



# Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

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**TO:** POTENTIAL PROPOSERS

**FROM:** Administrative Office of the Courts  
Finance Division

**DATE:** February 24, 2011

**SUBJECT/PURPOSE OF MEMO:** REQUEST FOR PROPOSALS  
Proposals to provide a statewide armored car service program for the Courts of California.

**ACTION REQUIRED:** You are invited to review and respond to the attached Request for Proposals ("RFP"):  
Project Title: Armored Car Services  
RFP Number: FIN-111810CK

**PRE-PROPOSAL BIDDERS' CONFERENCE** There will be a mandatory pre-proposal bidders' teleconference.

**PROPOSAL DUE DATE:** Proposals must be received by 1:00 p.m., PST, April 11, 2011.

**SUBMISSION OF PROPOSAL:** Proposals must be sent to:  
Judicial Council of California  
Administrative Office of the Courts  
Attn: Nadine McFadden RFP #FIN-111810CK  
455 Golden Gate Avenue  
San Francisco, CA 94102

**QUESTIONS TO THE SOLICITATIONS MAILBOX:** Questions regarding this RFP should be directed to [solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov) by \_\_\_\_\_

## 1.0 GENERAL INFORMATION

The Judicial Council of California (“Council”), chaired by the Chief Justice of California, is the chief 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 Administrative Office of the Courts (AOC) is the staff agency for the Council and assists both the Council and its chair in performing their duties are the purpose of this Request for Proposal (“RFP”).

The Superior Court system in California is comprised of fifty-eight trial courts, one in each county, with one to fifty branches, located throughout the state. Trial courts provide a forum for resolution of criminal and civil cases under state and local laws. As used within this RFP, the term “trial court” is used synonymously with superior court.

In order to gain economies of scale, to standardize terms and conditions for similar purchases through the judicial branch, and to standardize equipment being purchased, the AOC solicits statewide master agreements for the benefit of judicial branch entities.

## 2.0 TIMELINE FOR THIS RFP

1	RFP issued to <a href="http://www.courtinfo.ca.gov/reference/rfp/">http://www.courtinfo.ca.gov/reference/rfp/</a> :	February 24, 2011
2	Deadline for proposers to register for Pre-Proposal Conference.	March 9, 2011 by 1:00 p.m. PST
3	Mandatory Pre Proposal Teleconference	March 16, 2011 at 10:00 a.m. PST
4	Deadline for Proposer Requests for Questions, Clarifications or Modifications	March 21, 2011 by 1:00 p.m. PST
5	AOC posts Addendum for Answers, Clarifications or Modifications	March 29, 2011 by 1:00 p.m. PST
6	Proposal Due Date and Time	April 11, 2011 by 1:00 p.m. PST
7	Potential Interviews and Demonstrations (estimated)	May 2011
8	Notice of Intent to Award (estimated)	May 2011
9	Negotiations and execution of contract (estimated)	June 2011

2.1 The RFP and any addenda that may be issued will be available on the following website:

<http://www.courtinfo.ca.gov/reference/rfp/> (“Courtinfo website”).

## 2.2 Proposal Submittal Address:

Nadine McFadden  
RFP# FIN-111810CK  
Judicial Council of California  
Administrative Office of the Courts  
455 Golden Gate Avenue, 7th Floor  
San Francisco, CA 94102-3688

## 2.3 Request for Clarifications or Modifications

2.3.1 Proposers interested in responding to this RFP may submit questions by e-mail only on procedural matters related to the RFP or requests for clarification or modification of the RFP document, including questions regarding Attachment 4, Master Agreement General Conditions to the Solicitations mailbox referenced below. If the Proposer is requesting a change, the request must set forth the recommended change and the Proposer's reasons for proposing the change.

**Solicitations mailbox:**     [solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov)

2.3.2 All questions and requests for clarification or modification must be submitted by email to the Solicitations mailbox by no later than the date and time specified in the RFP Schedule in Section 2.1 of this Request for Proposal. Questions or requests submitted after the due date and time will not be answered.

2.3.3 All email submissions sent to the Solicitations mailbox **MUST** contain the RFP number and other appropriate identifying information in the email subject line. In the body of the e-mail, include paragraph numbers whenever references are made to content of this RFP. Failure to include the RFP number as well as other sufficient identifying information in the email subject line may result in the AOC taking no action on a Proposer's email submission.

2.3.4 Without disclosing the source of the question or request, the AOC will post a copy of the questions and the AOC's responses on the Courtinfo website.

