



# REQUEST FOR PROPOSALS

---

JUDICIAL COUNCIL OF CALIFORNIA

**REGARDING:**

RFP TITLE: DATA MINING SOFTWARE

**NUMBER: BS-2020-13-DM**

**PROPOSALS DUE:**

**JUNE 12, 2020, NO LATER THAN 2:00 P.M.  
PACIFIC TIME**

## 1.0 BACKGROUND INFORMATION

- 1.1 The Judicial Council of California (“Judicial Council”), chaired by the Chief Justice of California, is the chief policy making body 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.
- 1.2 On July 1, 2018, the Judicial Council of California (JCC) transitioned to FI\$Cal; the statewide accounting, budget cash management and procurement information technology system.

Previously, the Judicial Council used the Oracle financial system (Oracle) to perform accounting, budgeting, and procurement functions. Since its implementation, the JCC has discovered that FI\$Cal requires more manual processing by the budget analysts, resulting in an increase in workload.

For example, the Budget Services Program Budget Unit prepares monthly forecast projections for the 13 Judicial Council’s offices, 6 appellate court districts, the Supreme Court, and the Habeas Corpus Resource Center.

Prior to implementation of FI\$Cal, budget and expenditure data were downloaded from Oracle Discover into an Excel template, and a macro run to format the monthly forecast report. (**Attachment A, Judicial-Branch-Monthly-Financial-Forecast**).

Currently, the report is either generated as a flat file or exported in Excel. The Excel file (Program Disbursement Activity report (PDA) must be manually formatted to resemble the old forecast report in **Attachment A**.

This is an inefficient and time-consuming process. **Attachment B, Fi\$cal PDA Unformatted** and **Attachment C, Fi\$cal PDA Formatted** show the PDA report generated in FI\$Cal, and the manually formatted Excel report. A tool is required that will allow the Program Budget Unit to use the Excel data from FI\$Cal to create a reusable report template that automatically generates the monthly forecast report.

As another example, the Branch Accounting and Procurement, Accounting Services unit reconciles monthly to the State Controller Office’s (SCO’s) tab run which shows financial activity for all funds. Currently, the SCO’s tab run can only be viewed online or as a hardcopy flat file. Accounting staff must leaf through hundreds of pages to find a specific transaction.

To address this problem, a tool is needed that will allow Accounting Services to convert the flat file into a database that is searchable and sortable.

In addition, in order to address requests for specific financial data from the courts and Judicial Council offices, often two or more reports must be generated in FI\$Cal requiring the user to source information from multiple reports. In order to address this, a tool is needed that will allow the creation of queries to pull information from multiple sources into one database.

## 2.0 PURPOSE FOR THIS REQUEST FOR PROPOSALS (“RFP”)

- 2.1 The purpose of the Request for Proposal (RFP) is to solicit proposals for services of a person or entity to provide a software solution that allows users to extract usable data from large raw data dumps from queries and flat reports generated from the State of California’s statewide Financial Information System for California (FI\$Cal).
- 2.2 It is the intention of the Judicial Council to award a single contract for a data mining software product for **an initial one-year term**, with an option to renew annual support and maintenance services for at least ten annual renewal periods.
- 2.3 Agreement must be fully executed by all parties and work commenced on implementation of the solution not later than **June 29, 2020**.

## 3.0 DESCRIPTION OF SERVICES

The successful proposed data mining software solution of the State’s FI\$Cal data for the Judicial Council **must have the following minimum requirements**:

- a) Solution **must be** compatible with the following file formats: PDF, TXT, XLS, XLSX, XLM, and CSV.
- b) Solution **must** export data in the following file formats: TXT, CSV, XLS, XLSX, XLM, and PDF.
- c) Solution shall have built in capabilities to connect and integrate with various data sources and targets (files systems, various database products, cloud-based storage systems, etc.)
- d) Functionality to convert and transform data from data sources to target end points (files, databases, etc.)
- e) Functionality for the user to create reusable custom templates and reports from the extracted data.

- f) Similar function to macros and VLOOKUPS to allow automation of frequently used report formats.
- g) Functionality for detecting and reporting errors.
- h) Solution shall have ability to connect and integrate with the Judicial Council’s identity management system.
- i) Support Multifactor Authentication, encryption and audit trails or logs of all user activity.
- j) Solution **must be able** to securely protect the information when in flight and at rest.
- k) Solution **must be** expandable to additional users.

