

Responses to Questions re

RFQ 10-0219-CAC

The following questions were presented on or before January 29, per the deadline stated in Section 2.1.

Please keep in mind all proposals to this RFQ are due **Friday, February 19, 2010, by 4 p.m.** Thank you.

Q: Since you already have mentioned \$3 million in section 2.5 for all three levels, what figure would you see applicable to the three levels individually?

A: For guidance in formulating proposals you can use the current fiscal year figures as follows:

Representation for minors	\$1,500,000;
Representation for parents	\$820,000; and
Conflict representation	\$640,000.

Q: In section 2.6 you have indicated the payment terms will be in accordance with the contract. Would you give us some clarification on that? Will you entertain a bid or proposal that will not require the contractor to claim and list hours? In other words, will you consider a proposal for a full contract flat rate?

A: Specific payment terms and method of payment will be negotiated, agreed upon, and set out in the contract(s). Yes, we will entertain a proposal that contemplates a flat rate.

Q: What overhead and administrative costs are we allowed to include in our proposal? Are there any limitations? What do you consider overhead and what do you consider administrative cost? Is rent overhead? If we did not claim for rent in the past, are we prohibited from building rent into our new proposal as a cost?

A: You may include whatever costs you may estimate that you will encounter. Should there be a question on your included costs the court "... reserves the right to seek clarification or additional information from any proposer throughout the solicitation process". (Section V. General Conditions)

Q: Section 3.3 of the RFP refers to "high-level", general overview; what does this mean?

A: High level means that it should be complete and thorough and generally prepared by someone with a high level of understanding of how the vendor proposes to accomplish the requirements. We are looking for more than a cursory broad overview.

Q: Section 3.4: We are a county department, reporting to the Board of Supervisors. We do not have profits or losses as would a private vendor. What information would, therefore, be required of us?

A: If you do not have a profit and loss statement than you do not need to provide one.

Q: Section 3.5: To whom does 'customer' refer? The courts? The county? Clients?

A: Customer refers to the court, county or client. We are requesting information about current or past customers, i.e. those you have provided services for that are similar in size and scope to the customer in the RFP, i.e. the Court and the services you will provide under the RFP.

Q: 3.7: May 'overhead' include cost of rent/leases? Administrative costs?

A: Costs that may be included are listed above, question three.