|  |  |
| --- | --- |
|  | REQUEST FOR PROPOSALS |
| **Judicial Council of California,**  **Conference and Registration Services Unit**  **Regarding:**  **EVENT REGISTRATION SERVICES SOFTWARE**  **RFP NO.: ADMIN-2017-10-ML**  **PROPOSALS DUE:**  **November 2, 2017**  **no later than 4:00 p.m. Pacific time** |

**1.0 BACKGROUND INFORMATION**

1. The Judicial Council of California (“Judicial Council”), chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system.  The California Constitution directs the council to improve the administration of justice by surveying judicial business, recommending improvements to the courts, and making recommendations annually to the Governor and the Legislature.  The council also adopts rules for court administration, practice, and procedure, and performs other functions prescribed by law.  The Judicial Council is the staff agency for the council and assists both the council and its chair in performing their duties.
   1. The Conference and Registration Services group of the Judicial Council, is tasked with maintaining a welcoming environment at the headquarters of the judicial branch of government, and ensuring professional, timely, cost-effective, and efficient event, meeting, and registration services office.

**2.0 DESCRIPTION OF GOODS AND/OR SERVICES**

2.1 **Purpose**

The Judicial Council seeks proposals from online registration software providers. This Request For Proposals (“RFP”) is the means for prospective service providers to submit their qualifications to the Judicial Council and request selection as a service provider.

2.2 **Registration History**

* Per calendar year 2008 – 2017 our registrations ranged between 7000 - 8000 registrations.

2.3 **Service Requirements**

2.3.1 Support the Registration group of the Conference and Registration Services group at the Judicial Council of California, located at 455 Golden Gate Avenue, San Francisco, CA.

2.3.2 Upon request by the Supervising Coordinator, provide a defined number of software training sessions at the Judicial Council office located at 455 Golden Gate Avenue, San Francisco, CA for key staff at no additional cost.

2.3.3 Provide registration team staff a minimum of forty-eight (48) hours advance notice for any changes and/or upgrades which may affect the user experience in any way, for the purposes of beta-testing, and possible announcement.

2.3.4 Reply to customer support inquiries within sixty (60) minutes of request.

2.3.5 Provide twenty (20) hours of customer support each year at no additional cost.

2.3.6 Assign/designate an experienced key account manager to the Judicial Council account and provide user-friendly interface as needed.

2.3.7 Provide capabilities in the form of the following technical specifications:

1. **Event Registration Capabilities** **M = Must Have**

**D = Desirable**

**Table 1:**

| Capability | Able to Provide | Unable to Provide | Must Have or Desirable | Explain |
| --- | --- | --- | --- | --- |
| Online event registration capabilities for events of all size and types |  |  | M |  |
| Pre-populate registrant profile information on registration forms |  |  | M |  |
| Profile recognition for returning users |  |  | M |  |
| Tracking of multiple profiles (more than one profile per registrant) |  |  | D |  |
| Multiple customized forms including designated input fields |  |  | M |  |
| Automated Waitlist |  |  | D |  |
| Multiple Sub Accounts |  |  | D |  |
| Allow registrants to sign-up guest(s) |  |  | M |  |
| Conditional logic for additional questions, agenda items, custom text |  |  | M |  |
| Ability to upload presentations (such as logo’s, bio’s & other documents) |  |  | D |  |
| Create registration paths based on customized registration types to accommodate application process (such as exhibitor, attendee, faculty, speaker) |  |  | M |  |
| Capabilities to accept registrant modification or cancelations up until specified dates |  |  | M |  |
| Accept PayPal payment collections & processing by secure data capture (with options for payment by check or credit card) |  |  | D |  |
| Unlimited user accounts at different levels |  |  | D |  |
| Track accumulated workshop credits for continuing education by registrant |  |  | M |  |
| Merge duplicate contacts into one contact record |  |  | D |  |
| Badge printing ability direct from the system with integrated bar-coding for event check-in as well as session scanning |  |  | M |  |
| Design and host calendar view of multiple upcoming events |  |  | D |  |
| Ability to design and customize event website and pages |  |  | M |  |
| Ability to create an independent survey site at no charge |  |  | M |  |
| Ability to include Google map locations/directions on travel page (i.e. map local attractions, restaurants, airports, conference hotels). |  |  | D |  |
| Meeting Venue Directory Search |  |  | D |  |
| ASP Model for All Functions |  |  | M |  |
| Scalability |  |  | M |  |

