

REQUEST FOR PROPOSALS

IMPERIAL SUPERIOR COURT OF CALIFORNIA (JBE)

REGARDING:

Classification & Compensation Study R2324-09

1.0 BACKGROUND INFORMATION

The Superior Court of California, County of Imperial (“the Court”) last had a classification and compensation study in 2016 when we had about 146 employees at four locations. Since then, the Court has undergone significant restructuring. Currently the Court has 102 employees at three locations with approximately 55 classifications. We’re looking to include most classifications court wide, approximately 38.

The Court seeks services of a consultant with experience to conduct a comprehensive, court-wide classification and compensation study.

See Attachment 6 for a detailed scope of work.

All information for this RFP is posted at

<https://www.imperial.courts.ca.gov/general-information/requests-proposals> .

Any questions should be sent to erdgz@imperial.courts.ca.gov

2.0 TIMELINE FOR THIS RFP

The JBE has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the JBE.

EVENT	DATE
RFP issued	<i>May 1, 2024</i>
Deadline for questions	<i>Friday, May 17, 2024 4:00 p.m. PST</i>
Latest date and time proposal must be received by JBE	<i>Wednesday, May 29, 2024 4:00 p.m. PST</i>
Anticipated interview dates (<i>estimate only</i>)	<i>Tuesday, June 11, 2024</i>
Notice of Intent to Award (<i>estimate only</i>)	<i>June 12, 2024</i>
Contract start & end dates (<i>estimate only</i>)	<i>June 24, 2024 – December 4, 2024</i>

3.0 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: JBE Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign a JBE Standard Form agreement containing these terms and conditions] (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. Note: A material exception (addition, deletion, or other modification) to a Minimum Term will render a proposal non-responsive. The JBE, in its sole discretion, will determine what constitutes a material exception.
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 JBE requires in order to process payments and must be submitted with the proposal.
Attachment 7: Scope of Work	Detail of work requested.
Attachment 8: Intro & Non-Cost Response	The Proposer must submit the requested information with the Non-Cost proposal.
Attachment 9: Cost Proposal	The Proposer must complete and submit in a sealed envelope, separate from the non-cost proposal.

4.0 PAYMENT INFORMATION

See Attachment 2, Appendix B.

5.0 SUBMISSIONS OF PROPOSALS

5.1 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.

- 5.2 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 JBE 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 JBE 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.
 - c. The Proposer must submit an electronic version of the entire proposal on USB memory stick/flash drive. The files must be in PDF, Word, or Excel formats.

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

Elsa Rodriguez – RFP R2324-09
Mailroom: DO NOT OPEN
Superior Court of California, County of Imperial
939 W. Main St.
El Centro, CA 92243

- 5.4 Late proposals will not be accepted.
- 5.5 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.

6.0 PROPOSAL CONTENTS

- 6.1 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. **Attachment 3 Acceptance of Terms & Conditions:** the Proposer must check the appropriate box and sign the form. Refer to instructions on attachment.
 - b. **Attachment 4 General Certifications:** The Proposer must complete and submit with proposal.

- c. **Attachment 5 Darfur:** Bidder must complete and submit the completed certification with its bid.
- d. **Attachment 6 Payee Data Record:** The Proposer must complete and submit with proposal. Note that if the Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.
- e. **Attachment 8 Introduction & Response:** The Proposer is to provide requested information with proposal.

6.2 **Cost Proposal.** Complete and submit **Attachment 9.**

7.0 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 JBE reserves the right to negotiate extensions to this period.

8.0 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 JBE 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.

The selection process will be a two stage process.
Stage 1 – Written proposals are evaluated, scored and ranked using the criteria below. The top three highest scored firms will advance to Stage 2.

CRITERION	MAXIMUM NUMBER OF POINTS
STAGE 1	
<i>Experience on similar assignments and Credentials of staff to be assigned to the project</i>	23
<i>Quality of work plan submitted and Ability to meet timing requirements to complete the project</i>	23
<i>Acceptance of the Terms and Conditions and Compliance with RFP Requirements</i>	7
<i>DVBE</i>	3

CRITERION	MAXIMUM NUMBER OF POINTS
STAGE 2	
<i>Interview / Oral presentation</i>	24
<i>Cost</i>	20

The names, titles, locations and experience of the reviewers or the details of the evaluation process are not available to the Proposers. If a contract will be awarded, the Court will post an intent to award notice at

<https://www.imperial.courts.ca.gov/general-information/requests-proposals>

9.0 INTERVIEWS

The JBE may conduct interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The interviews may be conducted in person or by phone. If conducted in person, interviews will likely be held at the JBE’s offices. The JBE will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The JBE will notify eligible Proposers regarding interview arrangements.

10.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

PROPOSALS ARE SUBJECT TO DISCLOSURE TO THIRD PARTIES AND MEMBERS OF THE PUBLIC PURSUANT TO APPLICABLE LAWS, INCLUDING PUBLIC DISCLOSURE PURSUANT TO RULE 10.500 OF THE CALIFORNIA RULES OF COURT. Except as required by law, the JBE 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 may be disclosed in response to applicable public records requests, or as otherwise required by law. Such disclosure may be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” “copyright ©,” or otherwise, and regardless of any statement in the proposal (a) purporting to limit the JBE’s right to disclose information in the proposal, or (b) requiring the JBE 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. Submission of any proposal pursuant to this RFP constitutes acknowledgment and consent by the Proposer to the potential public disclosure of its proposal content, pursuant to this Section 12.0. **Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.**

11.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

The court participates in a disabled veteran business enterprise participation goal. Details are posted at <https://www.imperial.courts.ca.gov/general-information/requests-proposals>

12.0 PROTESTS

Any protests will be handled in accordance with the Court's protest policy posted at <https://www.imperial.courts.ca.gov/general-information/requests-proposals>. 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. Protests must be sent to:

Protest Officer / Fiscal Department
Superior Court of California, County of Imperial
939 W. Main St.
El Centro, Ca 92243