



REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA

Regarding: ADDENDUM #1

**RFP TITLE: Actuarial Services for
 GASB 74/75 Compliance**

RFP Number: FIN-2020-21-CD

Due Date and Time: November 16, 2020

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This Addendum 1 hereby modifies the RFP as follow:

1. Deletions in the RFP are shown in ~~strikeout font~~; and insertions in the RFP are shown in bold underlined font (**bold underlined font**). Paragraph numbers refer to the numbers in the original RFP.

The following changes are made to the RFP, Section 4.0, RFP Attachments,

4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

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ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs (Non-IT 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 agree to use the Standard Form agreement
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 Judicial Council requires in order to process payments and must be submitted with the proposal.
Attachment 7: Iran Contracting Act Certification	The Proposer must complete the Iran Contracting Act Certification and submit the completed certification with its proposal.
Attachment 8: Table 1: Deliverables, Estimated Hours and Fees	The Proposer must complete with the estimated hours and fees with its proposal.
<u>Attachment 9: Bidder Declaration</u>	<u>Complete this form only if the Proposer wishes to claim the DVBE incentive associated with this solicitation.</u>
<u>Attachment 10: DVBE Declaration</u>	<u>Complete this form only if the Proposer wishes to claim the DVBE incentive associated with this solicitation.</u>

2. 6.1.10.7 and 6.1.10.8 are added to RFP Subsection 6.1.10, Certifications, Attachments, and Other Requirements on page 12 of the RFP:

6.1.10.7 The Proposer must complete the Bidder Declaration form (Attachment 9) only if wishes to claim the Disabled Veteran Business Enterprise (DVBE) incentive associated with this solicitation.

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6.1.10.8 Each DVBE that will provide goods and/or services in connection with the contract must complete the DVBE Declaration form (Attachment 10). If the Proposer is itself a DVBE, it must also complete and sign the DVBE Declaration.

3. The following changes are made to the RFP, Section 9.0, Evaluations of Proposals:

9.0 EVALUATION OF PROPOSALS

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.

CRITERION	POSSIBLE POINTS	REFERENCED RFP SECTIONS
Quality of work plan submitted (resources, timeline, clarity, organization and thoroughness)	30	Section 6.1.5
Experience on similar assignments (related to RFP scope and references)	15	Section 6.1.4
Cost (reasonableness, competitive, clear and well documented)	30	Section 6.2
Credentials of staff assigned to the project relative to scope of work requirements; education, training and experience	15 12	Section 6.1.3
Acceptance of the Terms and Conditions and responsiveness to the RFP requirements (e.g. the inclusion of all indicated Attachments)	10	Section 6.1.6
<u>DVBE – Disabled Veteran’s Business Enterprise</u>	<u>3</u>	<u>Section 12.0</u>

4. The following changes are made to the RFP, Section 12.0, DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

12.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

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

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12.2 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.

12.3 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").

12.4 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.

12.5 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.

12.6 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 99.9.

END OF ADDENDUM 1