



REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA

REGARDING:

**Actuarial Services for
GASB 74/75 Compliance**

RFP NUMBER: FIN-2020-21-CD

PROPOSALS DUE:

NOVEMBER 16, 2020

NO LATER THAN 2:00 P.M.

PACIFIC TIME

1.0 BACKGROUND INFORMATION

1.1 Judicial Council of California.

The Judicial Council of California (“Judicial Council”), chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system. The California Constitution directs the Judicial 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 Judicial Council also adopts rules for court administration, practice, and procedure, and performs other functions prescribed by law. Judicial Council staff assists both the Judicial Council and its chair in performing their duties.

1.2 RFP Purpose.

The Judicial Council seeks proposals from qualified actuarial firms to review, compile data, value documentation, and prepare reports related to Other Post Employment Benefits (OPEB) reporting requirements. There are 58 superior courts in California employing approximately 20,000 people. The 58 courts range in size from 5 employees to over 5,000 employees. The purpose of this project is to comply with Governmental Accounting Standards Board (GASB) Statements [74 and 75], as applicable to the 58 superior courts.

The documentation produced from this Request for Proposal (RFP) will be incorporated into the State of California’s Comprehensive Annual Financial Report (CAFR) which includes General Purpose Financial Statements, Note Disclosures, and Required Supplementary Information. The estimated total cost associated with this RFP for the Initial Term only is between \$678,000 and \$700,000.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

The Judicial Council seeks the services of a person or entity with expertise in collecting the relevant data, completing actuarial valuations, and developing associated reports in conjunction with mandatory reporting of the OPEB liabilities of government entities.

2.1 RFP Objective.

The Judicial Council intends to award one contract to a firm, assembled with a team of qualified professionals to cost effectively produce the required Fiscal Year 2021- 2022 GASB 74/75 compliance documentation and reports for each of the 58 superior courts. The valuation study, documentation and reports must

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be produced no later than **May 31, 2022**. The contract awarded from this RFP process will include two option periods in two-year increments. The Initial Term will accommodate the biennial valuation period for 2022-2023 , and the two option periods will accommodate the biennial valuations for 2024-2025 and 2026-2027, for a total contract term not to exceed six years.

2.2 Contract Term.

2.2.1 The Initial Term of the Contract shall be for two (2) years with two (2) successive renewal options each to extend the term of the contract by 2-years. Excluding allowable price changes set forth in paragraph 2.2.2, below, if the Judicial Council elects to extend the term of the contract, any agreed upon price adjustment (whether an increase or decrease) may not exceed the percentage change in the 12-month average of the Consumer Price Index (CPI), below.

http://data.bls.gov/timeseries/CUUR0000SA0?output_view=pct_12mths

Consumer Price Index - All Urban Consumers

12-Month Percent Change

Series Id: CUUR0000SA0

Not Seasonally Adjusted

Area: U.S. city average

Item: All items

Base Period: 1982-84=100

2.2.2 Fees may be negotiated for the two option terms if there are significant changes in GASB 74/75 requirements, fluctuation in scope of work due to decline/increases in number of courts, changes in number of employees beyond 15% range of current number and other material factors as determined by the Judicial Council.

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.

2.3 GASB Compliance Status.

OPEB actuarial studies of the trial courts have been conducted, dating back to 2007. According to the most recent actuarial study submitted to the Judicial Council in 2020, all 58 trial courts have complied with the requirements of GASB 74/75.

Post-employment benefits may be provided through a county retirement system, CalPERS, or directly through other benefit providers. Each superior court, as an independent entity, may have its own unique benefit package. A handful of superior courts offer no OPEB and others may offer more than one, depending upon provisions of applicable collective bargaining agreements.

2.4 Project Management.

The Judicial Council has designated a Judicial Council Project Manager to oversee the work to be performed by the selected firm. The Judicial Council Project Manager will be responsible for managing, scheduling, and coordinating all Judicial Council internal project related activities. The Judicial Council Project Manager will also provide access to all existing valuation data and reports for related prior year studies and reports. A list of Superior Court GASB 74/75 Liaisons will be made available to the selected firm to gather and facilitate data sources such as Superior Court Finance/Human Resources staff, pension plan administrators, pension plan actuaries, health plan administrators, memoranda of understandings, benefit communication materials and collective bargaining agreements.

2.4.1 The selected firm will be required to designate an Actuary Project Manager that will be responsible for coordinating its team and interacting with the Judicial Council in order to complete the work required in this RFP. The selected firm's Actuary Project Manager will have day-day responsibility for meeting the contract/RFP objectives and completing the project on time and within budget with sufficient quality control. The selected firm's Actuary Project Manager shall schedule a project kick-off meeting with the Judicial Council Project Manager and key personnel. The selected firm's Actuary Project Manager will also conduct weekly meetings and submit weekly written project status reports.

