

## Attachment 9 PROPOSAL CONTENTS

1.1 **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 and email address of the individual who will act as the Proposer's designated representative for purposes of this RFP.
- c. **Experience:** 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. **References:** Names, addresses, and telephone numbers of a minimum of four (4) clients for whom the Proposer has conducted similar services; if possible, for government entities. The JBE may check references listed by the Proposer. Prior work performed for the JBE will be included as a Reference during evaluation.
- e. **Work Plan:** Proposed method to complete the work including but not limited to project/team organization, and time estimates. Ability to fit this work into existing obligations.
  - i. How many government clients are contracted with your agency? How many court clients are contracted with your agency? Please share your list of court clients contracted.
  - ii. Explain the telephone response process to Court (employer) inquiries and the availability of staff to assist the Court. Include average wait times.
  - iii. Explain the telephone response process to employee inquiries and the availability of staff to assist the employee. Include average wait time.
  - iv. Explain who manages invested funds. Attach resumes for top individuals.
  - v. Provide samples of the investment reports that the Court can expect to see. Describe how the reporting frequency.
  - vi. Outline how you segregate Court funds from other client funds.
  - vii. Describe the California code sections (list specific code section) that contain the investment requirements for the management of the Pension Prefunding trust funds. Explain how you stay compliant with these requirements.
  - viii. If the Court's fiscal year end is 06-30-23, by what day must a year-end contribution be delivered to be considered a 06-30-23 contribution?

- ix. For information purposes, attach a copy of the standard agreement you would expect the Court to sign.
- x. Provide a listing of what will be required to start services.
- f. **Licenses/Certs:** Copies of the Proposer's (and any subcontractors') current business licenses, professional certifications, or other credentials. Certifications, Attachments, and other requirements.
- g. **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.
- h. **Attachment 3, 4, 5, 6 & 8:** Acceptance of Terms and Conditions, General Certifications, Darfur Contracting Act Certification, Payee Data Record and Unruh Certification completed & signed.
- i. Proof of financial solvency or stability (e.g., balance sheets and income statements).

## **1.2 Cost Proposal**

- a. Complete the overall return on investment table below. Please explain who prepares these percentages and whether or not they have been audited, reviewed and approved by an external auditor or agency.

% Equity	1 year	3 year	5 year
20-40			
40-60			
50-70			

- b. Complete the estimated cost table below. For purposes of creating the cost estimate, you can assume that the Court will Deposit \$500,000.00 into on 6-30-23 and \$200,000 per year in each of the subsequent 4 years and does not withdraw any funds during the first 5 years. Provide a detailed outline of the cost structure.

% Equity	Year 1	Year 2	Year 3	Year 4	Year 5
20-40					
40-60					
50-70					