

REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA

REGARDING:

*FULLY MANAGED AND HOSTED ENTERPRISE
SERVICES UTILIZING MOODLE FOR THE JUDICIAL
BRANCH*

PROPOSALS DUE:

~~*January 4, 2018 NO LATER THAN 5:00 P.M. PACIFIC TIME*~~
JANUARY 5, 2018 NO LATER THAN 3:00 P.M. PACIFIC TIME

1.0 BACKGROUND INFORMATION

- 1.1 The Judicial Council of California, hereinafter referred to as “JCC,” Judicial Council” or “the council”, chaired by the Chief Justice of California, is the primary policy making agency of the California judicial system. The California Constitution directs the council to improve the administration of justice by surveying judicial business, recommending improvements to the courts, and making recommendations annually to the Governor and the Legislature. The council also adopts rules for court administration, practice, and procedure, and performs other functions prescribed by law. The JCC’s staff assists both JCC and its chair in performing their duties for the purpose of this Request for Proposal (RFP).

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

2.1 Purpose

The Judicial Council seeks proposals from fully managed and hosted enterprise service providers that utilize the Modular Object Oriented Dynamic Learning Environment (Moodle) learning management system. This RFP is the means for prospective service providers to submit their qualifications to the Judicial Council and request selection as a service provider.

2.2 Services

- a. Provide minimum of 50 GB of data storage.
- b. Provide unlimited Administrator Help Desk support.
- c. Provide and perform security updates, patches, and bug fixes, including backend support.
- d. Provide and perform routine maintenance.
- e. Provide one non-production sandbox support.
- f. Provide user registration form design, including the customization of registration forms with specific categories that are only applicable to government users.
- g. Provide for minimum of 750 users.
- h. Provide enterprise cloud hosting.
- i. Provide cloud security pursuant to government standards.
- j. Ability to port in existing data from an existing Moodle provider.
- k. Provide access to one Administrator Account and one back-up Administrator Account.
- l. Provide optional training and support during implementation.
- m. List other optional services and features available.

3.0 TIMELINE FOR THIS RFP

The Judicial Council has developed the following list of key events related to this RFP.

All dates are subject to change at the discretion of the Judicial Council.

EVENT	DATE
RFP issued	<i>December 19, 2017</i>
Deadline for questions	<i>December 22, 2017 at 3:00 p.m. (Pacific Time)</i>
Questions and answers posted (<i>estimated only</i>)	<i>December 28, 2017 at 3:00 p.m. (Pacific Time)</i>
Latest date and time proposal may be submitted	<i>January 5, 2018 at 3:00 p.m. (Pacific Time)</i>
Evaluation of proposals (<i>estimate only</i>)	<i>January 8-10, 2018</i>
Notice of Intent to Award (<i>estimate only</i>)	<i>January 11, 2018</i>
Negotiations and execution of contract (<i>estimate only</i>)	<i>January 12-31, 2018</i>
Contract start date (<i>estimate only</i>)	<i>February 1, 2018</i>
Contract end date (<i>estimate only</i>)	<i>January 31, 2021</i>
Anticipated contract optional terms extensions (two 1-year extensions)	<i>To be determined if applicable</i>

4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
Attachment 2: Judicial Council Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign this Judicial Council Standard Form agreement (the “Terms and Conditions”).
Attachment 3: Proposer’s Acceptance of Terms and Conditions	On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions.
Attachment 4: General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
Attachment 5: Darfur Contracting Act Certification	The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 6: Payee Data Record Form	This form contains information the Judicial Council requires in order to process payments and must be submitted with the proposal.

5.0 PAYMENT INFORMATION

- 5.1 Costs associated with services are to be billed at firm-fixed price annually.
- 5.2 Costs are to remain at contracted annual rate should the Judicial Council choose to exercise two one (1) year optional term extensions.

6.0 SUBMISSIONS OF PROPOSALS

- 6.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.
- 6.2 The Proposer must submit its proposal in two parts, the technical proposal and the cost proposal.
 - a. The Proposer must submit **one (1) original and three (3) copies** of the technical proposal. The original must be signed by an authorized representative of the Proposer. The original technical proposal (and the copies thereof) must be submitted to the Judicial Council in a single sealed

envelope, separate from the cost proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.

