

Office of the State Courts Administrator

February 13, 2008

Answers to questions posed re: RFP #08-001-BF

Facilitation and Consulting Services

1. **Question:** Would the submission of a proposal and award of contract for this RFP preclude a vendor from consideration in future solicitations issued by the Florida State Courts?

Answer: No, submission of a proposal and award of contract for this RFP would not preclude a vendor from future consideration.

2. **Question:** Is there going to be a pre-proposal conference?

Answer: No pre-proposal conference is planned.

3. **Question:** Does this bid have a money cap

Answer: Yes, this contract will not exceed \$45,000.

4. **Question:** Is the selected consultant going to be responsible for any costs associated with the production of collateral materials or any other items to be used at meetings, etc.?

Answer: No, the Office of the State Courts Administrator will be responsible for those costs.

5. **Question:** Is the selected consultant going to be responsible for any costs associated with organizing Webinars or teleconferences?

Answer: No, the Office of the State Courts Administrator will be responsible for those costs.

6. **Question:** Is it anticipated that the trips to Florida will be to Tallahassee, or to other locations throughout the state?

Answer: Trips to Florida will include Tallahassee as well as other locations in Florida yet to be determined.

7. **Question:** Page 3: Paragraph C – Please clarify the “group meetings” referenced in Phase I. Specifically, who is involved in these group meetings? (OSCA/Strategic Planning Unit Staff? The Task Force? With stakeholders? Others?).

Answer: Group meetings in Phase 1 will include OSCA/Strategic Planning Unit Staff and members of the Task Force on Judicial Branch Planning.

8. **Question:** Page 3: Paragraph C – Please clarify the “group meetings” referenced in Phase I. Specifically, how many group meetings will need to be facilitated?

Answer: The number of meetings to be facilitated in Phase One has not been determined; however, it is anticipated that all meetings in Phase I can be completed with one trip to Tallahassee.

9. **Question:** Page 3: Paragraph C – Please clarify the “group meetings” referenced in Phase I. Specifically, if the meetings are face-to-face, where will they be held? Will OSCA be responsible for inviting meeting participants and handling logistics?

Answer: Group meetings in Phase One will be held in Tallahassee; OSCA will be responsible for inviting participants and handling all meeting logistics.

10. **Question:** Page 4: Paragraph C – Please clarify the “group meetings and focus groups” referenced in Phase II. Specifically, who will be attending the “group meetings” and the “focus group” meetings?

Answer: Group meetings will include OSCA Strategic Planning staff as well as Task Force Members. Focus group meetings will include an array of individuals knowledgeable about the court system,

including judicial officers, court staff, and representatives of justice system partner agencies.

11. **Question:** How many group meetings and focus group meetings will be needed for Phase II?

Answer: The number of group meetings and focus group meetings has yet to be determined. However, it is anticipated that all such meetings can be completed in three (3) trips to Florida/Tallahassee.

12. **Question:** Where will group meetings and focus group sessions be held? Will OSCA be responsible for inviting meeting and focus group participants and handling logistics?

Answer: The group meetings and focus group sessions will be held in Tallahassee as well as other Florida locations to be determined. OSCA will be responsible for inviting all participants and for all meeting logistics.