

RFP Title: Data Governance Consultant
RFP Number: CR-2019-04-LV

REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA

REGARDING:

PROJECT TITLE: DATA GOVERNANCE CONSULTANT
RFP NUMBER: CR-2019-04-LV

PROPOSALS DUE:

MAY 23, 2019 NO LATER THAN 3:00 P.M. PACIFIC TIME

1.0 BACKGROUND INFORMATION

1.1 The Judicial Council of California (“JCC” or “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 Office of Court Research is the staff agency for the Council and assists both the Council and its chair in performing their duties.

The Council is seeking to modernize management of branch data to increase efficiency, maximize opportunities for data analysis, and position the branch to employ more data-drive decision making. One aspect of this modernization effort is to implement a data governance framework to help both the Judicial Council and the courts institute policies and rules around data management. The Office of Court Research, responsible for data, policy, and analysis in support of branch initiatives, has been tasked with leading the Council’s data governance development efforts.

1.2 Contract Terms

The JCC intends to award a contract with an estimated start date of June 10, 2019 and an estimated expiration date of December 31, 2019. The JCC intends to award one (1) Agreement with an initial term of approximately 7-months estimated to be performed by the successful Proposer from June 10, 2019 through December 31, 2019 with the possibility of two (1) one-year options to extend the term. The Judicial Council in its sole discretion may exercise option terms prior to the expiration of the initial term or any option term.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

2.1 The JCC seeks the services of a person or entity with expertise in designing a model or framework for data governance. While the primary customer for this work is the Judicial Council of California, the framework should also incorporate the perspective and data needs of individual courts (Supreme, Appellate, and Trial Courts). The California Rules of Court provide some information about respective roles concerning data ownership between the two entities. The framework must address all of the following elements of a data governance strategy:

- Data collection
- Data storage
- Data access, authorization, and security

Proposals may include other data governance elements, if applicable.

The person or entity will meet with the Judicial Council team either in person or by phone no less than biweekly during the project period. At least one in-person meeting will be required. A kickoff meeting (either phone or in person) will be held on or before June 15, 2019.

The primary deliverable will consist of the data governance model or framework as well as an implementation plan for the Judicial Council that incorporates the agreed-upon data governance model or framework. The framework must be finalized on or before July 31, 2019. The implementation plan must be finalized on or before September 30, 2019.

The ideal candidate will have previous experience creating a data governance framework and/or consulting on data governance with courts and/or California state or local government.

The successful candidate will submit a workplan that includes clear guidelines for data governance that can be implemented by a government entity. Regarding the credentials of project staff, the principals assigned to the project should be recognized experts in the field of data governance consulting, with published papers, presentations, or research on the topics of data governance frameworks and implementation of data governance strategies. Again, experience with courts and/or California state or local government is relevant.

3.0 TIMELINE FOR THIS RFP

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

No.	EVENT	DATE
1	RFP issued	April 25, 2019
2	Deadline for Proposers to Submit Questions. Solicitations@jud.ca.gov	May 6, 2019 No later than 3:00 PM, PST
3	Questions and answers posted (estimate only) www.courts.ca.gov/rfps.htm	May 9, 2019
4	Latest date and time proposal may be submitted	May 23, 2019 No later than 3:00 PM, PST
5	Evaluation of proposals (estimate only)	Week of May 23-28, 2019
6	Optional anticipated interview dates (<i>estimate only, if needed</i>)	Week of May 23-28, 2019
7	Notice of Intent to Award (<i>estimate only</i>)	May 29, 2019
8	Negotiations and execution of contract (<i>estimate only</i>)	June 3, 2019- June 5, 2019

No.	EVENT	DATE
9	Contract start date (<i>estimate only</i>)	June 10, 2019
10	Contract end date (<i>estimate only</i>)	December 31, 2019

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: JCC Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign this JCC Standard Form agreement (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: 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 JCC requires in order to process payments and must be submitted with the proposal.
Attachment 7: Unruh and FEHA Certification	The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification,
Attachment 8: Bidder Declaration	This form needs to be signed by the Proposer if the Vendor is participating in the DVBE incentive and submitted with the proposal
Attachment 9: DVBE Declaration	Complete this form only if the Proposer wishes to claim the DVBE incentive associated with this solicitation.

