



Administrative Office of the Courts

Operations Division

Addendum # 1 **Request for Proposals** **Judicial College Curricula Developer & Training Instructor** **K22-0011-25**

This Addendum is being issued to amend and clarify certain information contained in the above-named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been underlined (ex. new language) and language deleted has been marked with a strikethrough (ex. ~~language deleted~~).

Clarifications:

C1. Modify the following on Key Information Summary Sheet:

Deadline for Questions: ~~August 8, 2021 by 4:30 PM~~

August 6, 2021 by 4:30 PM.

C2. Modify the following in Section 1.8:

1.8.3 All questions are due to the Procurement Officer no later than 4:30 pm (local time) on ~~August 4, 2021.~~

August 6, 2021.

Questions:

Q1. Regarding Section 3.4, it seems that references for the proposed resource are required and corporate references have not been requested. What is the determination of responsibility?

A1. See Section 4.4 of this RFP.

Q2. How would “determination of responsibility” affect an evaluation of our proposal response?

A2. See Section 4.4 of this RFP.

Q3. What information would we need to submit to demonstrate responsibility?

A3. See Section 3 of this RFP.

Q4. Can you confirm that you do not require any Past Performance information from the bidder?

A4. See Section 3.4.4.c in the RFP. References shall be for work completed by the proposed resource(s).

Q5. Considering this is a reference for the resource, not a corporate reference, would Value and Contract Type, as well as number of Employees Serviced, still be required?

A5. See Section 3.4.4.c(i-iv) in the RFP for the required information for references.

Issued By: Victoria Nellis
Procurement Officer
July 29, 2021