2.3.5 If a Proposer's question relates to a proprietary aspect of its proposal and the question would expose proprietary information if disclosed to competitors, the Proposer may submit the question in writing, conspicuously marking it as "CONFIDENTIAL." With the question, the Proposer must submit a statement explaining why the question is sensitive. If the AOC concurs that the disclosure of the question or answer would expose proprietary information, the question will be answered, and the AOC will, consistent with the California Rules of Court and other applicable law, hold both the question and answer in confidence. If the AOC does not concur regarding the proprietary nature of the question, the question will not be answered in this manner and the Proposer will be notified.

### **3.0 PURPOSE OF THIS REQUEST FOR PROPOSALS (RFP)**

- 3.1 The AOC seeks to provide a secure environment for the State of California's judicial branch facilities by establishing armored car services. The AOC, the Superior Courts of California, the California Appellate Courts, and the Supreme Court of California, are collectively known as a "member of the Purchasing Group" or "Purchasing Group member" and are requesting proposals from highly qualified Proposers with expertise in providing secure pick up and drop off of bank deposits to designated banks and financial institutions on a statewide basis. Purchasing Group members may elect, but are not required, to purchase such services from any Master Agreement that results from this RFP. The Armored Car specifications are set forth in Attachment 2, Work to be Performed.
- 3.2 The AOC, at its sole discretion; reserves the right to accept or reject any or all of the items in the bid, to award the contract in whole or in part to one or more Proposers, to make awards with or without negotiations to multiple Proposers, or negotiate any or all items with multiple Proposers if it is deemed to be in the AOC's best interest. Moreover, the AOC reserves the right to make no selection if bids are deemed by the AOC to be outside the fiscal constraint or against the best interests of the AOC.
- 3.3 The initial term of this Master Agreement is two (2) years, commencing on the Effective Date set forth on the Standard Agreement Coversheet with three (3) one-year options to extend the term, which option(s) may be exercised individually or collectively by the AOC in its sole discretion any time prior to the expiration of the initial term or any option term. There will be no price increases during this initial term. If the AOC elects to extend the term of this Master Agreement, the AOC will use the proposed price adjustment factors applicable during the option period(s) and the price adjustments will be set forth in a written amendment to this Master Agreement. Any agreed-upon price adjustment may not exceed during any one (1) year option period the Consumer Price Index as published by the U.S. Bureau of Labor Statistics.

### **4.0 RFP ATTACHMENTS**

- 4.1 Included as part of this RFP are the following attachments:
- 4.1.1 Attachment 1 – Administrative Rules Governing Request for Proposals. Proposers shall follow the rules set forth in Attachment 1, Administrative Rules Governing Request for Proposals in preparation and submittal of their proposals.
- 4.1.2 Attachment 2 – Work to be Performed. The product specifications and related service requirements are set forth in Attachment 2.
- 4.1.3 Attachment 3 – Payment Provisions. Proposers must complete Attachment 3 and submit with their pricing proposal.

- 4.1.4 Attachment 4 – Master Agreement General Conditions. Contracts with successful Proposers will be signed by the parties on a State of California Master Agreement and will include terms appropriate for this project. General Conditions typical for the requested products and services are attached as Attachment 4, Master Agreement General Conditions.
- 4.1.5 Attachment 5 – Vendor’s Acceptance of the RFP’s Contract Terms. Proposers must either indicate acceptance of the General Conditions, as set forth in Attachment 4, Master Agreement General Conditions, or clearly identify exceptions to Attachment 4, Master Agreement General Conditions as set forth in this Attachment 5. If exceptions are identified, the Proposers must also submit (i) a red lined version of Attachment 4 Master Agreement General Conditions that clearly track proposed changes to this Attachment and (ii) written explanation to indicate how each proposed change will benefit the AOC and/or any Purchasing Group member.
- 4.1.6 Attachment 6 – Certification Regarding Debarment and Suspension. Proposers must complete and submit this Attachment 6, with their proposal.
- 4.1.7 Attachment 7 – Payee Data Record Form. The AOC is required to obtain and keep on file, a completed Payee Data Record for each Proposer prior to entering into a contract with that Proposer. Therefore, Proposer’s proposal must include a completed and signed Payee Data Record Form, set forth as Attachment 7.
- 4.1.8 Attachment 8 – DVBE Participation Form - Proposers must complete and submit this Attachment 8 with their proposal.
- 4.1.9 Attachment 9 - Purchasing Group Address List

## **5.0 SPECIFICS OF A RESPONSIVE TECHNICAL PROPOSAL**

The following information shall be included as the technical portion of the proposal:

5.1 Proposers must submit the following documents in their technical proposal in the following order. Proposals must reference each paragraph/subparagraph number along with the proposer’s response as outlined below.