5.0 PAYMENT INFORMATION

- The proposed contract to be awarded from this RFP will be at a not-to-exceed **amount of \$180,000.00 for the initial term** which includes all expenses. There is no obligation on the part of the Judicial Council to utilize the entire amount.

- Payment is firm fixed price and will be based on three (3) project deliverables listed in Table 1 below.

Table 1

Deliverable No.	Deliverable	Estimated Completion Date	(%)
1	completion of the initial kickoff meeting;	June 30, 2019	20
2	delivery and acceptance of the data governance framework; and	December 31, 2019 March 31, 2020	40
3	delivery and acceptance of the implementation plan.	June 30, 2020	40

- Contractor shall submit invoices upon satisfactory completion of services;
- No other expenses including travel expenses will be reimbursed by the Judicial Council.
- The payment term is Net 60 from date or receipt of invoice.

6.0 SUBMISSIONS OF PROPOSALS

- 6.1 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.
- 6.2 The Proposer must submit its proposal in two parts, the technical proposal and the cost proposal.
- 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 JCC 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.
 - 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 JCC 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.
- 6.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

**Bid Desk – Data Governance Consultant
Judicial Council of California
Branch Accounting and Procurement Administrative Division
Attn Sheryl Berry, RFP No: CR-2019-04-LV
455 Golden Gate Avenue 6th Floor
San Francisco, CA 94102-3688**

- 6.4 Late proposals will not be accepted.
- 6.5 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.

7.0 PROPOSAL CONTENTS

- 7.1 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. Proposer to submit a resume describing their background and any experience working with courts and/or California state or local government, as well as their 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 JCC may check references listed by the Proposer.
 - e. Proposed method to complete the work.
 - i. A project plan that outlines the proposed approach, using the deadlines specified within the RFP:
 - 1) description of proposed framework;
 - 2) kickoff meeting on or before June 15, 2019;
 - 3) delivery of data governance framework on or before July 31, 2019;
 - 4) delivery of implementation plan on or before September 30, 2019.

- 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.
 - 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.
 - vii. The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (Attachment 7) and submit the completed certification with its bid.
- 8.2 Cost Proposal. The following information must be included in the cost proposal.
- i. A detailed line item budget showing total cost of the proposed services.
 - ii. A full explanation of all budget line items in a narrative entitled “Budget Justification.”

- iii. A “not to exceed” total for all work and expenses payable under the contract, if awarded.

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 thirty (60) days following the proposal due date. In the event a final contract has not been awarded within this period, the JCC reserves the right to negotiate extensions to this period.

10.0 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 JCC 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 JCC will post an intent to award notice at <http://www.courts.ca.gov/rfps.htm>

CRITERION	MAXIMUM NUMBER OF POINTS
Quality of work plan submitted Reference Section 2.0 and 7.0 (e.)	23
Experience on similar assignments Reference Section 2.0 and 7.0 (c.)	15
Cost	30
Credentials of staff to be assigned to the project Reference Section 2.0 and 7.0 (g.)	10
Acceptance of the Terms and Conditions Reference Section 4.0, Attachment 3, 4, and 7.0 (f.)	4
Ability to meet timing requirements to complete the project Reference Section 1.0 (1.2), 2.0	15
DVBE Incentive	3

11.0 INTERVIEWS

The JCC 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 interviews may be conducted in person or by phone. If conducted in person, interviews will likely be held at the JCC's offices. The JCC will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The JCC 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 JCC 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 JCC's right to disclose information in the proposal, or (b) requiring the JCC 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 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

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

13.2 The Proposer will receive a DVBE incentive if, in the sole determination of the Council's staff, 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 as specified in section 9 above.

13.3 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").

13.4 If Proposer wishes to seek the DVBE incentive:

- The Proposer must complete and submit with its proposal the Bidder Declaration (**Attachment 9**). The Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.

- The Proposer must submit with its proposal a DVBE Declaration (**Attachment 10**) completed and signed by each DVBE that will provide goods and/or services in connection with the contract. If the Proposer is itself a DVBE, it must also complete and sign the DVBE Declaration (**Attachment 10**). If the 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.

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

13.6 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 JCC 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 MISREPRESENTATION 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.

14.0 PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contracting Manual (see <https://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
Branch Accounting and Procurement | Administrative Division
Attn: Protest Officer, RFP Number: CR-2019-04-LV
455 Golden Gate Avenue, 6th floor
San Francisco, CA 94102-3688