**4.0 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	May 29, 2020
Deadline for questions to <a href="mailto:Solicitations@jud.ca.gov">Solicitations@jud.ca.gov</a>	<b>June 5, 2020 no later than 1:00 PM (PT)</b>
Questions and answers posted ( <i>estimate only</i> ) <a href="http://www.courts.ca.gov/rfps.htm">www.courts.ca.gov/rfps.htm</a>	June 9, 2020
Latest date and time proposal must be submitted	<b>June 12, 2020, no later than 2:00 PM (PT)</b>
Evaluation of proposals. This period includes any software demos ( <i>estimate only</i> )	June 15 - June 17, 2020
Non-Cost proposals scores posted at <a href="http://www.courts.ca.gov/rfps.htm">www.courts.ca.gov/rfps.htm</a> ( <i>estimate only</i> )	June 19, 2020
Notice of time and location of public opening of cost portion of proposals will be posted at <a href="http://www.courts.ca.gov/rfps.htm">www.courts.ca.gov/rfps.htm</a> ( <i>estimate only</i> )	June 19, 2020
Public Opening of Cost Portion ( <i>estimate only</i> )	June 22, 2020
Notice of Intent to Award ( <i>estimate only</i> ) <a href="http://www.courts.ca.gov/rfps.htm">www.courts.ca.gov/rfps.htm</a> Deadline to Submit Award Protest (JCC must receive award protest within 5 days of Notice of	June 23, 2020

EVENT	DATE
Intent to Award)	
Contract start date ( <i>estimate only</i> )	June 29, 2020

**5.0 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 of California Standard Agreement containing these terms and condition (the “Terms and Conditions”). If exceptions are identified or additional provisions proposed, the Proposer must also submit a redlined version of the Terms and Conditions that clearly identified the benefit to the Judicial Branch from the proposed changes and provides a written explanation or rational for each proposed change.
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: Non-Disclosure Agreement	The Proposer must complete and return this form 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: Unruh Civil Rights Act and California Fair Employment and Housing Act Certification	The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification and submit the completed certification with its proposal.
Attachment 8: Small Business Declaration	The Proposer must complete this form only if it wishes to claim the small business preference associated with this solicitation.
Attachment 9: Bidder Declaration	Complete this form only if the Proposer wishes to claim the DVBE incentive associated with this solicitation.

ATTACHMENT	DESCRIPTION
Attachment 10: DVBE Declaration	The Proposer must complete this form and submit it with their proposal only if Proposer wishes to qualify for the DVBE incentive.
Attachment 11 - Iran Contracting Act Certification	The Proposer must complete this form and submit it with their proposal.
Attachment A	Judicial-Branch-Monthly-Financial-Forecast
Attachment B	Fi\$cal PDA Unformatted
Attachment C	Fi\$cal PDA Formatted
Attachments 3-11 must be signed by an authorized representative of the Proposer and returned with proposal.	

**6.0 PAYMENT INFORMATION**

6.1 See Attachment 2, Judicial Council Standard Terms & Conditions, Appendix B, Pricing and Payment.

**7.0 SUBMISSIONS OF PROPOSALS**

7.1 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, requirements, clarity and completeness of content.

7.2 The Proposer must submit its proposal in two parts with associated attachments, the **Technical Proposal** and the **Cost Proposal**.

7.2.1. **Technical Proposal** - The Proposer must submit their Technical Proposal as an attachment to an email sent to [solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov).

7.2.1.1. The Technical Proposal must be signed by an authorized representative of the Proposer.

7.2.1.2. The Proposer must indicate on the subject line of the submission email the RFP title and also indicate the RFP number and title on the Proposal attachments.

7.2.2. **Cost Proposal** - The Proposer must submit their Cost Proposal as an attachment to an email sent to [BS-2020-13-DM-COSTS@jud.ca.gov](mailto:BS-2020-13-DM-COSTS@jud.ca.gov).

7.2.2.1. The Cost Proposal must include all components required in the below Section **8.2, Cost Proposal**.

7.2.2.2. The Proposer must indicate on the subject line of the submission email the RFP title and number and also indicate the RFP number and title on the Proposal attachments.

- 7.3 Submission acceptance will be based on the date and time the emails are received by the Judicial Council. Both emails must be received prior to the due date and time or the proposal will not be accepted.

## 8.0 PROPOSAL CONTENTS

- 8.1 **Technical Proposal.** The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the Proposer seeking to undertake development and implementation of data mining software in conformity with the requirements of this RFP. The following information must be included in the Technical Proposal. Every effort must be made to provide detailed information for services. A Proposal lacking any of the following information may be deemed non-responsive.
- 8.1.1 Proposed software solution to address each element required in 3.0 Description of Services.
  - 8.1.2 Describe the ease of using the proposed solution as it relates to the length of time it takes the average user to become proficient, and the level of computer user expertise required (i.e., basic, intermediate, advanced).
  - 8.1.3 Describe (1) the type of training provided (e.g., standard software training, targeted training to setup standard reports, etc.) and (2) the delivery method (i.e. on-site classes; web based, or written documentation), and (3) if training is included or provided for an additional fee and (4) number of hours that would be provided for software implementation and training.
  - 8.1.4 Describe the type of software support available (i.e., 24/7 email and phone support; online chat; or dedicated lead support contact).
  - 8.1.5 Describe quantifiable limitations in terms of supported user counts, data records, or bandwidth usage of the software, if any.
  - 8.1.6 Describe experience with other State of California entities that use the software in conjunction with FI\$Cal.
  - 8.1.7 The Proposer's name, address, telephone and fax numbers, and federal tax identification number. Note: 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.
  - 8.1.8 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.

