



Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

NORTHERN/CENTRAL REGIONAL OFFICE

Northern/Central Regional Office • 2880 Gateway Oaks Drive, Suite 300 • Sacramento, CA 95833-3509

TO: POTENTIAL BIDDERS

FROM: Administrative Office of the Courts
Northern/Central Regional Office

DATE: February 13, 2008

SUBJECT/PURPOSE OF MEMO: To issue Addendum 6 to RFP 010708-NCRO and, as set forth in the attached documents:
1.) To publish the revised AOC Response to Bidder Question/Request 20 as of February 13, 2008
2.) To modify RFP Appendix H, Master Service Agreement, Section 19.4, Control of Defense and Settlement
3.) To modify RFP Section I.8, RFP Key Action Dates
4.) To modify RFP Section IX.5.1, Scored Components

ACTION REQUIRED: You are invited to review and respond to the Request for Proposals ("RFP"), as posted at
<http://www.courtinfo.ca.gov/reference/rfp/phoenix-rfp.htm>

PROPOSAL DUE TO AOC: Proposals must be received **by 1:00 p.m. on February 19~~20~~, 2008**

SUBMISSION OF PROPOSALS: Proposals must be sent to:
Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden, RFP 010708-NCRO
455 Golden Gate Avenue, 7th Floor
San Francisco, CA 94102

1.) See the revised AOC Response to Bidder Questions/Requests file dated February 13, 2008, with updated question/request 20 at:

<http://www.courtinfo.ca.gov/reference/rfp/phoenix-rfp.htm>

2.) See the modified RFP Appendix H, Master Service Agreement, Section 19.4, Control of Defense and Settlement at:

<http://www.courtinfo.ca.gov/reference/rfp/phoenix-rfp.htm>

3.) The following modifications shall be made in RFP Section I.8, RFP Key Action Dates:

I.8 RFP Key Action Dates

Table I-7 outlines the schedule for important action dates and times. If the AOC finds it necessary to change any of the dates prior to the BAFO Proposal submission, it will be accomplished through an addendum to this RFP. All dates subsequent to the BAFO Proposal submission date are approximate and may be adjusted as conditions dictate without addendum to RFP 010708-NCRO.

The RFP proposal process and estimated timetable is as follows:

Table I-7. RFP Key Action Dates

Phoenix Program RFP Key Actions	Target Dates and Times
AOC release of RFP to Bidders via AOC website	January 11, 2008
Initial written questions for RFP Bidder's Conference due from Bidders to Point of Contact	January 15, 2008
List of RFP Bidder's Conference attendees due to Point of Contact	January 20, 2008
RFP Mandatory Bidder's Conference: Administrative Office of the Courts Northern/Central Regional Office 2880 Gateway Oaks Drive, Suite 300 Sacramento, CA 95833-3509	January 23, 2008 Time: 8 a.m. to 12 p.m. PST
Letters of Intent to Bid and Confidentiality Agreements due from Bidder's to Point of Contact	January 24, 2008
Final written Bidder questions due to Point of Contact Note: This is the due date for questions so the AOC can ensure a timely response. The AOC may not answer questions submitted after this date.	February 7, 2008
AOC responses to Bidder Questions	February 4 13, 2008

Phoenix Program RFP Key Actions	Target Dates and Times
Proposal due to AOC Judicial Council of California Administrative Office of the Courts Attn: Nadine McFadden, RFP 010708-NCRO 455 Golden Gate Avenue, 7th Floor San Francisco, CA 94102	February 19 20, 2008 Time: 1 p.m. PST
Bidder presentations	February 26 – 28, 2008
AOC establishes short list Finalist Bidders	March 7, 2008
AOC provides Finalist Bidder Clarification Session instructions to Finalist Bidders	March 7, 2008
AOC/ Finalist Bidder Due Diligence	March 17 – 27, 2008
Finalist Bidder Clarification Sessions to resolve outstanding issues on Finalist Bidder Issues Lists, including both the Master Services Agreement (MSA) and the Statement of Work (SOW)	April 1 – 4, 2008
AOC provides Best and Final Offer (BAFO) Instructions to Finalist Bidders	April 14, 2008
BAFO Proposals, including Finalist Bidder(s) update of Issues List on MSA and SOW together with updated MSA redline due to the AOC, due at address noted above	April 28, 2008 Time: 1 p.m. PST
Finalization of Agreement	May 20 – 29, 2008
Notice of Intent to Award	May 30, 2008
Execution of Agreement	June 6, 2008

4.) The following modifications shall be made in RFP Section IX.5.1, Scored Components:

IX.5.1 Scored Components

The Evaluation Team will score each Bidder's Proposal. The Total Score of each Bidder's Proposal includes five broad components:

Table I-1. Scored Evaluation Components in Descending Priority Order

Evaluation Components
Staff Qualifications and Project Organization <u>Business Solution Response</u>
Business Solution Response <u>Staff Qualifications and Project Organization</u>
Cost Proposal
Bidder Experience Response <u>Exceptions taken to MSA (including Exhibits)</u>
Exceptions taken to MSA (including Exhibits) <u>Bidder Experience Response</u>

The sections that follow provide additional information about those components of Bidder Proposals that will be scored by the Evaluation Team and the criteria to be used in conducting the evaluation.

END OF ADDENDUM 6