

REQUEST FOR PROPOSALS

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

REGARDING:

*Classification and Compensation Study
R1617-01*

PROPOSALS DUE:

Monday, October 17, 2016 NO LATER THAN **4:00** P.M. PACIFIC TIME

1.0 BACKGROUND INFORMATION

The Superior Court of California, County of Imperial (“the Court”) last had a classification and compensation study in 2007 when we had about 200 employees at five locations. Since then the Court has undergone significant restructuring. Currently the Court has 146 employees at four locations with approximately 50 pay ranges.

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

See Attachment 7 for a detailed scope of work.

All information for this RFP is posted at www.imperial.courts.ca.gov (on home page, scroll down to “Quick Links” header and select “RFP’s” link). Any questions should be sent to elsa.rodriquez@imperial.courts.ca.gov

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>09/12/2016</i>
Deadline for questions to elsa.rodriquez@imperial.courts.ca.gov	<i>Monday, October 3, 2016 4:00 p.m. PST</i>
Latest date and time proposal may be submitted	<i>Monday, October 17, 2016 4:00 p.m. PST</i>
Anticipated interview dates (<i>estimate only</i>)	<i>Thursday, October 27, 2016</i>
Notice of Intent to Award (<i>estimate only</i>)	<i>November 9, 2016</i>
Contract start date (<i>estimate only</i>)	<i>12/01/2016</i>
Contract end date (<i>estimate only</i>)	<i>11/30/2017</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: 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 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	Detail of work requested.
Attachment 8: Intro & Non-Cost Response	The Proposer must submit the requested information
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 non-cost 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 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 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 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.
 - c. The Proposer must submit an electronic version of the entire proposal on CD-ROM or 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 R1617-01
Mailroom: DO NOT OPEN
Superior Court of California, County of Imperial
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 Non-Cost Proposal. The following information must be included in the non-cost 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.
Note: A material exception to a Minimum Term will render a proposal non-responsive.
- 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.**

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. 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.

7.0 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.

The selection process will be a two stage process.

Stage 1 – Written proposals are evaluated, scored and ranked using the criteria below. The top ranked firms will advance to Stage 2.

CRITERION	MAX # OF POINTS
STAGE 1	
<i>Compliance with Proposal Content Requirements and Acceptance of the Terms & Conditions</i>	5
<i>Quality of work plan & Key staff credentials</i>	20
<i>Experience on similar assignments & References</i>	20
STAGE 2	
<i>Interview/Oral presentation</i>	25
<i>Cost</i>	30

If a contract will be awarded, the Court will post intent to award notice at www.imperial.courts.ca.gov.

9.0 INTERVIEWS

The Court will 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 Court's offices. The Court will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The Court will notify eligible Proposers regarding interview arrangements.

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 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.

11.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

The Court participates in a disabled veteran business enterprise participation goal. The policy is posted at www.imperial.courts.ca.gov

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 to receive a solicitation specifications protest is specified in the Court’s protest policy posted at www.imperial.courts.ca.gov.