- 8.1.9 For each key staff member, provide their resume with background and experience as well as the individual's ability and experience in conducting the proposed activities.
- 8.1.10 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.
- 8.1.11 Acceptance of the Terms and Conditions.

On Attachment 3, Proposer's Acceptance of Terms and Conditions, 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.

- 8.1.12 A copy of your End User License Agreement
- 8.1.13 Certifications, Attachments, and other requirements.

8.1.13.1 Submit signed documents for the following:

- Attachment 2 – Judicial Council 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 – General Certifications Form
- Attachment 5 – Non-Disclosure Agreement
- Attachment 6 – Payee Data Record Form
- Attachment 7 - Unruh Certification Form
- Attachment 8 – Small Business Declaration: The Proposer must complete this form only if it wishes to claim the small business preference associated with this solicitation.
- Attachment 9 – Bidder Declaration: The Proposer must complete this form only if it wishes to claim the DVBE incentive associated with this solicitation.
- Attachment 10 – DVBE Declaration: The Proposer must complete this form only if it wishes to qualify for the DVBE incentive associated with this solicitation.
- Attachment 11 – Iran Contracting Act Certification: The Proposer must complete this form and submit it with their proposal



Note: If exceptions are identified in Attachment 2, the Proposer must also submit (i) a redlined version of the Terms and Conditions with Attachment 2 that shows all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.

8.1.13.2 If Proposer is a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), proof that Proposer is in good standing in California. If Proposer is a foreign corporation, LLC, LP, or LLP, and Proposer conducts or will conduct (if awarded the contract) intrastate business in California, provide proof that Proposer is qualified to do business and in good standing in California. If Proposer is a foreign corporation, LLC, LP, or LLP, and Proposer does not (and will not if awarded the contract) conduct intrastate business in California, proof that Proposer is in good standing in its home jurisdiction.

8.1.13.3 Proof of financial solvency or stability by providing the most recent year of audited balance sheets and income statements.

**8.2 Cost Proposal.** The following information must be included in the Cost Proposal.

- 8.2.1 License fees per user, based on a minimum of 15 users with the ability to add additional users at the same rate as long as the contract is valid, or annual subscription fee or other enterprise options for the initial term and each of the option terms.
- 8.2.2 Implementation or startup costs; and should include installation, software training, maintenance and help desk support.
- 8.2.3 Training costs if not included in implementation 8.2.2. Also costs for training new users if additional licenses are purchased.
- 8.2.4 Ongoing software maintenance and support costs; including costs associated with adding and training new users.
- 8.2.5 Pricing sheet should reflect if Proposer offers a sliding scale or volume discount pricing is an option.
- 8.2.6 Fully explain and justify all budget line items in a narrative entitled “Budget Justification.”

**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

At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents.

The cost portion of proposals will be publicly opened at the date and time noted in **Section 4.0**.

Inquiries on the exact venue may be inquired at [solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov) no earlier than the day after the latest date and time proposal may be submitted.

The Judicial Council will evaluate the proposals on a 100-point scale using the criteria set forth in the table below.

If a contract will be awarded, the Judicial Council will post an Intent to Award notice on the Courts Website at: [www.courts.ca.gov/rfps.htm](http://www.courts.ca.gov/rfps.htm).

CRITERION	MAXIMUM # POINTS
Technical solution – Degree to which proposed solution meets the mandatory feature and functionality requirements and Proposer’s Acceptance of Judicial Council’s Terms and Conditions	37
Cost, including cost effective ongoing maintenance and support	50
Experience and success in providing like software solutions and services to other California state government entities with similar complexities and requirements, such as FI\$Cal.	10
DVBE	3

### 11.0 PRODUCT DEMONSTRATION

The Judicial Council may invite the top three to five rated Proposers for a software demonstration via WebEx, which will include interviews, demonstrations and proposed methodology approach to clarify aspects set forth in their proposals. If the software demonstration is conducted, failure to attend will result in disqualification of the proposal. The Judicial Council will notify qualified Proposers regarding product demonstration arrangements.

## 12.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

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

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 10.0 above**.

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").

If Proposer wishes to seek the DVBE incentive:

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

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.

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.

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 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.**

### **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 8**). 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 MISREPRESENTATION IN CONNECTION WITH THE SMALL BUSINESS PREFERENCE IS UNLAWFUL AND IS PUNISHABLE BY CIVIL PENALTIES. SEE GOVERNMENT CODE SECTION 14842.5.**

### **14.0 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

RFP Title: Data Mining Software

RFP No: BS-2020-13-DM

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.

## 15.0 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 this 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 should be sent to:

Judicial Council of California  
Branch Accounting and Procurement, Administrative Division  
Attn: Protest Hearing Officer, RFP Number: **BS-2020-13-DM**  
455 Golden Gate Avenue, 6th Floor  
San Francisco, CA 94102-3688

***END OF RFP***