REQUEST FOR PROPOSALS

ADMINISTRATIVE OFFICE OF THE COURTS (AOC)

REGARDING:

RFP TITLE: *2014 LABOR RELATIONS ACADEMY I/II*

RFP NUMBER: *CRS SP 077*

(Full Service)

PROPOSALS DUE:
January 31, 2014 NO LATER THAN *End of business*.
PACIFIC TIME

1.0 BACKGROUND INFORMATION

1.1 Judicial Council of California – AOC. The Judicial Council of California, 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 AOC is the staff agency for the council and assists both the council and its chair in performing their duties.

1.2 E ach 2014 AOC Labor Relations Academy is a two-day program designed for experienced human resources court professionals who handle labor relations matters and support negotiations in their courts. Participants will have the opportunity to discuss current topics and trends, strategies for resolving complex labor issues and best practices recommendations from subject matter experts in labor relations.

1.2 History of the program.
June 2013 – Holiday Inn Express, Ontario
May 2013 - Marriott, Burbank
April 2011 – Marriott, Burbank

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

The AOC seeks the hotel or conference center for the following program:

- Title: 2014 Labor Relations Academy I.II
- Dates: April 28-May 2, 2014
- Description: Furnish sleeping rooms, meals and facilities for the program
- Location: Rancho Cucamonga
- Payment: American Express Meeting Planner Account

- AOC's maximum termination fee and maximum for meeting and function rooms rental: $10,000.00

- AOC's maximum sleeping room unit rate: $110.00

- AOC's maximum food and beverage unit rates for group meals including tax and gratuity:

Breakfast	Break	Lunch
Complimentary for hotel guests	$15.00	$25.00

- AOC's maximum requirements for meeting and functions, food and beverage and sleeping room blocks are detailed on the Form for Submission of the Technical Details in Attachment 5.

3.0 TIMELINE FOR THIS RFP

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

EVENT	DATE
RFP issued	January 17, 2014
Pre-Proposal Conference Call (Conference Call to answer any questions regarding this proposal or this new system for the JCC receiving proposals from hotels)	**January 21, 2014 10:30 am PST**
Deadline for questions to conferencesolicitations@jud.ca.gov	January 22, 2014
Questions and answers posted (*estimate only*)	January 23, 2014
Latest date and time proposal may be submitted	January 31, 2014
Evaluation of proposals (*estimate only*)	Week of February 3, 2014
Short list of venues to be determined and site visits or interviews to be arranged.(*estimate only*)	Week of February 3, 2014
Notice of Intent to Award (*estimate only*)	Week of February 10, 2014
Contract start date (*estimate only*)	Week of February 14, 2014
Contract end date (*estimate only*)	May 4, 2014

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: AOC Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the "Proposer") must sign an AOC Standard Form agreement containing these terms and conditions (the "Terms and Conditions"). The provisions marked with an (*) within the Terms and Conditions are minimum contract terms and conditions ("Minimum Terms").
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: Darfur Contracting Act Certification	Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 5: Submission form for Technical Proposal	This form details the technical requirements for the program and must be completed and submitted in response to RFP's technical requirements.
Attachment 6: Submission Form for Cost Proposal	This form details the pricing for the details of the program and must be completed and submitted in response to RFP's cost requirements.
Attachment 7: Conflict of Interest Certification Form	Proposer must complete Conflict of Interest Certification and submit the completed certification with its proposal

5.0 PRE-PROPOSAL CONFERENCE CALL

The AOC will hold a pre-proposal conference call on the date and at the time identified in the timeline (Section 3) above.

To attend the pre-proposal conference, call one of the following numbers:

415-355-5487 (local)

866-223-4037 (long distance)

Call in the pre-proposal conference is optional. Proposers are strongly encouraged to attend, however.

6.0 SUBMISSIONS OF PROPOSALS

6.1 Proposals should provide straightforward, concise information that satisfies the requirements of Section 7 ("Proposal Contents"). 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.

6.2 The Proposer must submit **one (1) original and one (1) copy of** the technical proposal and the cost proposal, as well as the additional attachments. The original must be signed by an authorized representative of the Proposer. The Bidder must write the RFP title and number on the outside of the sealed envelope.

