

# REQUEST FOR PROPOSALS

***SUPERIOR COURT OF CALIFORNIA, IMPERIAL***

## **REGARDING:**

***Pension Prefunding Benefits Administrator R2223-01***

## **PROPOSALS DUE:**

***Friday, October 28, 2022*** NO LATER THAN ***4:00*** P.M. PACIFIC TIME

### **1.0 BACKGROUND INFORMATION**

The Court seeks an experienced Pension Prefunding Benefits Administrator (Contractor). The Contractor will be responsible for maintaining and investing the funds to ensure safety, liquidity and yield consistent with industry performance benchmarks. Contractor will comply with all applicable laws, rules, regulations and accounting/reporting requirements.

**Refer to Attachment 7 Scope of Work for detailed description.** Direct any questions to Elsa Rodriguez [erdgz@imperial.courts.ca.gov](mailto:erdgz@imperial.courts.ca.gov) All information for this RFP is posted at <https://www.imperial.courts.ca.gov/general-information/requests-proposals>

### **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>September 26, 2022</i>
Deadline for questions	<i>Friday, October 21, 2022 4:00 p.m. PST</i>
<b>Latest date and time proposal may be submitted</b>	<b><i>Friday, October 28, 2022 4:00 p.m. PST</i></b>
Notice of Intent to Award (estimate only)	<i>November 10, 2022</i>
Contract dates (estimate only)	<i>December 1, 2022 thru November 30, 2027 With options to extend five years</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.  <b>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.</b>
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	The Proposer must complete the Iran Contracting Act Certification and submit the completed certification with its proposal.
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: Proposal Contents	The information that must be included in the Technical and Cost proposals.

### 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:
- Superior Court of California, County of Imperial  
CONFIDENTIAL  
Attention: Elsa Rodriguez  
939 W. Main Street, 2<sup>nd</sup> floor  
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 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.

## 7.0 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. The names, titles, locations and experience of the reviewers or the details of the evaluation process are not available to the Proposers. Award, if made, will be to the highest-scored proposal.

If a contract will be awarded, the JBE will post an intent to award notice at <https://www.imperial.courts.ca.gov/general-information/requests-proposals>

CRITERION	MAXIMUM NUMBER OF POINTS
<i>Plan Management</i>	<i>25</i>
<i>Experience and Customer Services</i>	<i>25</i>
<i>Cost</i>	<i>45</i>
<i>Acceptance of the Terms and Conditions</i>	<i>5</i>

## 8.0 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.**

## **9.0 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>

## **10.0 PROTESTS**

Any protests will be handled in accordance with the Court's protest policy posted at 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. 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.