



**SUPERIOR COURT OF CALIFORNIA**  
**COUNTY OF ALAMEDA**  
FINANCE BUREAU

1225 Fallon Street, Room 210, Oakland, CA 94612  
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**TO:** POTENTIAL BIDDERS RECEIVING RFP NUMBER SC 014-047

**FROM:** Superior Court of California, County of Alameda  
Finance Bureau

**DATE:** December 12, 2014

**SUBJECT/PURPOSE OF MEMO:** ADDENDUM NO. 1 TO RFP NUMBER SC 014-047

**CONTACT FOR FURTHER INFORMATION:** **Linda Salcido:**  
**Procurement Manager**

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This Addendum No. 1 is issued for the 2014 Classification and Compensation Study RFP No SC 014-047 which was issued on Friday, January 28, 2011.

**Questions**

Q1: For the compensation study, there is no mention of benefits or total compensation. Is it safe to assume that the compensation study would be an analysis of base salary only?

A1: The primary focus is on salary; however, the benefits should be taken into consideration when conducting the analysis. We are interested in knowing how our total compensation package compares to other similar agencies.

Q2: Does the Court have a specific timeline for Phase 1 (OIT Study) or Phase 2 (remainder of the organization)? If so, can you share that information?

A2: The Court expects Phase 1 to be completed within the first 60 days of execution of the Contract. Phase 2 assignment would follow the completion of Phase I.

Q3: Does the Court have a defined budget for this project? If so, can you tell us the approximate amount of the budget?

A3: No the Court does not have a budget for this project.

Q4: The RFP states there will be two phases to this project. The first phase will be a comprehensive Class and Comp study for the Office of Information Technology with 10 classifications and 29 positions. I want to clarify that the second phase would include all other classifications, the remaining 115 job classifications?

A4: Yes.

Q5: Can you provide an employee allocation report showing how many employees are allocated to each classification being studied both in phase 1 and 2?

A5: The report has been attached for your reference.

Q6: I notice in the RFP that the contract duration is one year. Do you have a desired deadline for the completion of the Phase 1 study?

A6: The Court expects Phase 1 to be completed within the first 60 days of execution of the Contract.

Q7: Will the compensation study include benefits for total compensation purposes or base salaries only?

A7: The primary focus is on salary; however, the benefits should be taken into consideration when conducting the analysis. We are interested in knowing how our total compensation package compares to other similar agencies.

Q8: Do you have a budget for the study, and if so, are you open to sharing the dollar amount?

A8: No the Court does not have a budget for this project.

Q9: Section 1.0 (Background information) states "...The second phase of this study will include additional classifications within the Court structure..." Please clarify the number of classifications and number of incumbents/filled positions the Court expects to study in the second phase.

A9: There are 115 classifications in Phase 2.

Q10: Section 6.1 (e)(v) (Technical Proposal) states "Provide sample reports of classification, FLSA, and compensation studies of similar scope that demonstrate the Proposer's ability..." Please clarify the number of sample reports that proposers should submit with their proposal.

A10: Proposers should submit at least two reports.

Q11: Would it be possible for the Court to provide proposers with Word versions of all the Attachments in the RFP to incorporate into their proposals?

A11: The Word version of the RFP and any attachments will be provided.

### **Event Dates**

The event dates within the RFP have been extended. The new timeline is as follows:

Proposal Due Date: January 9, 2015, 3:00PM

Evaluation of proposals: January 12, 2015

Oral Presentations: Week of January 20, 2015

Notice of Intent to Award: January 27, 2015

Notice of Award: February 2, 2015

If you have any questions please submit them directly to the Court's email address at [bidquestions@alameda.courts.ca.gov](mailto:bidquestions@alameda.courts.ca.gov). All questions will be answered in an Addendum and the document will be posted on the Courts website.

Thank you.

## IT STAFFING LEVEL

<b>Row Labels</b>	<b>Count of FTE</b>
Business Analyst	2
Business Analyst I	2
Call Center Supervisor	1
Customer Service Representative	5
Division Chief II	1
Division Secretary, Confidential	1
Information Technology Director	1
Information Technology Manager	3
Legal Processing Assistant	8
Legal Processing Assistant (SAN)	1
Network & Communications Systems Ana	1
Network Services Analyst	1
Senior Network Administrator	1
Senior Software Analyst	2
Senior Systems Analyst	6
Senior Technology Specialist	2
Software Analyst	3
Systems Analyst	1
Technology Specialist	3
Unix Administrator	1
<b>Grand Total</b>	<b>46</b>

**ALL OTHER STAFFING**

<b>Row Labels</b>	<b>Count of FTE</b>
Accountant	1
Accounting Technician	2
Administrative Support Analyst	1
Administrator	1
ADR Program Administrator	1
Assistant Director, Finance and Faci	1
Assistant Division Director	1
Associate Attorney	1
Attorney, Office of Family Law Facil	4
Banking and Finance Manager	1
Calendar Coordinator	1
Child Custody Recommending Counselor	14
Commissioner	9
Court Attendant	31
Court Attendant, Per Diem	10
Court Interpreter	32
Court Interpreter Pro Tempore	6
Court Reporter	59
Court Reporter, Per Diem	13
Court Services Consultant (SAN)	5
Court Supervisor	17
Courtroom Clerk (SAN)	5
Courtroom Clerk I	1
Courtroom Clerk II	111
Deputy General Counsel	1
Director (Special Projects)	1
Director, Finance	1
Director, Human Resources	1
Division Chief II	7
Division Director (Civil)	1
Division Director (Court Support)	1
Division Director (Criminal and Traf	1
Division Director (Unified Family)	1
Division Secretary, Confidential	12
Drug Court Manager	1
Executive Assistant	1
Executive Officer	1
Facilities Specialist	1
Family Law Facilitator's Assistant	2
FCS Supervisor	2
Financial Analyst	1
Financial Hearing Officer	7
Fiscal Assistant (SAN)	1
Fiscal Assistant I	1
Fiscal Assistant II	6
Fiscal Assistant III	1
Fiscal Services Specialist	2

General Counsel	1
Human Resources Analyst I	1
Human Resources Analyst II	2
Human Resources Technician	2
Interpreter Services Manager	1
Investigations Manager	1
Investigator	5
Judicial Services Manager	1
Jury Services Supervisor	1
JusticeCorps Specialist	1
Juvenile Dependency Mediation Course	1
Legal Processing Assistant	184
Legal Processing Assistant (SAN)	4
Legal Processing Specialist	19
Legal Research Attorney	17
Legal Research Attorney (SAN)	1
Library Coordinator	1
Management Analyst	4
Managing Attorney	1
Parolee Reentry Specialist	3
Payroll Clerk	2
Payroll Manager	1
Payroll Technician	1
Pre-Trial Services Specialist (Proje	2
Pretrial Services Supervisor	1
Principal Analyst	5
Probate Examiner	3
Procurement Manager	1
Program Assistant	4
Program Coordinator	1
Program Specialist	3
Program Supervisor	2
Project Manager	1
Secretary	1
Senior Research Attorney	1
Senior Secretary	1
Senior Support Assistant	4
Senior Support Assistant (SAN)	1
Sr. Substance Abuse Treatment Specia	1
Student Assistant	14
Substance Abuse Treatment Specialist	4
Supervising Legal Research Attorney	2
Supervising Probate Examiner	1
Support Assistant	6
<b>Grand Total</b>	<b>696</b>