- b. The Proposer must submit **one (1) original and three (3) copies** of the cost proposal. The original must be signed by an authorized representative of the Proposer. The original cost proposal (and the copies thereof) must be submitted to the Judicial Council in a single sealed envelope, separate from the technical proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.

- 6.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

Judicial Council of California
Attn: Lenore Fraga-Roberts – Bid Desk
RFP# GA-2017-40-RB
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688

- 6.4 Late proposals will not be accepted.
- 6.5 Only written proposals will be accepted. Proposals must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Proposals may not be transmitted by fax or email.

7.0 PROPOSAL CONTENTS

- 7.1 Technical Proposal. The following information must be included in the technical proposal. A proposal lacking any of the following information may be deemed non-responsive.
 - a. The Proposer's name, address, telephone and fax numbers, and federal tax identification number.
 - b. Name, title, address, telephone number, and email address of the individual who will act as the Proposer's designated representative for purposes of this RFP.
 - c. Names, addresses, and telephone numbers of a minimum of three (3) clients for whom the Proposer has conducted similar services. The Judicial Council may check references listed by the Proposer.
 - d. Proposer must provide information for the required services provided in Section 2.2 above.

- e. Acceptance of the Terms and Conditions.
 - i. On Attachment 3, the Proposer must check the appropriate box and sign the form. If the Proposer marks the second box, it must provide the required additional materials. An “exception” includes any addition, deletion, or other modification.
 - ii. If exceptions are identified, the Proposer must also submit (i) a redlined version of the Terms and Conditions that implements all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.
 - iii. **Note: A material exception to a Minimum Term will render a proposal non-responsive.**
- f. Certifications, Attachments, and other requirements.
 - i. The Proposer must complete the General Certifications Form (Attachment 4) and submit the completed form with its proposal.
 - ii. The Proposer must complete the Darfur Contracting Act Certification (Attachment 5) and submit the completed certification with its proposal.
 - iii. If Contractor is a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), proof that Contractor is in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor conducts or will conduct (if awarded the contract) intrastate business in California, proof that Contractor is qualified to do business and in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor does not (and will not if awarded the contract) conduct intrastate business in California, proof that Contractor is in good standing in its home jurisdiction.

7.2 Cost Proposal. The information provided in Section 5 above must be included in the cost proposal.

NOTE: It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code.

8.0 OFFER PERIOD

A Proposer's proposal is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this period, the Judicial Council reserves the right to negotiate extensions to this period.

9.0 EVALUATION OF PROPOSALS

At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents.

The Judicial Council will evaluate the proposals on a 100-point scale using the criteria set forth in the table below. Award, if made, will be to the highest-scored proposal.

If a contract will be awarded, the Judicial Council will post an intent to award notice at www.courts.ca.gov.

CRITERION	MAXIMUM NUMBER OF POINTS
<i>Cost</i>	40
<i>Quality of services submitted</i>	30
<i>Experience (such as state or government organizations)</i>	20
<i>Acceptance of the Terms and Conditions</i>	10

10.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

PROPOSALS ARE SUBJECT TO DISCLOSURE PURSUANT TO APPLICABLE PROVISIONS OF THE CALIFORNIA PUBLIC CONTRACT CODE AND RULE 10.500 OF THE CALIFORNIA RULES OF COURT. The Judicial Council will not disclose (i) social security numbers, or (ii) balance sheets or income statements submitted by a Proposer that is not a publicly traded corporation. All other information in proposals will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” or otherwise, and regardless of any statement in the proposal (a) purporting to limit the Judicial Council’s right to disclose information in the proposal, or (b) requiring

the Judicial Council to inform or obtain the consent of the Proposer prior to the disclosure of the proposal (or portions thereof). Any proposal that is password protected, or contains portions that are password protected, may be rejected. Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

11.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

The Judicial Council has waived the DVBE incentive in this solicitation.

12.0 PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contracting Manual (see www.courts.ca.gov/documents/jbcl-manual.pdf). Failure of a Proposer to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive, and will result in rejection of the protest. The deadline for the Judicial Council to receive a solicitation specifications protest is the proposal due date. Protests must be sent to:

Judicial Council of California
Attn: Protest Hearing Officer
RFP#: GA-2017-40-RB
Branch Accounting and Procurement Administrative Division
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688