

JUDICIAL COUNCIL OF CALIFORNIA

QUESTIONS AND ANSWERS

RFP-AS-2022-37-DM

August 17, 2022

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- 1 QUESTION: As the existing service provider, is there a requirement for a response to the RFP?

**ANSWER: Yes, the current licensing agreement with Ideagen will expire in May 2023. If Ideagen desires to continue licensing its software to the Judicial Council after May 2023, it will need to submit a proposal that wins the competitive procurement as defined in the RFP.**

- 2 QUESTION: Can you confirm that the respondents to your RFP must use your Terms and Conditions? I believe this is the case but wanted to be crystal clear of the requirements

**ANSWER: The RFP includes a contract template containing the proposed standard terms and conditions (attachment #2 of the RFP). Proposers can either accept the terms and conditions as presented or offer alternative “red line” alterations (attachment #3 of the RFP). Proposers should be aware that the scoring and evaluation of bidder proposals includes consideration of whether the Proposer accepted the Judicial Council’s terms and conditions without alteration (see Section 9 of the RFP – Evaluation of Proposals).**

- 3 QUESTION: What type of audits does your team perform and typically how many audits are on your annual audit plan?

**ANSWER: Audit Services’ staff generally perform compliance audits of the trial courts and courts of appeal. The compliance areas reviewed vary and can include: court procurement activities, adherence to financial policies, and court performance reporting to the Judicial Council.**

- 4 QUESTION: How many people do you have on your auditing team and are you co-sourcing with anyone?

**ANSWER: Audit Services is authorized to have 14 full-time equivalent auditors. Audit Services does not use third-party contractors who will also be using the audit software that is the subject of this RFP. To account for potential growth over a five-year period, this RFP seeks 20 software licenses consistent with the proposed terms and conditions noted in the RFP’s Attachment 2.**

5 QUESTION: Do you currently use an auditing solution, working in a manual environment (ex: Excel, email), or both?

**ANSWER: Audit Services currently has 20 licenses for audit software called “Pentana” from the firm Ideagen. The current licensing agreement with Ideagen expires in May 2023.**

6 QUESTION: What is the fundamental problem you are trying to solve? Or what do you desire to see within a solution?

**ANSWER: Audit Services current licensing agreement with Ideagen expires in May 2023, and this solicitation is intended to result in the Judicial Council procuring audit software beyond May 2023 according to the evaluation criteria contained in the RFP.**

7 QUESTION: Please confirm if your version of Office 365 is the desktop or online only.

**ANSWER: Judicial Council staff utilize Office 365 both offline and online.**

8 QUESTION: The Audit Demonstration and Evaluation list and RFP Overview provide requirements specific to audit execution/work papers. Is your organization looking for the demonstration and proposal/costs to account for or include any additional functionality (i.e. assessments, resource management, time tracking, etc.)

**ANSWER: Proposals must provide all the required documents requested in section 7.0 of the RFP and the related Attachment 6. After satisfying these requirements, the Judicial Council will invite vendors to demonstrate their products.**

**The demonstration will be evaluated based on Section 10 of the RFP. Proposers may (at their option and time permitting) demonstrate additional functionality beyond those listed in the evaluation tool (Attachment 7). Further, item #11 of Attachment 7 allows the panel to consider the overall ease of use and functionality of the software as it applies to the council’s operating environment. Generally, Audit Services is primarily interested in documenting audit execution among team members located in different geographic locations. Additional software functionality—such as time tracking and resource management—are not required but may be considered by panel members when evaluating item #11 of Attachment 7.**

**Beyond product demonstration, proposers should consider that all proposals will also be evaluated based on cost (Attachment 8), and acceptance of the proposed terms and conditions (Attachment 2). The total points assigned to each category are listed in Section 9 of the RFP.**