1. **Provide Real-time reporting to include**

**Table 2:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Capability | Able to Provide | Unable to Provide | Must Have or Desirable | Explain |
| Create unlimited custom reports, cross-event reports, snapshot reports (with time saving capabilities) |  |  | M |  |
| Track Activity |  |  | M |  |
| Save reports with pre-selected criteria |  |  | M |  |
| Ability to create charts and graphs for presentations |  |  | D |  |
| Quick access to most commonly run reports |  |  | M |  |
| Print personal agendas |  |  | M |  |
| Post-event survey’s at no charge |  |  | D |  |
| Gather feedback from attendees before event is completed |  |  | D |  |
| Ability to extract reports on Excel |  |  | M |  |

1. **Session Management**

**Table 3:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Capability | Able to Provide | Unable to Provide | Must Have or Desirable | Explain |
| Import Session details into Excel |  |  | M |  |
| Clone or copy sessions and registration paths |  |  | M |  |
| Allow set-up of maximum number of required sessions and/or participants |  |  | M |  |
| Add session descriptions in text and HTML option |  |  | M |  |
| Close session when needed |  |  | M |  |
| Automate waitlists if needed per session |  |  | D |  |
| Receive alerts in proximity of full session capacity |  |  | D |  |
| Allow registrants to create their own customized agenda by session or activity |  |  | D |  |
| Allow overlapping sessions if needed |  |  | D |  |
| Deliver post event questions only to attendees of specific sessions |  |  | M |  |
| Ask participants questions after sessions are chosen via logic |  |  | M |  |

1. **E-Mail or Text Communication**

**Table 4:**

| Capability | Able to Provide | Unable to Provide | Must Have or Desirable | Explain |
| --- | --- | --- | --- | --- |
| Automatic e-mail confirmations based on registration status (such as incomplete registration notices, waitlists notifications, etc.) |  |  | M |  |
| Choose “sent from” and “reply to” name per email address |  |  | M |  |
| Tailor messaging to unlimited participants |  |  | M |  |
| Schedule specific dates for email blasts |  |  | D |  |
| Able to easily send personal agendas, confirmations, etc. in PDF form and easily readable on mobile device(s) |  |  | D |  |
| Ability to send multiple attachments in multiple formats |  |  | M |  |
| Deliver confirmations and notifications to guests of registrants |  |  | M |  |
| Automatic copy of allocated number of administrative staff on all emails to registrants (with designated choice) |  |  | M |  |
| Save e-mail templates for re-use |  |  | M |  |
| Run rendering test to see how well email works with various email programs |  |  | M |  |
| Activate trigger-based cancellation and regret emails |  |  | D |  |
| Set invitation reminders to repeat on specified dates for unresponsive invitees |  |  | D |  |
| Tailor messaging to unlimited target lists |  |  | M |  |

1. **Administrative Management**

**Table 5:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Capability | Able to Provide | Unable to Provide | Must Have or Desirable | Explain |
| Multi-user access with defined user rights |  |  | M |  |
| Provide client support 24 hours, 7 days a week (live phone) at no additional cost |  |  | M |  |
| Customize dashboards for top-level view of event and contact data |  |  | D |  |
| Import and export archive capabilities at no additional cost |  |  | D |  |
| Migrating data capabilities |  |  | M |  |

1. **Accounting requirements**

**Table 6:**

| Capability | Able to Provide | Unable to Provide | Must Have or Desirable | Explain |
| --- | --- | --- | --- | --- |
| Provide a per-registrant, multi-year fee structure rather than per event or profile. |  |  | M |  |
| Provide monthly invoices for services provided reflecting the transactions from the previous month |  |  | D |  |
| Ability to track usage (hours, number of registrations, etc.) |  |  | M |  |

1. **Mobile Applications**

**Table 7:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Capability | Able to Provide | Unable to Provide | Must Have or Desirable | Explain |
| Ability to provide mobile friendly registration forms |  |  | D |  |
| Ability for attendees to create and manage personal event schedules with reminders & mobile calendar compatibility |  |  | D |  |
| Ability to provide contact sharing and mobile chat options |  |  | D |  |
| Full text search of sessions, exhibitors & speakers |  |  | D |  |
| Ability to display schedules by day, speaker & track |  |  | D |  |
| Ability to push notifications directly to attendees’ devices |  |  |  |  |
| Ability to conduct individual session evaluations |  |  | D |  |