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

Administrative Office of the Courts
Attn: John Remington, **RFP# CRS SP 077**
Finance Division
455 Golden Gate Avenue 5th Floor
San Francisco, CA 94102

6.4 Late proposals will not be accepted.

6.5 Only written proposals will be accepted. Proposals should 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.

7.0 PROPOSAL CONTENTS

7.1 **Technical Proposal (Attachment 5).** The following information must be included in the technical proposal. A proposal lacking any of the following information may be deemed non-responsive.

a. Legal name and address of firm (Proposer), the Contact's name, title, telephone and fax numbers and email address, and federal tax identification number. Note

that if Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract

b. Propose meeting and function room schedule, including date, time and a description of the meeting and function room (noting dimensions, any odd shapes, angles, pillars and other salient characteristics). Propose schedule based upon the estimated meeting and function room block indicated on Attachment 5. Answer additional questions regarding the meeting space.

c. Propose sleeping room date schedule and answer ADA compliance question.

d. Propose the cut-off date for reservations.

e. Propose food and beverage menus, based upon allowable maximum unit prices reimbursable by the AOC in Section 2.

f. Acceptance of additional program needs and concessions.

g. Provide the signature of the proposer

7.2 **Cost Proposal (Attachment 6).** The following information must be included in the cost proposal 6. A proposal lacking any of the following information may be deemed non-responsive.

a. Legal name and address of firm (Proposer),

b. Propose meeting and function room rates.

c. Propose termination fee and corresponding effective deadline date.

d. If applicable, propose the rate(s) for tax and/or surcharge for the following:

e. Propose sleeping room unit rate(s).

f. Propose food and beverage unit rate(s) inclusive of any service charges, gratuity, and/or sales tax based on the menus provided on the Technical Proposal, Attachment 5.

g. Propose parking passes, complimentary passes and normal parking rate(s), inclusive of any service charges, gratuity, and/or sales tax.

h. Propose Internet fees for meeting space and individual guest rooms.

i. Provide the signature of the proposer

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.

7.3. Acceptance of the Terms and Conditions.

i. On Attachment 3, the Proposer must either indicate acceptance of the Terms and Conditions or clearly identify exceptions to the Terms and Conditions in the Standard Agreement (Attachment 2).

ii. If exceptions are identified, the Proposer must also submit a red-lined version of the Terms and Conditions that clearly tracks proposed changes, and 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.**

7.4. Certifications, Attachments, and other requirements.

i. Proposer must include the following certification in its proposal:

Using Attachment 7, Proposer has no interest that would constitute a conflict of interest under California Public Contract Code sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or rule 10.103 or rule 10.104 of the California Rules of Court, which restrict employees and former employees from contracting with judicial branch entities.

ii. If Proposer has had business activities or other operations outside of the United States within the previous three years, Proposer must complete the Darfur Contracting Act Certification attached as Attachment 4 and submit the completed certification with its proposal.

iii. If Proposer is a corporation, proof that Proposer is in good standing and qualified to conduct business in California.

7.5 Submission of Proposals

a. The Proposer should include the following attachments in the **technical proposal envelope.**

Attachment 2 – AOC Standard Terms and Conditions – only if there are exceptions/modifications as indicated on Attachment 3.

Attachment 3 – Proposer's Acceptance of Terms and Conditions

Attachment 4 – Darfur Contracting Act Certification

Attachment 5 – Submission form for Technical Proposal

Attachment 7 – Conflict of Interest Certification Form

b. The Proposer should only include the Attachment 6 - Submission Form for Cost Proposal, in the **cost proposal envelope**.

8.0 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 ninety (90) day period, the AOC reserves the right to negotiate extensions to this period.

9.0 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 AOC 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.

CRITERION	PERCENTAGE
Cost (Sleeping Room Rate, Meeting Room Rates, Food and Beverage, Termination Fee, Occupancy Tax Waiver)	30%
Acceptance of Terms and Conditions	10%
Experience of Past Programs	5%
Location of Property (location preference, transportation, safety in area)	15%
Sleeping Rooms (Breakfast included in rate, Complimentary Room Policy)	25%
Meeting and Function Space	15%

10.0 INTERVIEWS

The AOC may conduct interviews with Proposers to clarify aspects set forth in their proposals. If conducted, interviews will likely be conducted by phone or during site visits. The AOC will not reimburse Proposers for any costs incurred pertaining to an interview, including travel expenses. The AOC will notify eligible Proposers regarding

interview arrangements.

11.0 RIGHTS

The AOC reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar RFPs in the future. This RFP is in no way an agreement, obligation, or contract and in no way is the AOC or the State of California responsible for the cost of preparing a proposal. One copy of each proposal will be retained by the AOC for official files and will become a public record.

12.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

California judicial branch entities are subject to rule 10.500 of the California Rule of Court (see www.courtinfo.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10_500), which governs public access to judicial administrative records.

If information submitted in a proposal contains material noted or marked as confidential and/or proprietary that, in the AOC's sole opinion, meets the disclosure exemption requirements of Rule 10.500, then that information will not be disclosed upon a request for access to such records. If the AOC finds or reasonably believes that the material so marked is **not** exempt from disclosure, the AOC will disclose the information regardless of the marking or notation seeking confidential treatment.

13.0 DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS

The AOC has waived the inclusion of DVBE participation in this solicitation

14.0 PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contract 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 for the AOC to receive a solicitation specifications protest is the due date and time for submittal of proposals.
Protests should be sent to:

AOC – Business Services
ATTN: Protest Hearing Officer
455 Golden Gate Avenue, Seventh Floor
San Francisco, CA 94102