



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN MATEO

Hall of Justice and Records
400 County Center, 4th Floor
Redwood City, California 94063

**CHILDREN'S WAITING ROOM REQUEST FOR PROPOSAL
QUESTIONS AND RESPONSES
MAY 24, 2012**

The following are questions that the Court has received regarding the RFP as of May 24, 2012 (answers are in italics).

1. Why is there such a short turnaround time for the RFP and can the deadline be extended?
Our current vendor gave the Court a very short notice of their intent not to renew their contract and it was necessary for the Court to find a service provider by the end of the current contract.

*The Court has decided to **extend** the due date for the Proposals from May 29, 2012 to **June 1, 2012 at 10 A.M.***
2. What is the usage of the room (is there a cap on the number of children allowed, what is the rooms' occupancy capacity)?
 - a) *There is not a cap on the number of children allowed at a time. However, we leave it to the CWR staff to determine the capacity based on the temperament of the children in the room and their age (e.g. if there are younger children and they are difficult to handle, then the number of children accepted may be reduced, while older children require less oversight and so more can be handled).*
 - b) *We do not have information on the capacity of each of the rooms at this time.*
 - c) *Please note that the charts that were included in the RFP were monthly totals. However, we are including another chart here that shows more detail on the children who attend the CWR and of their stay.*
3. The RFP required an electronic version of the Proposal to be submitted with the hard copies. Will the Court accept e-mailed PDF versions also?
YES, the PDF version can be submitted to: tgee@sanmateocourt.org with a subject heading of "CWR RFP Proposal".
4. Revenue Source for Contracted Services.
By statute, the revenue for this service is from filing fees in civil cases. Our current revenue is around \$105,000. This information is being provided as a reference point for potential proposers.
5. What is the term of the contract?
Our normal contract for this service is for a 3 year term

6. What security clearance is required of the CWR staff? *The Court requires all CWR staff to undergo LiveScan clearance.*
7. How many bathrooms are there at each location? *There is one bathroom with 2 separate stalls at the Hall of Justice that is contained within the facility. There is one bathroom and only one stall at the Youth Services Center facility.*
8. Are the furnishings and furniture in the current facilities the property of the Court? *Yes. What is in the CWRs now will remain.*
9. How do we contact a child's parents or responsible adult if they need to be contacted while the child is in the facility? *The person's location is noted when they sign in and the staff person calls the office or courtroom where the responsible person is located.*