



Superior Court of California, San Mateo County  
400 County Center, 4<sup>th</sup> Floor; Redwood City, CA 94063  
www.sanmateocourt.org

**ADDENDUM 1**

Addendum Issued: June 4, 2019

IFB Number	Title	RFP Issued	Due Date and Time
19-R003	Court Children's Waiting Room Services	May 24, 2019	June 24, 2019 @ 2:00pm
<b>Contract Officer</b>		<b>Contact Information</b>	
Nathanael Frank		procurement@sanmateocourt.org	

- I. The following notice is hereby added to the Request for Proposal:

***THERE WILL BE AN OPTIONAL PRE-PROPOSAL CONFERENCE AND TOUR AT THE TIME AND LOCATION BELOW:***

Wednesday, June 12, 2019, 11:00 AM – 12:00 PM  
Superior Court of California, San Mateo County  
Hall of Justice and Records, Children's Waiting Room  
400 County Center, 2<sup>nd</sup> Floor  
Redwood City, CA, 94063

Attendance is encouraged but optional.

- II. The due date and time are hereby adjusted to Monday, June 24, 2019, at 2:00 PM
- III. The following questions and answers are included for reference:

**The following are questions that have been properly received and their respective answers:**

- Q1. Is it a requirement that the vendor be a non-profit organization? Or can any company submit a proposal?**
- A1. There is no requirement for a company or organization to be a non-profit organization to submit a proposal. Any company or organization that is qualified and capable of meeting the requirements of the RFP is encouraged to submit a proposal.
- Q2. What are the daily operations current levels of attendance? Is there an expected ratio of staff to youth?**
- A2. The current attendance levels vary greatly. Monthly averages are about 30 children over the course of a month. In accordance with the RFP Paragraph 2.2(d):
- The Court will work with the vendor to set a maximum number of children who can use the room at one time and the age range of children who can participate.
- Q3. Would the process allow for an onsite visit of potential prospects to allow contractors a chance to inspect the site for a more accurate cost assessment of operational facility use?**
- A3. Please see Paragraph (II) of this addendum.