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*Superior Court of California,
County of Imperial
1625 W. Main Street
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R1516-03 CMS Project Manager

Questions & Answers

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1. **What is the maximum budget for this contract?**

Answer: The Court has not paid for this service in the past. We look forward to assessing once the proposals are received.

2. **Is DVBE participation required?**

Answer: DVBE incentive is offered but not mandatory. In order to be eligible to received DVBE incentive, Bidder must complete & submit Bidder Declaration.

a. **If yes, what percentage should be subcontracted to a DVBE?**

Answer: Please refer to DVBE details at

http://www.imperial.courts.ca.gov/CourtDocumentsVB/Docs/Proposal/DVBE_Rules_&_Procedures.pdf

3. **The RFO mentions to provide “A description of three (3) projects similar in size and scope” including reference information in our proposal. Should references be provided for projects completed by the prime/bidder company or the proposed resource(s)?**

Answer: References should be provided by the bidder, we may contact the proposed resources directly.

4. **Will invoices be submitted on a time & materials or deliverables basis?**

Answer: The Court proposed method is to invoice/pay by time and materials. The invoice must include the number of hours per the Deliverable schedule. The Court desires an 18 month implementation and credit will be considered for a deliverables price to convert.

5. **What criteria will the Court use to evaluate the qualifications of the proposed resource(s)?**

Answer Refer to RFP section 8.0 evaluation of proposals

a. **What specific skills/experience is the Court looking for the proposed resource(s) to have?**

Answer: The court needs a project manager that has the skills to manage the vendor and court into an estimated 18 month implementation schedule. The court needs technical assistance to help bridge the gap across departments/business partners, create functional consistency across departments, guide the court into creating process efficiencies, consider and implement the various branch and legal requirements, etc.

6. **Is the Court looking for one resource to provide project management and technical assistance or two resources for each service?**

Answer: We are open to awarding to one or two depending on proposals received

7. **SOW (pg 1) states "Work with Project Manager". Is this statement referring to the Courts Project Manager or is the Court wanting two proposed resources – A Project Manager and Technical Support Consultant?**

Answer: In this instance it is referring to the Court's project manager. On the other hand, yes, the Court may contract with two proposed resources – A Project Manager and Technical Support Consultant

8. **We noticed that the 60 hour per month statement was listed under "Exclusions." Does this mean that the selected Project Manager should anticipate working an average of 60 hours per month?**

Answer: Yes, PM should anticipate working 60 hours per month on average

9. **We can see from the website that an implementation vendor has been selected, will the Court provide information on the size of the team the project manager would be responsible for?**

Answer: The court expects that different SME's will be utilized depending upon the case type or division. SME's will be used intermittently and there is likely ten court SME's that will be used. In addition, there will be many contractor relationships to coordinate (i.e. DOJ, DMV, collection agency, FTB, merchant bank, etc.). There will likely be an equal number of JTI employees.

10. **After reading both the Project Manager/Technical Assistant as well as the replacement Court Management System RFPs, we believe the estimated hours of 15/Week to be under estimated. Will the court consider increasing the estimate?**

Yes, as stated in SOW "the maximum number of hours during a given week or month may be exceeded upon agreement between Contractor and the Court."

11. **Several places in the RFP it mentions Attachment 5 as the Small Business Declaration. However the attachment 5 included with the RFP is the Darfur form.**

- a. **Can you please confirm if we are to include the Darfur form in the proposal?**

Answer: Sorry for the confusion, the Darfur is not part of this proposal; it is not required for I.T. related procurements

- b. **Are we also to include the Small Business Declaration? If so, please provide a copy.**

Answer: The small business declaration is now posted online as attachment 5.

12. **Attachment 8 request that we provide the following in our response "A description of the locations where you perform your work and how long you have worked from these locations." Can you please provide clarification for this request? What is the intent of this requirement?**

Answer: To have a better understanding of the contractor's business location(s), company size, office address.