



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: January 28, 2010

SUBJECT/PURPOSE OF MEMO: **REQUEST FOR PROPOSALS**
Proposals to enter into a Master Agreement with the Administrative Office of the Courts to provide technical staff augmentation services to the Administrative Office of the Courts.

ACTION REQUIRED: You are invited to review and respond to the attached Request for Proposals (“RFP”):

Project Title: **Master Agreements for Technical Staff Augmentation Services**
RFP Number: **ISD-201002-CT**

SUBMISSION OF QUESTIONS: Submit questions to the following email address and include Project Title and RFP Number in subject line: solicitations@jud.ca.gov.

Deadline for submittal of questions on procedural matters related to the RFP or requests for clarification or modification of this solicitation document is **1:00 p.m. (Pacific Time) on February 9, 2011.**

PROPOSAL DUE DATE AND TIME: **Proposals must be received by close of business on February 28, 2011**

SUBMISSION OF PROPOSAL: Deliver proposals to:
Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden, RFP # ISD-201002-CT
455 Golden Gate Avenue
San Francisco, CA 94102

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1.0 GENERAL INFORMATION

1.1 Background

1.1.1 The Judicial Council of California, 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.

1.1.2 Prior to the passage of California Assembly Bill 233 (AB 233) in 1997, funding for the State of California's trial courts were the responsibility of the 58 local county governments throughout the state. However, with the passage of AB 233, the responsibility for funding of the trial courts shifted to the California Judicial Council and its administrative arm, the AOC. The AOC is currently responsible for the development, acquisition, implementation, and support of automated systems in the supreme and appellate courts, trial courts, and the AOC. Various technology initiatives, including very large statewide projects such as the California Courts Case Management System and Phoenix Financial/Human Resources System, are currently being developed, deployed, and supported. In addition, the AOC has hired a third-party application service provider to host its major applications. The AOC anticipates contracting for technical consultants on an as-needed basis to assist with its various technology initiatives to support automated systems in the California courts and AOC.

1.2 The RFP, including all attachments, and any addenda that may subsequently be issued, will be available on the following AOC Courtinfo website ("**Courtinfo Website**"):

<http://www.courtinfo.ca.gov/reference/rfp/>

2.0 PURPOSE OF THIS RFP

2.1 The AOC seeks to identify and retain qualified technical staff augmentation staffing agencies under an undetermined number of master agreements to supply the AOC with high-quality, cost-effective, professional technical staff. The master agreement holders will serve as the qualified bid list for AOC professional technical staff requirements for the duration of master agreement contract term. This RFP is the means for prospective technical staff augmentation staffing agencies to submit their qualifications to the AOC and request selection for award of a master agreement as a result of this RFP.

- 2.2 The AOC anticipates awarding the master agreements for an initial two-year term, with three additional consecutive one-year option terms for a potential maximum total of five years. The initial term of each master agreement is anticipated to commence on or about **April 6, 2011** and run for 24 months. The three consecutive one-year option terms will then run 12-months each, and may only be exercised at the AOC's sole discretion.
- 2.3 Over the last year, the AOC spent in excess of \$15 million for technical staff augmentation personnel. However, the AOC does not guarantee that master agreement awardees will receive a specific volume of work, a specific total contract amount, or a specific order value under any master agreement executed pursuant to this RFP. Additionally, there will be no limit on the number of Work Orders the AOC may issue under a master agreement, nor will there be any specific limitation on the quantity, minimum and/or maximum value of individual Work Orders.
- 2.4 This RFP will cover professional technical staff requirement needs for the AOC located in San Francisco and its regional offices located in Burbank and Sacramento, California. It is the expectation of the AOC that the majority of professional technical staff consultant requirement needs under the master agreements anticipated by this RFP will be in San Francisco, however, consultants may be based at other locations throughout the state of California as set forth in the Work Orders issued pursuant to the master agreements.

3.0 PROCUREMENT SCHEDULE

- 3.1 The following key events and key dates shall apply to this RFP:

No.	Key Event	Key Date
1	AOC issues RFP	January 28, 2011
2	Deadline for Proposers to Submit Questions, Requests for Clarifications or Modifications to AOC Solicitations Mailbox	February 9, 2011
3	Answers to Questions Posted on the AOC's Courtinfo Website	February 15, 2011 (estimated date only)
4	Proposal Due Date and Time	Close of business on February 28, 2011
5	Preliminary Proposal Evaluation	March 1, 2011 – March 15, 2011 (estimated dates only)

No.	Key Event	Key Date
6	Interviews	March 16-22, 2011 (estimated dates only)
7	Finalize Evaluation	March 23-25, 2011 (estimated dates only)
8	Notice of Intent to Award	March 28, 2011 (estimated date only)
9	Complete Negotiations and Execution of Master Agreements	April 6, 2011 (estimated date only)

