

# REQUEST FOR PROPOSALS

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**JUDICIAL COUNCIL OF CALIFORNIA**

**REGARDING:**

RFP TITLE: PHOTOGRAPHY SERVICES  
FOR FISCAL YEAR 2021-2022  
RFP NUMBER: LSD-2021-100RB

**PROPOSALS DUE:**

February 14, 2022 NO LATER THAN 4 P.M. PACIFIC TIME

## **1.0 BACKGROUND INFORMATION**

This Request for Proposal (RFP) describes a project requiring photography services and solicits your proposal to perform the services. The work to be performed consists of photography services that capture a group picture of the Chief Justice of California (Chief Justice) with the other members of the Judicial Council of California (Judicial Council), individual photos of ten council members., and photos of the Distinguished Services Awards Recipients (the “Services”).

## **2.0 DESCRIPTION OF SERVICES AND DELIVERABLES**

Event: Individual Photos of Newly Appointed Judicial Council Members and group photo of the Judicial Council

Location: Judicial Council of California, 455 Golden Gate Ave, San Francisco, CA 94102

Dates and Times: Thursday, March 10, 2022 from 11:30 to 12:30 p.m. PST (estimated, subject to change)

The photography session is scheduled for a specific date and time; however, changes in the schedule of the Chief Justice or the Judicial Council may require changes in the date and/or time of the photography session necessitating flexibility in the schedule of the photographer. Changes will most likely occur within the same day that the original event is scheduled. Although scheduling changes may also be known as much as a week ahead of time, the Judicial Council reserves the right to make scheduling changes on shorter notice. Proposers to this RFP must acknowledge this scheduling issue, describe how they will handle this need for flexibility, and price their services accordingly.

All changes to the date and/or time of a photography session will be mutually agreed to in writing by the parties. In the event the parties cannot agree in writing to a delayed or rescheduled session, the Judicial Council may elect to terminate the contract in its entirety for convenience and pursue arrangements with another photographer to photograph that particular session.

Work to be Performed: The photography session on March 10 will generate individual photos of the newly appointed Judicial Council members and a group photograph of the Judicial

Council. The duration of the shoot is generally expected to be two (2) to three (3) hours. Photos will be used in print media, and any other purpose that the Judicial Council's elects.

I. Deliverables: Produce color (RGB) high-resolution digital images in RAW and JPEG formats.

II. Deadline for Deliverables: Same-day delivery of services and images, or as rescheduled, usually during the same week.

III. Judicial Council Responsibilities:

- A Judicial Council staff person will meet photographer onsite after photographer's clearance of building security procedures to escort photographer to the shoot site.
- A Judicial Council staff person will provide a short briefing via telephone prior to the shoot.
- A Judicial Council staff person will provide subjects' initial and general direction on placement for photo shoot.
- Provide a Judicial Council staff person to act as director of the shoot to ensure it is timely and successful.
- A Judicial Council staff person will assist at the scene with identifying subjects and setting up desired shots.
- Provide Judicial Council graphics staff assistance in choosing the best shot and for uploading.
- Examples of desired end-product from previous shoots will be provided to photographer prior to the shoot and photographer will be expected to produce photographs of similar quality.

IV. Photographer Responsibilities:

- Arrive in the building and clear building security screening at least one (1) hour prior to scheduled shoot time to meet Judicial Council staff to review shoot logistics. Photographer should

anticipate and build in the time it will take for people and equipment to clear mandatory building security.

- Photographer will secure lighting, wide-angle lens, and any other equipment needed for a shoot in a limited indoor space.
- Immediately following the shoot, photographer will upload images onsite using photographer's USB compatible card reader or other image transfer device to a computer designated by Judicial Council staff.
- Photographer will have access to the shoot location no more than approximately 30 minutes prior to the shoot. During this time, the photographer will set up all equipment.
- Photographer is expected to provide subjects with final directions necessary to take the photographs and not engage in unnecessary conversations with subjects during the shoot.
- Following the shoot, the photographer is expected to break down all equipment and clear area within 15 minutes.
- Due to the fluidity of the Chief Justice's and Judicial Council's schedules, longer or shorter wait times may occur. Judicial Council staff will communicate these updates to the photographer.
- In order to protect the health of employees and staff, masks or face coverings will be required indoors at all times, regardless of vaccination status. Masks/face coverings should be worn properly, completely cover the nose and mouth and fit snugly against the sides of the face and around the nose.
- The photographer must also self-screen for symptoms or other risk factors of COVID-19, using the following questions. If "yes" is answered for any of the questions, entry into the facility will be denied and services will be rescheduled for an alternate date. Masks or face coverings will be required indoors at all times, regardless of vaccination status.

1. Have you experienced any of the following symptoms in the past 48 hours: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?
2. Have you been in close physical contact in the last 14 days with anyone who is known to have laboratory-confirmed COVID-19 OR anyone who has any symptoms consistent with COVID-19?
3. Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?
4. Are you currently waiting on the results of a COVID-19 test?
5. Have you traveled in the past 10 days?

V. Rights: The photographer will assign their intellectual property rights exclusively to the Judicial Council, to use the photos in all media, and for any other purpose, for an unlimited amount of time (i.e., in perpetuity). Assigning rights means the photographer will not be able to use the images for their own or any third party's purposes without advance written permission from the Judicial Council.

