

**RESPONSES TO QUESTIONS ASKED DURING AND AFTER
THE BIDDER'S CONFERENCE**

1. Is the financial information submitted confidential?

Generally, all information made available to us in the contract can be made available to interested parties. As per section 3.4 of the RFP

“If a vendor’s proposal contains material noted or marked as confidential and/or proprietary that, in the Court’s sole opinion, meets the disclosure exemption requirements of the PRA (Public Records Act), then that information will not be disclosed pursuant to a written request for public documents. If the Court does not consider such material to be exempt from disclosure under the PRA, the material may be made available to the public, regardless of the notation or marking.”

The Court will be able to maintain the confidentiality of a bidder’s financial statements or proof of financial status if a request is made by the bidder. Please place the materials in a separate envelope marked confidential and include reasons for keeping the information confidential. However, while the actual document will not be released, any rating on the financial statement that is apart of the evaluation process may be made available at the Court’s discretion.

2. Does the Court use volunteers?

No, the court currently only uses paid staff.

3. What is the maximum capacity of the Children’s Waiting Room?

It is up to the discretion of those working in the Children’s Waiting Room to determine what the appropriate level of capacity is based on the ages and personalities of the children in the waiting room at that time.

4. Does each of the Children’s Waiting Rooms operate individually?

One court supervisor oversees both locations and there is assigned staff from the contract service provider at each location.

5. Do we need to go by the specific staffing schedule in the RFP?

The staffing schedule in the RFP is a sample. A proposed schedule will need to be in the submitted proposal that is based on the fixed days and hours of operations, and past usage as evidence by the attendance charts attached to the RFP. The Court’s holidays are on our website.

6. Does the contract need to be submitted in two different envelopes?

Yes, the contract needs to be submitted in two different envelopes, one containing the proposal and the other containing the financials.

7. What type of startup costs are you referencing in the RFP?

The section regarding the startup costs is if you decide something needs to be done in order for you to assume operation of the Children's Waiting Room. The Court does not necessarily have any plans for startup costs

8. Can we use corporate volunteers or donations?

No. The Court is under strict guidelines regarding receiving gifts or donations. It has to maintain its impartiality and avoid any appearances of impropriety, influence or lack of impartiality and as such cannot receive any gifts or donations from any company, corporation, or any other entity. However, we have had some donations by individuals who have volunteered service to the Court.

In the past the Court has set up a blind trust with the Peninsula Community Foundation where individuals or businesses could donate money. Through that Foundation, the Court could receive donations but the identity of the donor or when the donations were made are not revealed to the Court. The court also cannot solicit funds in any way.

The state passed a law giving a portion of the filing fees to the court so the court could set up a Children's Waiting Room. The filing fees do not cover all costs and the Court pays some of the Children's Waiting Room expenses out of its own operating budget.

9. Must any objections to the contract terms be submitted by May 8th?

No. The May 8th deadline is the last day for any potential bidder to ask questions regarding the RFP, the program or the proposed contract terms. It is not the deadline to submit any proposed changes or objections to the terms of the contract. That information is to be included in the proposal. Word versions of the RFP document is available if requested.