Materials or Data, or any other related action which is required, suggested, or otherwise deemed appropriate in the end product of this Agreement. This provision shall not apply to any person, firm, or subsidiary thereof, which is awarded a subcontract to this Agreement in amounts no more than ten percent (10%) of the total monetary value of this Agreement.

Question 4. Are the trial courts the focus of the Succession Planning project or does the scope of the project include other judicial branch agencies such as the Courts of Appeal, Supreme Court, and Administrative Office of the Courts?

Answer 4: The focus of the Succession Planning project includes the trial courts, Courts of Appeal, Supreme Court, Administrative Office of the Courts, and Habeas Corpus Resources Center, among others.

Question 5: The phone number for the Office of Small Business and DVBE Certification on Section 13.0 of the RFP does not answer. Is the phone number accurate?

Answer 5: The phone number for the Office of Small Business and DVBE Certification has changed. The new number is: 916-375-4940.