

## QUESTIONS AND ANSWERS

- Q1.** Would the Court consider starting the study in June 2022? **The court's preference is to start ASAP; however, it will consider proposals with later start times as we are not sure of the ability of any Bidder to begin in February.**
- Q2.** Attachment 3 – Acceptance of Short Form Agreement Terms requires we sign this in acceptance of your agreement. We will most likely have exceptions to this and wanted to inquire how to handle this situation. Can we sign the form and indicate there are exceptions? Please advise. **The Court does not allow exceptions to its Short Form Agreement Terms as they substantially mirror our Standard Purchase Order terms and conditions issued by the Judicial Council of California that cannot be changed.**
- Q3.** It is noted in the RFP that a wet signature is requested on 4 separate forms. Due to COVID restrictions, we do not have personnel in our offices. Would the Court allow us to send these 4 documents, with wet signatures separately or would you possibly consider allowing it to be an electronic signature? **The court will accept a digital signature where the signatory's identity is verified and legally sufficient (e.g. DocuSign, Adobe Sign, etc.).**
- Q4.** Can you provide a list of the job classifications to be studied and the number of incumbents allocated to each? If that is not possible, we will need to know at least an estimated number of job classifications because that will determine how we calculate the project budget. The RFP provides the number of incumbents (80) but not the number of classifications. **We do not have a list yet; however, there will be approximately 50 classifications for review.**
- Q5.** We understand that "the estimated number of classification studies is for up to five (5) complex departments within the Court comprising of approximately 80 incumbents." What is the approximate total number of employees and estimated number of classifications? **The Court does not yet know the total number of employees. The estimated number of classifications is 50.**
- Q6.** What percentage of the deliverables do you foresee requiring in-person meetings (such as presenting reports, site visits, etc)? **Because of fluid situation from COVID, the number of in-person meetings cannot be determined at this time.**
- Q7.** Is there a not-to-exceed budget for this project? **The Court does not disclose budget numbers for specific projects.**
- Q8.** During the initial term of the contract, does the Court anticipate a full classification study of all or a majority of the incumbents? **No.** If not, is there an estimate of the number of positions for which a classification study will be conducted in each year? **We anticipate 4 to 5 complex departments with approximately 80 incumbents.**

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- Q9.** In considering compensation issues, does the Court anticipate considering salary issues only, or are benefits also to be considered? **This is a classification study – there will not be a salary study done during this study.**
- Q10.** How many of the incumbents are covered by a collective bargaining agreement? **Approximately 80% of the classifications to be reviewed are represented by a MOU. The exact number of incumbents is not yet known.**
- Q11.** How many of the incumbents are exempt versus nonexempt employees? **Approximately 20% of the classifications to be reviewed are exempt. The exact number of incumbents is not yet known.**
- Q12.** Does the Court have an existing classification system that is controlled by the Court, or is the existing classification system linked to a statewide or county-based classification system controlled by another entity? **No.**
- Q13.** Are their similar position classifications in other jurisdictions within California or other courts in other states? **Yes.**
- Q14.** Deliverable 2.2.1.3 anticipates a set of printed copies of “the completed report.” If the response to question #1 above is that there will be multiple studies throughout the term of the contract, is this requirement for each study or only an overall product? If the response to question #1 above is that there will be one primary study, a response to this question is not necessary. **Each complex department studied would require a separate analysis with reports provided for that department.**