



## Superior Court of California County of San Mateo

### LEADERSHIP TRAINING REQUEST FOR PROPOSAL QUESTIONS AND ANSWERS

The following are questions that we have received by e-mail or that were posed during the Bidder's Conference that was held on December 19, 2011.

1. Please clarify the dates/length of this project. In Section I: Introduction – Summary of Project, it says the work must be completed by June 15, 2012. Yet in Attachment A –Contract Terms and Conditions (page 20 of 42 - #2), the term and effective date of the agreement says February XX, 2012 – December 31, 2012. In addition, in Section IV – Statement of Work, 4.2, #1, there is reference to “.....local facilitation after the expiration of the grant period.” Please clarify the dates/length of this project.  
*Answer: The sample contract in the RFP is a sample only. The specifics regarding services, payment and length of the contract will be inserted when the final version is drafted. The project must be completed by the June 15, 2012 so the term of the contract will probably go to June 30, 2012 to allow time to process the final invoices. However, the General Terms and Conditions, Special Provisions, and Certificate of Compliance will remain. It is these terms and conditions and the other general provisions that the Court would like to know if you have any questions or concerns about complying with them. Please note that most of the provisions are mandated from California statutes under the Public Contracts Code.*
2. Please provide the breakdown (or numbers) of leads, supervisors, and managers that will receive the training. Specifically, how many of the approximate 40 people that will participate in this training are leads, how many are supervisors, and how many are managers? (Section 1.3: Project Goal).  
*Answer: The breakdown is as follows: 18 Leads, 16 Supervisors, and 13 Managers. However, the final number of persons to be trained will be determined at the time the project starts since the Court is undergoing changes arising from budgetary constraints.*
3. Please clarify Section 4.2, #1 of the RFP where there is reference to....”as well as additions to live training that can be utilized in ongoing group setting with local facilitation after the expiration of the grant period.” What does this mean?  
*Answer: The ongoing group setting training refers to materials that the court can use independently after the end of the contract period to reinforce the training that has been provided by the vendor. While not a requirement that this specifically be provided it is an optional extension of the basic training.*
4. Do certifications of compliance and certificates of insurance have to be submitted at the same time as the Proposal since it may be difficult in getting the certificates during the holidays?  
*Answer: No, they can be submitted later on especially when the contract is signed. Please state in the proposal that you do qualify and can comply with the requirements and that the certificates will be provided if the contract is awarded to you.*
5. A. As stated in the RFP, do all the materials developed under this project become the property of the California Administrative Office of the Courts(AOC) under the terms of the Grant funding?  
B. If the materials are turned over, what will the AOC do with them?

C. Is there any possibility to argue that the materials are proprietary?

**Answer:** *The only materials that must be turned over are those created by the Court with vendor assistance. If the materials are of the vendor's making then the vendor does not have to turn them over to the AOC. The materials that are turned over to the AOC will be used by the AOC for training of other court staff throughout the state.*

6. Is there access to the Core 40 and Leadership and Training materials?

**Answer:** *An overview of the content of the two trainings was provided as Attachments to the RFP. If you need copies of those attachments, please send an e-mail request and they will be sent out again.*

7. Is the work under this RFP follow up to the court structure reengineering RFP project that was out for solicitation earlier in the year?

**Answer:** *No. The structural reengineering project was for a different purpose. The training that we are looking for is needed no matter the outcomes of the reengineering project.*

8. Will the work of the organization restructure affect this project?

**Answer:** *The reengineering project could result in a change to the number of individuals who will participate in the leadership training. Otherwise, there should be no effect on this current project.*