**3.0 TIMELINE FOR THIS RFP**

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

<b>EVENT</b>	<b>DATE</b>
RFP issued	February 4, 2022
Deadline for questions to solicitations@jud.ca.gov (include RFP number and title in subject line)	February 8, 2022, Tuesday, 4pm PT
Questions and answers posted (estimated)	February 9, 2022, Wednesday
Latest date and time proposal may be submitted to solicitations@jud.ca.gov (include RFP number and title in subject line)	February 14, 2022, Monday, 4pm PT
Evaluation of proposals (estimate only)	February 18, 2022
Notice of Intent to Award (estimate only)	February 21, 2022
Negotiations and execution of contract (estimate only)	February 25, 2022
Contract start date (estimate only)	February 28, 2022
Contract end date (estimate only)	March 18, 2022

**4.0 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: Judicial Council Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign this Judicial Council Standard Form agreement.
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.
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 Judicial Council requires in order to process payments and must be submitted with the proposal.
Attachment 7: Services Proposal Form	The Proposer must complete this form and attach it to the Proposal

## 5.0 SUBMISSIONS OF PROPOSALS

- 5.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. 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 a copy of the technical proposal. It must be signed by an authorized representative of the Proposer. The technical proposal must be submitted to the Judicial Council, separate from the cost proposal. The Proposer must write the RFP title and number on the email heading and the proposal cover page.
  - b. The Proposer must submit a copy of the cost proposal. It must be signed by an authorized representative of the Proposer. The cost proposal (and the copies thereof) must be submitted to the Judicial Council, separate from the technical proposal. The Proposer must write the RFP title and number on the email heading and the proposal cover page.
- 5.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to: [Solicitations@jud.ca.gov](mailto:Solicitations@jud.ca.gov)
- 5.4 Late proposals will not be accepted.

- 5.5 Only written emailed proposals will be accepted. Proposals may not be transmitted by fax.

## 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. The Proposer's name, address, telephone and fax numbers, and federal tax identification number. 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.
- b. 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.
- c. 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. Names, addresses, and telephone numbers of a minimum of three (3) clients for whom the Proposer has conducted similar services. The Judicial Council may check references listed by the Proposer.
- e. Three (3) samples of photography in JPEG, GIF or PDF formats.
- f. Acceptance of the Terms and Conditions.
  - i. On Attachment 3, the Proposer must check the appropriate box and sign the form. If the Proposer marks the second box, it must provide the required additional materials. An "exception" includes any addition, deletion, or other modification.
  - ii. If exceptions are identified, the Proposer must also submit (i) a red-lined version of the Terms and Conditions that implements all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.
  - iii. Note: A material exception to a Minimum Term will render a proposal non-responsive.
- g. Certifications, Attachments, and other requirements.
  - i. The Proposer must complete the General Certifications Form (Attachment 4) and submit the completed form with its proposal.
  - ii. The Proposer must complete the Darfur Contracting Act Certification (Attachment 5) and submit the completed certification with its proposal.
  - iii. 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.

- iv. Copies of the Proposer's (and any subcontractors') current business licenses, professional certifications, or other credentials.

6.2 Cost Proposal. The following information must be included in the cost proposal.

Proposers should provide pricing in the following categories on the attached Photography Services Proposal Form:

- Either a fixed price per session rate OR an hourly rate (not both). Note: In the event that a photographer proposes an hourly rate, the photographer's billable time will not commence until one-half hour prior to the scheduled, or rescheduled, shoot time set forth in the contract.
- Costs due to changes (date and/or time) in scheduling (these costs would be in addition to photographer's either fixed price per session rate or hourly rate should scheduling changes occur):
  - o One-week or greater notice
  - o Three to five business days' notice
  - o 48-hours or less notice
- Additional expenses for rental equipment and any other costs (please itemize).
- Travel reimbursement of .58 per mile, up to \$200 will be provided.

**NOTE:** It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code.

**7.0 OFFER PERIOD**

A Proposer's proposal is an irrevocable offer for forty five (45) days following the proposal due date. In the event a final contract has not been awarded within this period, the Judicial Council 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 Judicial Council 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 Judicial Council will post an intent to award notice at the court's website.

<b>CRITERION</b>	<b>MAXIMUM NUMBER OF POINTS</b>
<b>NOTE: THESE ARE SAMPLE CRITERIA. THE ACTUAL CRITERIA USED SHOULD BE TAILORED TO THE SPECIFIC PROCUREMENT.</b>	
Quality of work plan submitted	<b>17</b>
Experience on similar assignments	<b>14</b>
Cost	<b>40</b>
Acceptance of the Terms and Conditions	<b>10</b>
Ability to meet timing requirements to complete the project	<b>19</b>

**9.0 INTERVIEWS**

The Judicial Council 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 Judicial Council will not reimburse Proposers for any costs incurred in traveling to or from the interview location if ever. The Judicial Council will notify eligible Proposers regarding interview arrangements if any.

**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 Judicial Council 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 Judicial Council’s right to disclose information in the proposal, or (b) requiring the Judicial Council 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 Judicial Council has waived the DVBE incentive in this solicitation.

**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](http://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.

RFP Title: Photography Services for Fiscal Year 2021-2022

RFP Number: LSD-2021-100RB

The deadline for the Judicial Council to receive a solicitation specifications protest is February 8, 2022. Protests must be sent to:

The Protest Officer/Contracts Manager  
Branch Accounting and Procurement | Administrative Division  
Judicial Council of California  
455 Golden Gate Avenue, San Francisco, CA 94102-3688