1. **Concessions**

**Table 8:**

| Capability | Able to Provide | Unable to Provide | Must Have or Desirable | Explain |
| --- | --- | --- | --- | --- |
| 12 complimentary user log-ins annually |  |  | D |  |
| Complimentary or discounted Mobil application for onsite use during programs. |  |  | D |  |
| Up to 6 months of complimentary or discounted offset of resources and/or cost during vendor transition (if needed). |  |  | D |  |

2.4 Please list additional features your organization can provide which may further improve our registration service and that are not list on this technical document (you may attach additional pages if needed):

* 1. What level of data security, backup, and disaster recovery do you offer to ensure integrity of customer and event data?
  2. What happens at the expiration of the contract? How does the Judicial Council get access to our data if we exit the contract? At what cost?

**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.

| **EVENT** | **DATE** |
| --- | --- |
| RFP issued**:** | **October 11, 2017** |
| Deadline for questions to [solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov) | **October 13, 2017**  **at 4:00 p.m. (Pacific Time)** |
| Questions and answers posted  *(estimate only)* | **October 17, 2017** |
| Latest date and time proposal may be submitted | **November 2, 2017**  **at 4:00 p.m. (Pacific Time)** |
| Anticipated Product Demonstration dates (*estimate only*) | **November 6-10, 2017** |
| Evaluation of Technical proposals (*estimate only*) | **November 6-10, 2017** |
| Technical proposals scores posted at [www.courts.ca.gov/rfps.htm](http://www.courts.ca.gov/rfps.htm) | **November 13, 2017** |
| Public opening of cost portion of proposals. Notice of time and location will be posted at [www.courts.ca.gov/rfps.htm](http://www.courts.ca.gov/rfps.htm)  *(estimate only)* | **November 14, 2017** |
| Notice of Intent to Award (*estimate only*) | **November 16, 2017** |
| Negotiations and execution of contract (*estimate only*) | **November 17 through November 30, 2017** |
| Contract start date (*estimate only*) | **January 13, 2018** |
| Contract end date (*estimate only*) | **January 14, 2026** |

**4.0 RFP ATTACHMENTS**

The following attachments are included as part of this RFP:

| **ATTACHMENT** | **DESCRIPTION** |
| --- | --- |
| Attachment 1: Administrative Rules Governing RFPs (IT Goods and 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 a Judicial Council 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. |
| Attachment 4: General Certifications Form | The Proposer must complete the General Certifications Form and submit the completed form with its proposal. |
| Attachment 5: Small Business Declaration | The Proposer must complete this form only if it wishes to claim the small business preference associated with this solicitation. |
| 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:  DVBE Declaration | Complete this form only if the Proposer wishes to claim the DVBE inventive associated with this solicitation. |
| Attachment 8:  Bidders Declaration | Complete this form only if the Proposer wishes to claim the DVBE inventive associated with this solicitation. |

**5.0 PAYMENT INFORMATION**

Payment will be based on the payment schedule outlined in the Section 8.2, Cost Portion of this RFP.

**6.0 SERVICE TIMEFRAME**

Services are expected to be performed by the selected online registration service provider January 13, 2018 through January 14, 2026 with two (2) one-year option terms to extend the agreement at 2018 cost. These option terms are defined as follows:

Option 1: January 13, 2018 – January 14, 2026

Option 2: January 14, 2026 – January 15, 2027

Option 3: January 15, 2027 – January 16, 2028

**7.0 SUBMISSIONS OF PROPOSALS**

7.1 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.

7.2 The Proposer must submit its proposal in two parts, the non-cost portion and the cost portion.

a. The Proposer must submit **one (1) original and one (1) copy of the non-cost portion of the proposal in the form as stated in Section 2.3 Service Requirements**. The original must be signed by an authorized representative of the Proposer. The original non-cost portion of the proposal (and the copies thereof) must be submitted to the Judicial Council in a single sealed envelope, separate from the cost portion. 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 one (1) copy of the cost portion of the proposal in the form as stated in Section 8.2, Cost Portion**. The original must be signed by an authorized representative of the Proposer. The original cost portion of the proposal (and the copies thereof) must be submitted to the Judicial Council in a single sealed envelope, separate from the non-cost portion. 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.