### 5.1.1 Cover letter.

The proposer must prepare a cover letter on the proposer’s business letterhead to accompany the proposal. The purpose of this letter is to transmit the proposal; therefore, it should be brief. The letter must be signed by an individual who is authorized to bind his or her firm to all statements, including services and prices, contained in the proposal. The cover letter must state who the proposer is, provide proposer’s point of contact, including name, physical and electronic addresses, and telephone and facsimile numbers.

### 5.1.2 Proposer information.

On a separate page(s) the following information shall be included:

- a. A short narrative description of the proposer's organization, including organization charts and indication of company officers where applicable.
- b. Total number of years in business.
- c. Number of years providing products and services similar in size and scope to those requested in this RFP.
- d. Provide the names, addresses, contacts and telephone numbers of three (3) of your present customers of like size and locations for whom you are providing armored car services.
- e. Annual contract value of the proposer's three (3) largest contracts for similar services in the past three (3) years.
- f. An audited profit and loss statement and balance sheet for the proposer's last three (3) fiscal years.
- g. Significant transactional events in the past five (5) years such as: bankruptcies, mergers, acquisitions and initial public offerings.
- h. Complete and submit Attachment 4 – Payee Data Record Form. Note that if an individual or sole proprietorship, using a social security number for tax recording purposes, is awarded a contract, the social security number will be required prior to finalizing a contract.
- i. Current Insurance Certificates

### 5.1.3 Qualification and Experience

- a. Submit a brief description of describe the company's customer service operation, procedures, turnaround/response times, and staffing.
- b. Provide a description of the armored car vehicles that will be utilized, where they will be housed, and the security surrounding the armored car facility(s). In the event of breakdowns, delays, absenteeism, etc., delineate your back-up resources for both vehicles and armored car personnel.
- c. Explain in detail the procedure of the armored car pick-up from its arrival on the premises to its departure and the responsibility of the on-site agency personnel at pick-up time.
- d. What is the optimum time spent on the premises at a typical customer?

- e. How quickly can your company adjust to changes in pick-up schedule?
- f. Outline the procedures you recommend customers follow in preparing cash and check deposits for armored car pick-up.
- g. Describe your process of picking up receipts from multiple Court locations, taking them to a central Court location for processing and deposit preparation. The Proposer would pick them up and deliver to the Court's financial institution.
- h. Explain your company's receipt procedures.
- i. Provide your transition plans if awarded a contract under this RFP.
- j. Include a summary of any problem(s) that you might anticipate in meeting the requirements of this RFP and possible solutions to these problems from your past experience.
- k. Describe any reconstruction services you provide upon loss of a check.
- l. Purchasing Group members are spread throughout the State of California as shown in Attachment 9 Purchasing Group Address List. Proposer is required to provide which Purchasing Group members it would subcontract Work through where appropriate.

5.1.4 Proposer's Acceptance of this RFP's Attachment 4 Master Agreement General Conditions.

5.1.5 Complete and submit Attachment 5, Vendor's Acceptance of the RFP's Contract Terms. Also, if changes are proposed, submit a version of Attachment 4 Master Agreement General Conditions with all tracked changes, as well as written justification supporting any such proposed changes and how these changes will benefit the AOC and/or any Purchasing Group member.

5.1.6 Complete and submit Attachment 6, Certification Regarding Debarment and Suspension.

5.1.7 Tax Recording Information

Complete and submit Attachment 7, Payee Data Record, or provide a copy of the form previously submitted to the AOC.

## **6.0 SPECIFICS OF A RESPONSIVE COST PROPOSAL**

The following information shall be included as the cost portion of the proposal:

6.1 Reasonableness of Cost Projections.

Proposers must submit the following documents in their proposal in the **exact** following order.

6.1.1 Completed copy of Attachment 3, Payment Provisions.

6.1.2 Completed copy of Attachment 8, DVBE Participation Form.

## **7.0 EVALUATION OF PROPOSALS**

7.1 The evaluation team will first evaluate the technical proposals and score them as described below. These scores will be used to create a short list of firms for further consideration. Proposers not on the short list will not be eligible for further consideration. The Proposer must be prepared to conduct demonstrations at the discretion of the AOC. The Proposer will source a location in the San Francisco area and set up demonstrations. The AOC will notify the Proposer in writing when a demonstration is required. If the evaluation team requests a demonstration of the proposed services, the demonstrations will be arranged by the Proposer at a site that is agreeable to the AOC. The demonstrations may include a demonstration of the services at a customer site (Proposer's customer). Demonstrations will be evaluated on the same criteria as the technical proposals. After demonstrations are conducted, each evaluation team member will review his/her own points previously assigned to each Proposer on the short list and make adjustments if necessary, and the final technical proposal scores will be re-calculated.

