

REQUEST FOR PROPOSALS

***SUPERIOR COURT OF CALIFORNIA
COUNTY OF IMPERIAL***

REGARDING:

Traffic Assistance Program

PROPOSALS DUE:

Friday, December 22, 2017 NO LATER THAN **4:00** P.M. PACIFIC TIME

1.0 BACKGROUND INFORMATION

The Superior Court of California, County of Imperial is seeking qualified vendors to provide traffic case administrative services pursuant to California Vehicle Code 11205.2

The Court processes an average of 3,700 traffic citations per month. There is no window dedicated to TVS; contracted staff work behind the scenes processing mail and sending out notices. Currently the Court has one TAP staff. Staff has varied between one and two as Court strives to efficiently utilize funding available.

Refer to Attachment 9 Scope of Work for detailed description.

All information for this RFP is posted at
<http://www.imperial.courts.ca.gov/CourtDocumentsVB/SCourtDocuments.aspx#set4>

2.0 TIMELINE FOR THIS RFP

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

EVENT	DATE
RFP issued	<i>December 1, 2017</i>
Deadline for questions to elsa.rodriquez@imperial.courts.ca.gov	<i>Friday, December 15, 2017 4:00 p.m. PST</i>
Latest date and time proposal may be submitted	<i>Friday, December 22, 2017 4:00 p.m. PST</i>
Contract start date (<i>estimate only</i>)	<i>January 1, 2018</i>
Contract end date (<i>estimate only</i>)	<i>December 31, 2020 Plus options to extend to 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: Court Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign a Court Standard Form agreement containing these terms and conditions (the “Terms and Conditions”).
Attachment 3:	On this form, the Proposer must indicate acceptance of the

ATTACHMENT	DESCRIPTION
Proposer's Acceptance of Terms and Conditions	Terms and Conditions or identify exceptions to the Terms and Conditions. Note: A material exception to a Minimum Term will render a proposal non-responsive.
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 Court requires in order to process payments and must be submitted with the proposal.
Attachment 7: Scope of Work	Detailed description of services and deliverables. This is also Appendix A-1 of the Standard Agreement.
Attachment 8: Unruh and FEHA Certification	The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification.
Attachment 9: Cost	Complete and submit with 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 two (2) 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 Court 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 two (2) 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 Court 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.**

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

Superior Court of California, County of Imperial
Attention: Elsa Rodriguez
Mailroom – DO NOT OPEN
1625 W. Main Street, Ste. 200
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. **Contact:** 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
 - b. **References:** Names, addresses, and telephone numbers of a minimum of three (3) clients for whom the Proposer has conducted similar services. The Court may check references listed by the Proposer.
 - c. **Background:** For each key staff member: a resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities.
 - d. **Work Plan:** Proposed method to complete the work.
 - e. **Licenses/Registration:** Copies of the Proposer's current business licenses, professional certifications, or other credentials.
 - f. **Attachment 3:** Acceptance of Terms and Conditions per instructions on form.
 - g. **Attachment 4:** General Certifications
 - h. **Attachment 5:** Darfur Contracting Act Certification
 - i. **Attachment 6:** Payee Data Form. 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.
 - j. **Attachment 8:** Unruh Civil Rights Act and California Fair Employment and Housing Act Certification.

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

6.3 **Requirements upon award:**

- a. **Insurance:** Proof of insurance must be provided upon award. See Attachment 2, Agreement, Appendix C, General Provisions, Section 3
- b. **Good standing:** 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.

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 Court 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 Court 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 Court will post an intent to award notice at <http://www.imperial.courts.ca.gov/CourtDocumentsVB/SCourtDocuments.html#set-4>

CRITERION	MAXIMUM NUMBER OF POINTS
<i>Quality of work plan submitted</i>	<i>25</i>
<i>Experience on similar assignments and References</i>	<i>30</i>
<i>Cost</i>	<i>40</i>
<i>Acceptance of the Terms and Conditions</i>	<i>5</i>

9.0 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 Court 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 Court’s right to disclose information in the proposal, or (b) requiring the Court 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.

10.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

The court participates in a disabled veteran business enterprise participation goal. Details are posted at

<http://www.imperial.courts.ca.gov/CourtDocumentsVB/SCourtDocuments.html#set-4>

11.0 PROTESTS

Any protests will be handled in accordance the Court’s protest policy posted at

<http://www.imperial.courts.ca.gov/CourtDocumentsVB/SCourtDocuments.html#set-4>