



# REQUEST FOR PROPOSALS

---

**ADMINISTRATIVE OFFICE OF THE COURTS (AOC)**

**REGARDING:**

**RFP TITLE**

*PRIMARY ASSIGNMENT ORIENTATIONS*

**RFP NUMBER: ASU DC 013**

**PROPOSALS DUE:**

*MONDAY, JUNE 4, 2012*

*NO LATER THAN END OF BUSINESS DAY*

*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 The Primary Assignment Orientations course is presented by the Education Division/Center for Judicial Education and Research (CJER) of the Administrative Office of the Courts (AOC). The course is a training program for judges, commissioners, and referees in criminal, family, and traffic law. The course satisfies the requirements of the California Rules of Court applicable to new and experienced judges and subordinate judicial officers.
- 1.3 History of the program:
  - June 2012 – Holiday Inn Golden Gateway
  - January 2012 – Best Western Tuscan Inn, San Francisco
  - November 2011 - Holiday Inn Golden Gateway
  - September 2011 - Holiday Inn Golden Gateway
  - June 2011 – Hotel Kabuki, San Francisco
  - January 2011- Hotel Kabuki, San Francisco
  - October 2010 - Holiday Inn Golden Gateway
  - May 2010 - Holiday Inn Golden Gateway
  - February 2010 – Holiday Inn Golden Gateway.

## 2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

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

- Title: Primary Assignment Orientations
- Dates: September 9-14, 2012
- Description: Furnish sleeping rooms and facilities for the program
- Location: San Francisco, Downtown/Union Square/Close to AOC Office
- Payment: American Express Meeting Planner Account
  
- AOC's maximum sleeping room unit rate: \$140.00

### 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	<i>Monday, May 21, 2012</i>
Deadline for questions to <a href="mailto:ConferenceSolicitations@jud.ca.gov">ConferenceSolicitations@jud.ca.gov</a>	<i>Tuesday, May 29, 2012</i>
Questions and answers posted ( <i>estimate only</i> )	<i>Wednesday, May 30, 2012</i>
Latest date and time proposal may be submitted	<i>End of Business Day Monday, June 4, 2012</i>
Evaluation of proposals ( <i>estimate only</i> )	<i>Week of June 4, 2012</i>
Short list of venues to be determined and site visits or interviews to be arranged. ( <i>estimate only</i> )	<i>Week of June 4, 2012</i>
Notice of Intent to Award ( <i>estimate only</i> )	<i>Week of June 11, 2012</i>
Negotiations and execution of contract ( <i>estimate only</i> )	<i>Week of June 18, 2012</i>
Contract start date ( <i>estimate only</i> )	<i>June 25, 2012</i>
Contract end date ( <i>estimate only</i> )	<i>September 18, 2012</i>

#### 4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP.

<b>ATTACHMENT</b>	<b>DESCRIPTION</b>
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 SUBMISSIONS OF PROPOSALS

- 5.1 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.

- 5.2 The Proposer must submit its entire proposal in a single package with the RFP title and number on the outside of the envelope. The technical proposal and the cost proposal must be signed by a representative of the Proposer who is authorized to bind the Proposer in contract.

Submit **one (1) original and one (1) copy of the original** signed documents for the following:

- Attachment 2 – AOC Standard Terms and Conditions (submit 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 6 – Submission Form for Cost Proposal
  - Attachment 7 – Conflict of Interest Certification Form
- 5.3 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# ASU DC 013**  
5<sup>th</sup> Floor Reception  
455 Golden Gate Avenue, 5th Floor  
San Francisco, CA 94102

- 5.4 Late proposals will not be accepted.
- 5.5 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.

## **6.0 PROPOSAL CONTENTS**

6.1 **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 cancellation deadline for individual reservations.
- f. Acceptance of additional program needs and concessions.
- g. Propose options for transportation.
- h. Provide the typed name, title and signature of the proposer's representative authorized to bind the proposer in contract.

6.2 **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 sleeping room unit rate(s).
- d. Propose rates for valet parking and self-parking.
- e. Propose Internet fees for connection in individual guest rooms.
- f. Provide the typed name, title and signature of the proposer's representative authorized to bind the proposer in contract.

**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.

6.3. 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. Minimum terms are identified throughout Exhibit A in Attachment 2, “General Terms and Conditions”; with an “\*” placed next to the term itself.**

6.4. 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.

## 7.0 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.

## 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 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 Rental Rates, Occupancy Tax Waiver, Parking, Internet)	30%
Responsiveness to RFP (all attachments complete)	10%
Acceptance of Terms and Conditions	10%
Experience relative to RFP requirements	20%
Location of Property (ie ease of access, transportation, safety in area)	15%
Sleeping Rooms (ADA compliant, Complimentary Room Policy)	15%

## 9.0 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.

## 10.0 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.

## 11.0 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](http://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.



## **12.0 DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS**

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

## **13.0 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](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 AOC to receive a solicitation specifications protest is \_\_\_\_\_.

Protests should be sent to:

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