- 3.2 All key events and dates are subject to change at the AOC’s sole discretion.
- 3.2.1 Changes to dates listed for key event nos. 2 and 4 (Deadline for Proposers to Submit Questions, Requests for Clarifications or Modifications, or Proposal Due Date and Time) set forth above, and on the coversheet of this RFP will only be made by posting an addendum on the Courtinfo Website.
- 3.2.2 The dates listed for key events no. 3, and nos. 5-9, above, are deemed estimated dates only and may be changed at the AOC’s sole discretion. Prior to the Proposal Due Date and Time, the AOC will communicate any such change by posting a notice to the Courtinfo Website. After the Proposal Due Date and Time, the AOC will communicate such change(s) by providing notice to the impacted parties.
- 3.2.3 Upon selection of the preferred vendors the AOC intends to award master agreements to, the AOC will notify all proposers in writing of their selection/non-selection for award of the services set forth in the RFP. The AOC will subsequently post a public “Notice of Intent to Award” announcement on the Courtinfo Website, which will identify all selected vendors.
- 3.3 It shall be the sole responsibility of prospective proposers to monitor the Courtinfo Website to ascertain whether the AOC has issued an addendum changing any element of the RFP, including key events or their key dates.

4.0 RFP ATTACHMENTS

- 4.1 Related Attachments. The following attachments provide specifications, reference, and governance of this RFP:
- 4.1.1 Attachment A, Administrative Rules Governing Request for Proposals. Proposers shall follow the rules, set forth in Attachment A, in preparation of their proposals.

- 4.1.2 Attachment B, Master Agreement Terms and Conditions. Contracts with successful firms will be signed by the parties on a Judicial Council of California, Administrative Office of the Courts Standard Agreement form and will include terms appropriate for this project. Terms and conditions for the requested services are attached as Attachment B.
- 4.1.3 Attachment C, Classifications. A listing of the job/position titles, including the qualifications, capabilities, and skills generally required of such positions, for those technical staff augmentation services that may be required by the AOC during the term of the master agreements.
- 4.1.4 Attachment D, Work Order Process and Administration. The process that will be used by the AOC to solicit, evaluate and award Work Orders for the AOC's technical staff augmentation requirements during the term of the master agreements. Attachment D includes the following:
 - 4.1.4.1 Attachment D-1, Work Order Process and Administration.
 - 4.1.4.2 Attachment D-2, Work Order Request Form.
 - 4.1.4.3 Attachment D-3, Work Order Form
- 4.1.5 Attachment E, Invoicing Samples.
 - 4.1.5.1 Attachment E-1, Sample Monthly Summary Statement at Master Agreement-Level.
 - 4.1.5.2 Attachment E-2, Sample Detailed Invoice at Work Order-Level.
 - 4.1.5.3 Attachment E-3, Sample After-Hours Maintenance & Support Authorization Form.
 - 4.1.5.4 Attachment E-4, Sample Expense Statement.
 - 4.1.5.5 Attachment E-5, Sample Invoicing Business Case.
- 4.2 Proposal Submittal Attachments. Proposers must complete and include the following attachments in their submitted proposal:
 - 4.2.1 Attachment F, Evaluation Criteria & Proposal Submission Form. Proposers must use the Proposal Submission Form in submitting their proposal.
 - 4.2.1.1 Attachment F-1, Methodologies.
 - 4.2.1.2 Attachment F-2, Placement History.
 - 4.2.1.3 Attachment F-3, Pricing.
 - 4.2.1.4 Attachment F-4, Key Staff.
 - 4.2.1.5 Attachment F-5, Proposer's Acceptance of, or Exceptions to, the Master Agreement Terms and Conditions.
 - 4.2.1.6 Attachment F-6, Viability of Firm
 - 4.2.2 Attachment G, Payee Data Record Form. The AOC is required to obtain and keep on file, a completed Payee Data Record for each vendor prior to entering

into a contract with that vendor. Therefore, proposer's proposal must include a completed and signed Payee Data Record Form.

5.0 SCOPE OF SERVICES

- 5.1 The technical staff augmentation staffing agencies selected as a result of this RFP will be awarded master agreements that will serve as making the master agreement holders, the qualified bidders list for the AOC's professional technical staff augmentation requirements for the duration of master agreement contract term.
- 5.2 Pursuant to the Work Order Process and Administration (set forth in Attachment D-1 to this RFP), the AOC, as staffing requirements dictate, will solicit master agreement holders for proposals to fill individual professional technical staff augmentation requirements by issuing Work Order Request Forms to the master agreement holders.
- 5.3 Applying the selection criteria set forth in each individual Work Order Request Forms issued pursuant to the Work Order Process and Administration, the AOC will select the proposal that best meets the AOC's requirements, and award a Work Order to that master agreement holder.