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

**Judicial Council of California**

**Attn: Lenore Fraga-Roberts – Bid Desk**

**RFP# ADMIN-2017-10-ML**

**455 Golden Gate Avenue, 6th Floor**

**San Francisco, CA 94102-3688**

7.4 Late proposals will not be accepted.

7.5 Proposals must be sent by registered or certified mail, courier service (e.g. FedEx), delivered by hand, or **transmitted by email to** [**solicitation@jud.ca.gov**](mailto:solicitation@jud.ca.gov).

**8.0 PROPOSAL CONTENTS**

8.1 Non-Cost Portion. The following information must be included in the non-cost portion of the 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. Completed response to Section 2.3 Service Requirements.

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 (a) a red-lined version of the Terms and Conditions that implements all proposed changes, and (b) a written explanation or rationale for each exception and/or proposed change.

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. 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.

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

iv. Proof of financial solvency or stability (e.g., balance sheets and income statements).

v. (Conditional) A signed **Attachment 5**, Small Business Declaration if proposer wished to claim the small business preference associated with this solicitation.

vi. The Proposer must complete **Attachment 6**, Payee Data Record Form.

vii. (Conditional) A signed **Attachment 7**, DVBE Declaration if proposer wished to claim the DVBE preference associated with this solicitation.

viii. (Conditional) A signed **Attachment 8**, Bidders Declaration if proposer wished to claim the DVBE preference associated with this solicitation.

8.2 Cost Portion. The following information must be included in the cost portion of the proposal.

Payment Schedule to be:

Annual Fees: \_\_\_\_\_ Monthly Fees: \_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Annual Registrants User Fee** | **First Option** | **Second Option** | **Third Option** |
|  | **8 year term** | **9 year term** | **10 year term** |
| **7,000** |  |  |  |
| **8,000** |  |  |  |
| **9,000** |  |  |  |
| **Additional per user cost -if over contracted number of users** |  |  |  |
| **Number of Complimentary Registration log-ins (for testing by Registration Staff).**  **Please advise if by annual, per event or other.** |  |  |  |
|  |  |  |  |
| **Additional Fees, If Any**  **(Please Describe)** | **8 year term** | **9 year term** | **10 year term** |
| **Maintenance Fee** |  |  |  |
| **License Fee** |  |  |  |
| **Other Fees (please describe)** |  |  |  |

**The Judicial Council of California, Conference & Registration Services does not retain the services of third party or outsourced representation. All quoted rates are to be net, not commissionable.**

**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.

**9.0 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 Judicial Council reserves the right to negotiate extensions to this period.

**10.0 EVALUATION OF PROPOSALS**

The cost portion of proposals will be publicly opened at the date and time noted in Section 3.0 at The Judicial Council of CA.

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 [www.courts.ca.gov/rfps.htm](http://www.courts.ca.gov/rfps.htm).

| **CRITERION** | **maximum number of points** |
| --- | --- |
| **Cost** | 50 |
| **Ability to provide technical features listed** (scalability, reporting features, security protocols and customer service) as well as any additional technical features not listed. | 25 |
| **System-intuitiveness, ease of use** (would need product demonstration in person or through WebEx) | 15 |
| **Experience** (such as state or government organizations) | 5 |
| **Concessions** | 2 |
| **(“DVBE”)** Incentive Disabled Veterans Business Enterprise incentive is available to qualified proposers. | 3 |

**11.0 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 interview process may require a demonstration. The interview may also require a demonstration of equivalence if a brand name is included in the specifications. The interviews may be conducted in person or by phone. If conducted in person, interviews will likely be held at the Judicial Council’s offices. The Judicial Council will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The Judicial Council will notify eligible Proposers regarding interview arrangements.

**12.0 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.

**13.0 SMALL business preference**

Small business participation is not mandatory. Failure to qualify for the small business preference will not render a proposal non-responsive.

Eligibility for and application of the small business preference is governed by the Judicial Council’s Small Business Preference Procedures for the Procurement of Information Technology Goods and Services. The Proposer will receive a small business preference if, in the Judicial Council’s sole determination, the Proposer has met all applicable requirements. If the Proposer receives the small business preference, the score assigned to its proposal will be increased by an amount equal to 5% of the points assigned to the highest scored proposal. If a DVBE incentive is also offered in connection with this solicitation, additional rules regarding the interaction between the small business preference and the DVBE incentive apply.

