



Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

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TO: POTENTIAL BIDDERS

FROM: Administrative Office of the Courts
Finance Division

DATE: March 2, 2006

SUBJECT/PURPOSE OF MEMO: **ADDENDUM NO. 1 TO REQUEST FOR PROPOSALS**
Brief Description Of Project: 1) Design and implement a court staff user guide for conducting court and community outreach forums; 2) Design a curriculum based on this user guide; and 3) Use the user guide to develop and conduct three regional, one-day, training workshops with trial court representatives to conduct community focused planning meetings in their respective jurisdictions.

ACTION REQUIRED: You are invited to review and respond to the attached Addendum No. 1 to Request for Proposals (RFP):
Project Title: Community-Focused Court Planning Project
RFP Number: EOP – 0206
See Change Numbers 1, 2 and 3 below for details.

PROPOSAL DUE DATE: **The Proposal Due Date has been changed to: 1:00 p.m., March 17, 2006**

The AOC hereby revises the RFP as set forth herein. Items **highlighted in yellow** have been changed.

Change #1 Paragraph 1.4.1 on pages 3 and 4 of the RFP, is replaced in its entirety with the following language:

- 1.4.1 The AOC has developed the following list of key events from RFP issuance through notice of contract award. All key dates are subject to change at the AOC’s discretion.

EVENT	Key Dates
Issue RFP	2-6-06
Deadline for Proposer Requests for Clarifications or Modifications	2-10-06 1:00 p.m.
AOC Posts Clarification / Modification Response (estimated)	2-17-06
Proposal Due Date and Time	3-17-06 1:00 p.m.
Evaluation of Proposals (estimated)	3-20-06 thru 3-31-06
Negotiations (estimated)	4-07-06
Notice of Intent to Award (estimated)	4-14-06
Execution of Contract (estimated)	4-21-06

Change #2 Paragraphs 3.1, and 3.2 and its subparagraphs on pages 6 and 7 of the RFP, are replaced in their entirety with the following language:

- 3.1. Services are expected to be performed by the consultant between April 21, 2006 and August 31, 2006.
- 3.2. The consultant will be asked to:
- 3.2.1. By June 30, 2006 — Work with relevant representatives of the AOC and assume major responsibilities for developing a court staff user’s guide for conducting court and community outreach forums. Written or printed materials from the chosen consultant must be professionally copyedited and formatted to the AOC’s satisfaction prior to submission. Written and printed materials are also expected to be delivered in print and web-ready formats as well. The guide must provide court staff with quick reference instructions and a template for (1) facilitating and directing group

meetings, and (2) structuring group discussions to address the specific findings of *Trust and Confidence in the California Courts; A Survey of the Public and Attorneys, 2005*, that are listed at 2.0 above.

- 3.2.2. By **July 31, 2006** — Develop the workshop curriculum. The workshop curriculum (with AOC approval) will prepare trial court leadership teams to: 1) create a meeting agenda, 2.) identify “public stakeholders” (i.e., strategic community based organizations, multicultural groups, and other justice system partners), 3) educate meeting participants on the role of the court for confidence-building purposes, 4) conduct and maintain purposeful dialogue, 5) capture the group’s best thinking, 6) ask questions that stimulate feedback and 7) document and report on meeting outcomes.

- 3.2.3. By **August 31, 2006** — Use the AOC-approved curriculum to conduct three (3) workshops — one in each of the AOC’s regional offices — with trial court staff at which the above-referenced ideas and tools (on conducting and facilitating community-focused planning meetings) are shared.

Change #3 Table 1 of Attachment A, on page 28 of the RFP is replaced in its entirety with the following language:

Table 1: Firm Fixed Price by Deliverable

<i>Deliverable</i>	<i>Due Date</i>	<i>Firm Fixed Price Per Deliverable</i>
1.	June 30, 2006	[TBD]
2.	July 31, 2006	[TBD]
3.	August 31, 2006	[TBD]