6.0 EXISTING CONTRACTS

It is the intent of the AOC that existing contracted professional technical staff will remain under their current existing contracts until such contracts and any option terms expire, and not be transitioned to a subsequent Master Agreement should the existing contracted professional technical staff's contractor be awarded a Master Agreement.

7.0 EVALUATION OF PROPOSALS

- 7.1 The AOC will conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. All proposals received from vendors will be reviewed and evaluated by a committee of qualified personnel ("Evaluation Committee"). The name, units, or experience of any individual members of the Evaluation Committee will not be made available to any vendor.
- 7.2 Evaluation Criteria. A total of 100 possible points has been assigned to the criteria set forth in Attachment F, Evaluation Criteria & Proposal Submission Form, of the RFP; maximum possible points are included for each criterion listed. The points indicate relative weight or importance given to each criterion. The Evaluation Committee will score each proposal, based upon the proposed information for each specified criterion and total possible number of points for that criterion. The evaluation criteria, including the maximum points for each criterion, and the required information to be submitted for this solicitation is set forth in Attachment F of the RFP.

8.0 SPECIFICS OF A RESPONSIVE PROPOSAL

- 8.1 A proposer's proposal shall contain the information specified under each evaluation criterion in Attachment F, Evaluation Criteria & Proposal Submission Form.
- 8.2 Responsive proposals should provide straightforward, concise information that satisfies the requirements noted under each evaluation criteria set forth in Attachment F. Expensive bindings, color displays, and the like are neither necessary nor desired. Emphasis should be placed on conformity to the state's instructions, requirements of this RFP, and completeness and clarity of content.
- 8.3 A proposer's pricing proposal, including discount structure, shall be based strictly on the RFP as posted, including Attachment B, Master Agreement Terms and Conditions, and **NOT** on any exceptions that the vendor may propose to the Master Agreement Terms and Conditions or any other portion of the RFP.
- 8.4 Should a proposer make their submission under the Pricing evaluation criteria conditional on the AOC accepting proposer's proposed changes to the Master Agreement Terms and Conditions or any other portion of the RFP, the AOC may deem such conditions to be non-responsive to the requirements of the RFP, and may result in the proposer's proposal being disqualified for further evaluation.

9.0 SUBMISSION OF PROPOSALS

- 9.1 The proposer must prepare a cover letter on the prime 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 contained in the proposal. The cover letter must state who the proposed prime contractor is (legal business name), name the proposed subcontractors, if any, and provide the name, title, physical address, email address, and telephone number of one individual who is the proposer's designated representative and single point of contact.
- 9.2 The proposer's technical proposal, including proposer's cost/fee proposal must be submitted using Attachment F, Evaluation Criteria & Proposal Submission Form.
- 9.3 Provide an original and five (5) hardcopies of the proposal.
- 9.4 **Provide one (1) electronic copy of the entire proposal in MS Word compatible format (NOT copy-protected)** by submitting it on either a CD-ROM or DVD along with the original and hardcopies of the proposal required per this section.
- 9.5 A vendor's submitted proposal shall constitute an irrevocable offer for **120 days** following the Proposal Due Date & Time as set forth on the coversheet to this RFP.

- 9.6 Proposals must be delivered to the individual listed in the Submission of Proposals section of the coversheet to this RFP and must be received no later than the Proposal Due Date & Time as set forth on the coversheet to this RFP.
- 9.7 All proposals must be delivered via U.S. Mail, common carrier, overnight delivery service (with proof of delivery), or hand delivery. A receipt should be requested for hand delivered material. Proposals received prior to the Proposal Due Date & Time that are marked properly will be securely kept, unopened until the Proposal Due Date & Time. Proposals received after the Proposal Due Date & Time will be deemed non-responsive and will not be considered. The AOC shall not be responsible for any delays in mail or by common carriers or by delivery errors or delays or missed delivery.
- 9.8 The proposer is solely responsible for ensuring that the full and complete proposal is received by the AOC in accordance with the solicitation requirements prior to the Proposal Due Date & Time and at the place specified.
- 9.9 Any proposal containing information that proposer considers confidential and/or proprietary must comply with the requirements set forth in Attachment A, Administrative Rules Governing Requests for Proposals.
- 9.10 **Submitting proposals by facsimile or email transmission is not acceptable, and any proposal so transmitted will be rejected as non-responsive.**

10.0 PROPOSED CONTRACT TERMS AND ADMINISTRATIVE RULES

- 10.1 Master agreements with the successful firms will be signed by the parties on a Judicial Council of California, Administrative Office of the Courts Standard Agreement form and will include terms appropriate for this project. Terms and conditions for the requested services are attached as Attachment B, Master Agreement Terms and Conditions.
- 11.2 Proposers shall follow and be bound by the rules set forth in Attachment A, Administrative Rules Governing Requests for Proposals, in preparation of their proposals.

End of RFP