To receive the small business preference, the Proposer must be either (i) a Department of General Services (“DGS”) certified small business or microbusiness performing a commercially useful function, or (ii) a DGS-certified small business nonprofit veteran service agency.

If the Proposer wishes to seek the small business preference, the Proposer must complete and submit with its proposal the Small Business Declaration (Attachment 5). The Proposer must submit with the Small Business Declaration all materials required in the Small Business Declaration.

Failure to complete and submit the Small Business Declaration as required will result in the Proposer not receiving the small business preference. In addition, the Judicial Council may request additional written clarifying information. Failure to provide this information as requested will result in the Proposer not receiving the small business preference.

If the Proposer receives the small business preference, (i) the Proposer will be required to complete a post-contract report; and (ii) failure to meet the small business commitment set forth in its proposal will constitute a breach of contract.

**FRAUDULENT MISREPREPRETATION IN CONNECTION WITH THE SMALL BUSINESS PREFERNCE IS UNLAWFUL AND IS PUNISHABLE BY CIVIL PENALTIES. SEE GOVERNMENT CODE SECTION 14842.5.**

**14.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE**

14.1 Qualification for the DVBE incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a proposal non-responsive.

14.2 Eligibility for and application of the DVBE incentive is governed by the Judicial Council’s DVBE Rules and Procedures. Proposer will receive a DVBE incentive if, in the Judicial Council’s sole determination, Proposer has met all applicable requirements. If Proposer receives the DVBE incentive, a number of points will be added to the score assigned to Proposer’s proposal. The number of points that will be added is specified in Section 11 above.

14.3 To receive the DVBE incentive, at least 3% of the contract goods and/or services must be provided by a DVBE performing a commercially useful function. Or, for solicitations of non-IT goods and IT goods and services, Proposer may have an approved Business Utilization Plan (“BUP”) on file with the California Department of General Services (“DGS”).

14.4 If Proposer wishes to seek the DVBE incentive:

14.4.1 Proposer must submit with its proposal a DVBE Declaration (Attachment 7) completed and signed by each DVBE that will provide goods and/or services in connection with the contract. If Proposer is itself a DVBE, it must complete and sign the DVBE Declaration. If Proposer will use DVBE subcontractors, each DVBE subcontractor must complete and sign a DVBE Declaration. NOTE: The DVBE Declaration is not required if Proposer will qualify for the DVBE incentive using a BUP on file with DGS.

14.4.2 Proposer must complete and submit with its proposal the Bidder Declaration (Attachment 8). Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.

14.5 Failure to complete and submit these forms as required will result in Proposer not receiving the DVBE incentive. In addition, the Judicial Council may request additional written clarifying information. Failure to provide this information as requested will result in Proposer not receiving the DVBE incentive.

14.6 If this solicitation is for IT goods and services, the application of the DVBE incentive may be affected by application of the small business preference. For additional information, see the Judicial Council’s Small Business Preference Procedures for the Procurement of Information Technology Goods and Services.

14.7 If Proposer receives the DVBE incentive: (i) Proposer will be required to complete a post-contract DVBE certification if DVBE subcontractors are used; (ii) Proposer must use any DVBE subcontractor(s) identified in its proposal unless the Judicial Council approves in writing the substitution of another DVBE; and (iii) failure to meet the DVBE commitment set forth in its proposal will constitute a breach of contract.

**FRAUDULENT MISREPREPRETATION IN CONNECTION WITH THE DVBE INCENTIVE IS A MISDEMEANOR AND IS PUNISHABLE BY IMPRISONMENT OR FINE, AND VIOLATORS ARE LIABLE FOR CIVIL PENALTIES. SEE MVC 999.9.**

**15.0 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. The deadline for the Judicial Council to receive a solicitation specifications protest is: the proposal due date. Protests must be sent to:

Judicial Council of California

Attn: Protest Hearing Officer

RFP# ADMIN-2017-10-ML

Branch Accounting and Procurement | Administrative Division

455 Golden Gate Avenue, 6th Floor

San Francisco, CA 94102-3688