

Question and Answer Response

Q #	Questions	RFP Reference (Document & Page-Section-Item)	Answers
1	Who holds the current contract for ergonomic services for the Court?		This information is available by a Public Records Request. To request this information please contact pubaccessrequest@alameda.courts.ca.gov .
2	Is the contract and its details public knowledge?		This information is available by a Public Records Request. To request this information please contact pubaccessrequest@alameda.courts.ca.gov .
3	What is the anticipated volume of ergonomic evaluations? Or what was the volume conducted last year?	Page 6, Section 1.2	The Court is unable to predict an anticipated number of evaluations. In Fiscal Year 2023-2024 (July 2023 – June 2024) approximately 110 evaluations were conducted.
4	Is the Court open to the Contractor making equipment recommendations and then planning for select vendors to provide a quote for needed equipment that is then shipped and billed to the Court?	Page 8, Section 2.5	Yes, however, the Court prefers equipment be purchased by the Contractor selected as a result of this RFP and be billed to the Court as a pass-through cost.
5	Does the Court allow sit/stand desks?	Page 8, Section 2.5	Yes.
6	Does the Court have an equipment list of items on hand that will be shared regularly?	Page 8, Section 2.5a	No, we do not. However, we would like to establish one.

Q #	Questions	RFP Reference (Document & Page-Section-Item)	Answers
7	Is County open to having some consultations/evaluations performed virtually?		The Court prefers consultations and assessments are performed in person with the exception of the online self-evaluations.
8	Please share the bidding list		This information is available by a Public Records Request. To request this information please contact pubaccessrequest@alameda.courts.ca.gov .
9	Can you share the anticipated and previous volume for the past two years since the last RFP release in 2022, for staffing purposes?		The Court is unable to predict an anticipated number of evaluations. In Fiscal Year 2022-2023 (July 2022 – June 2023) approximately 95 evaluations were conducted. In Fiscal Year 2023-2024 (July 2023 – June 2024) approximately 110 evaluations were conducted.
10	Do you require report sample to be submitted with our response?	SC 1701.2024.3.CF; pg.7 – Section 2.3C	A sample report is not required but can be included as a part of the response to Question 11 of the Technical Proposal (Attachment 12).
11	Please provide a rough estimate of total employees at Superior Court of California, County of Alameda across all 9 courts locations.	SC 1701.2024.3.CF; pg.9 – Section 2.6	658 staff
12	How long is the desired duration for the online training for preventative best practices?	SC 1701.2024.3.CF; pg.6 – Section 2.1	It should be for about 15-20 minutes.

Q #	Questions	RFP Reference (Document & Page-Section-Item)	Answers
13	What is the preferred format for the online training for preventative best practices? (webinars, online self-assessment, eLearn etc?)	SC 1701.2024.3.CF; pg.6 – Section 2.1	Online self- assessment for new hires and/or initial ergonomic evaluation request. Also, if follow-up is needed after the initial ergonomic evaluation.
14	What is the require frequency of online trainings? Are these individual or group trainings?	SC 1701.2024.3.CF; pg.6 – Section 2.1	We would like to establish training for new hires and possibly annually for the staff if needed via webinars or eLearning.
15	Humanscale has an ongoing Master Agreement for Ergonomic Services with the Judicial Council of California. Would the County of Alameda be covered under the existing MSA with JCC?		Alameda County Superior Court as a judicial branch entity is eligible to leverage the JCC’s Master Agreement. The Court has issued this RFP for ergonomic assessment and consultation services separate from the Master Agreement.
16	Please comment on the quality of your existing office furniture (ie. New offices, refreshed, old etc).		We have some Courthouse’s that has new furniture (with sit/stand desks), and others are old and refreshed.
17	Do you have a preferred report template or will a vendor’s report be used for assessment documentation?	SC 1701.2024.3.CF; pg.7 – Section 2.3C	The vendor’s report can be used for assessment documentation so long as it includes the criteria listed in RFP Section 2.3C.

Q #	Questions	RFP Reference (Document & Page-Section-Item)	Answers
18	The Cost Proposal sheet includes a line item for 'Online Evaluation Cost', however the Request for Proposal document does not include Online Evaluations in Section 2 Description of Services. Is County open to having some consultations/evaluations performed virtually? Please provide additional description and deliverables related to this.	Attachment 13 – Cost Proposal	The Online Evaluation Cost on the Cost Proposal is in reference to the online self-evaluation. An Amendment will be issued to clarify this on the Cost Proposal.
19	Will the online self-assessment will be used proactively and be made available to all employees or to a pre-designated number of employees? If later, how many user licenses would be required?	SC 1701.2024.3.CF; pg.6 – Section 2.1	The online self-assessment will be used proactively and made available to all employees requesting an ergonomic evaluation as a first step.