ADMINISTRATIVE OFFICE OF THE COURTS

QUESTIONS AND ANSWERS

Trial Court Web Template Implementation

RFP No. EOP-200902-RB

June 9, 2010

1.   Will the work be able to be completed remotely?

   Answer: Work can be completed off-site. However, the AOC requires one on-site Project Kick-Off Meeting as set forth in Attachment 2, Exhibit D, section 1, paragraph C, sub-paragraph iii entitled "Project Management."

2.   If work needs to be completed on-site, will AOC provide work space and computer?

   Answer: Work does not need to be completed on-site. The AOC requires one on-site Project Kick-Off Meeting at the AOC facility in San Francisco.

3.   Will all the work be completed at the S.F. location?

   Answer: See the answer to questions #1 & #2.

4.   Would the AOC accept utilization of an open-source Content Management System (CMS) as part of any solution/proposal?

   Answer: Yes, the AOC will consider proposals that present an open-source CMS as a migration/implementation solution.

5.   Is there a Content Management System (CMS) that will be used for the courts or are these pages plain HTML?

   Answer: None of the 10 courts seeking migration assistance from the AOC in Fiscal Year 2010-2011 are using Content Management Systems. However, it is possible that a court using a content management system may request template implementation services in the future.

6.   Are there any other languages being utilized by the courts such as ASP, PHP, Lasso, ColdFusion, etc?

   Answer: Yes, some courts utilize .asp on their pages.

7. Some of our portfolio pieces are considered confidential due to contract terms between ourselves and the client. If we were to include these clients in our portfolio, would the confidentiality be honored if the proposal were made public?

    Answer: Certain information becomes public record, however, there are exceptions which do not become public record. Please review the following prior to submission of your proposal:

    Paragraph 10 on page 8 of 8 in the RFP entitled "CONFIDENTIAL OR PRORPRIETARY INFORMATION."

    Paragraph K of Attachment 1 on page 7 of 8 entitled "Disposition Of Materials".

8. Is there a requirement to ensure all migrated pages are Section 508 compliant?

    Answer: No, it is not a requirement. However, although outside of the scope of this RFP, we'd strongly prefer that all migrated pages to be Section 508 compliant. Making existing .PDFs and .DOCs Section 508-compliant is not in the scope of this project.

    a. If so, are the documents required to be checked for Section 508 compliance?

    Answer: We are aware that existing .PDFs and other documents may not be compliant. We would recommend to courts that going forward, they post 508-compliant docs, and work methodically to upgrade all existing docs, but we cannot mandate that they do so, and neither is this effort in scope for this project. Making existing .PDFs and .DOCs Section 508-compliant is not in the scope of this project.

    b. If so, can an automated tool be used to check for Section 508 compliance?

    Answer: Making existing .PDFs and .DOCs Section 508-compliant is not in the scope of this project.

9. Is the contractor required to ensure the accessibility of the AOC Template?

    Answer: The templates themselves have been tested for Section 508 compliance. However, legacy court content may not be compliant. Making existing .PDFs and .DOCs Section 508-compliant is not in the scope of this project.

10. On the pricing template, how do we note flat charges per site? For example, Project Management may be a flat number of hours whether the site is 200 or 700 pages.

    Answer: Please see Addendum 1 to the RFP. The pricing template has been revised: "EOP-200902-RB Pricing Proposal Template - Attachment 6 rev1.xlsx" which now requires the input of a flat fee per court for project management.

[END OF QUESTIONS AND ANSWERS]