7.2 After the final technical proposal scores have been calculated, the price proposals will be evaluated and scored by the AOC with a grand total score for each Proposer.

7.3 The grand total available score will be 100 points. The AOC will evaluate proposals using the criteria below, with the maximum point value for each category.

- a. Method of Approach – 40 points
- b. Price Proposal – 35 points
- c. Qualifications and Experience – 25 points

## **8.0 SUBMISSIONS OF PROPOSALS**

8.1 Responsive proposals should provide straight-forward, concise information that satisfies the requirements noted in paragraphs 5.0 (Specifics of a Responsive Technical Proposal) and 6.0 (Specifics of a Responsive Price Proposal) of this Request For Proposals. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the AOC's instructions, requirements of this RFP and completeness and clarity of content.



8.2 Proposals must be delivered by the proposal due date and time to the individual and address listed in paragraph 2.2 (Proposal Submittal Address) of this Request For Proposals and **must** be submitted as follows:

- a. One (1) unbound original of the price proposal and one (1) separate unbound original of the technical proposal.
- b. One (1) electronic formatted copy of the pricing proposal, in MS Word compatible format on a CD-ROM.
- c. One (1) electronic formatted copy of the technical proposal in MS Word compatible format on a CD-ROM.
- d. All proposals (hard and electronic copies) must be submitted with the price proposal in one (1) sealed envelope marked with "Price Proposal" and the technical proposal placed in a separate sealed envelope marked with "Technical Proposal." Each envelope must also be marked with the Proposer's name. These two envelopes should then be placed in a single outside envelope. The outside envelope must be sealed and clearly marked with the RFP Number, Project Title, the Proposal Due Date, and the Proposer's name.
- e. The hard and electronic copies of the technical proposal must not include any pricing information. Proposals received by the AOC prior to the proposal due date and time that are marked properly will be securely kept, unopened until the proposal due date and time. Late proposals will not be considered.
- f. All proposals must be delivered via U.S. Mail, express mail carrier, or hand delivery only. A receipt should be requested for hand delivered material.
- g. The Proposer is solely responsible for ensuring that the full proposal is received by the AOC in accordance with the RFP requirements, prior to the date and time specified in the RFP, and at the place specified. The AOC shall not be responsible for any delays in mail or by express mail carriers or by transmission errors or delays or missed delivery.

8.3 Only written proposals, accompanied by the CD-ROM submittal, will be accepted.

## **9.0 RIGHTS**

The AOC reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar RFPs in the future. This RFP is in no way an agreement, obligation, or contract and in no way is the AOC or the State of California responsible for the cost of preparing the proposal. One copy of a submitted proposal will be retained for official files and becomes a public record.

## **10.0 CONFIDENTIAL OR PROPRIETARY INFORMATION**

The Administrative Office of the Courts is bound by California Rules of Court, rule 10.500 (see: <http://www.courtinfo.ca.gov/rules/amendments/jan2010-2.pdf>) as to disclosure of its administrative records. If the information submitted contains material noted or marked as confidential and/or proprietary that, in the AOC's sole opinion, meets the disclosure exemption

requirements of Rule 10.500, then that information will not be disclosed pursuant to a request for access to judicial administrative records.

If the AOC does not consider such material to be exempt from disclosure under Rule 10.500, the material may be made available to the public, regardless of the notation or markings. If a Proposer is unsure if its confidential and/or proprietary material meets the disclosure exemption requirements of Rule 10.500, then it should not include such information in its proposal.

#### **11.0 DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS**

The State of California Executive Branch requires contract participation goals of a minimum of three percent (3%) for disabled veteran business enterprises (DVBEs). The AOC is subject to this participation goal. If it would be impossible for your company to comply, an explanation of why and demonstration of written evidence to achieve participation is required. Your company must complete Attachment 8, DVBE Participation Form and include the form with your Price Proposal. If your company has any questions regarding the form, you should submit your questions to [solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov), referencing this RFP's project title and number in the email subject line. Information about DVBE resources can be found on the Executive Branch's Internet web site at: <http://www.dgs.ca.gov/default.htm> or by calling the Office of Small Business and DVBE Certification, at 916-375-4940.