The selected firm will further be required to perform and deliver the following:

2.4.2 Provide a detailed project management plan that refines the project management plan included in its RFP submission. The detailed project management plan will be subject to approval by the Judicial Council Project Manager.

2.4.3 Communicate with the Judicial Council Project Manager via e-mail, telephone or in person, via weekly meetings as mutually agreed.

2.5 Technical tasks and deliverables

The selected firm will update existing actuarial valuations and provide reports for each of the fifty-eight (58) superior courts in accordance with GASB 74/75 standards, and will include, but not be limited to the following:

- 2.5.1 The actuarial present value of total projected benefits.
- 2.5.2 Actuarial accrued liability.
- 2.5.3 Actuarial value of assets.
- 2.5.4 The unfunded actuarial accrued liability.
- 2.5.5 Normal Costs.
- 2.5.6 Actuarially Determined Employer Contribution.
- 2.5.7 Annual OPEB cost.
- 2.5.8 Net OPEB obligation for each court disclosure under GASB Statement 74/75.
- 2.5.9 Summary of data used for the valuation.
- 2.5.10 Summary of actuarial methods and assumptions
- 2.5.11 The consultant will prepare the annual gain/loss analysis to determine reasons for changes in the unfunded actuarial accrued liability, whenever a prior actuarial valuation is available to support this.
- 2.5.12 The consultant will determine the implicit rate subsidy, if any, and the impact it would have on the OPEB liability.
- 2.5.13 The consultant will provide comprehensive reports and executive summaries, by plan, discussing assumptions, data utilized, and results. The executive summary should be clear and non-technical. The report should provide the Judicial Council and the State Controller's Office sufficient information, in accordance with GASB 74/75, to prepare the Superior Courts portion of the State's

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Comprehensive Annual Financial Report, which includes General Purpose Financial Statements, Note Disclosures, and Required Supplementary Information. The consultant will review a draft of the report with the Judicial Council project management team.

- 2.5.14 Each superior court plan and report must be presented to the Judicial Council’s Project Manager.
- 2.5.15 Manage collection of updated data for each of the 58 superior courts through its designated GASB 74/75 OPEB Court Liaison.
- 2.5.16 As appropriate, the selected firm will review and update plan documents and design, based upon changes in law, rules and regulations. The selected firm will also make recommendations for formalizing informal plans.
- 2.5.17 Analyze relevant data to assess any inconsistencies and make recommendations for enhancing data quality.

2.5.18 Estimated Deliverables and Due Dates

DELIVERABLES	DUE DATES
Project kick-off meeting and development of a draft Project Management Plan.	August 2021
Final Project Management Plan	September 2021
Weekly Project Status Reports	Weekly
Valuation and review of draft Reports for each court.	On a flow basis
Submission of final Reports accompanied by data base and support documentation files.	May 2022
Process improvement and recommendations for next GASB 74/75 compliance cycle.	August 2022

3.0 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	October 21, 2020
Deadline for questions to solicitations@jud.ca.gov	October 30, 2020 by 2:00 p.m. (Pacific Time)
Questions and answers posted to solicitations@jud.ca.gov (<i>estimate only</i>)	November 5, 2020 by 2:00 p.m. (Pacific Time)
Latest date and time proposal may be submitted to solicitations@jud.ca.gov	November 16, 2020 by 2:00 p.m. (Pacific Time)
Evaluation of proposals (<i>estimate only</i>)	November 16 – December 4, 2020
Anticipated interview dates (<i>estimate only</i>)	December 7 – December 11, 2020
Notice of Intent to Award (<i>estimate only</i>)	December 18, 2020
Negotiations and execution of contract (<i>estimate only</i>)	December 21 – January 31, 2020
Contract start date (Initial 2-Year Term)	September 1, 2021
Contract end date (Initial 2-Year Term)	August 31, 2023

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.

5.0 SUBMISSIONS OF PROPOSALS

- 5.1 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.
- 5.2 The Proposer must submit its proposal in two parts, the **Technical Proposal** and the **Cost Proposal**.

- 5.2.1. **Technical Proposal** - The Proposer must submit via mail their Technical Proposal as a separate Attachment from the Cost Proposal to the **Solicitations Mailbox** at solicitations@jud.ca.gov. The Technical Proposal must be signed by an authorized representative of the Proposer. 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.
- 5.2.2 **Cost Proposal** - The Proposer must submit via email their Cost Proposal as a separate Attachment from the Technical Proposal to the **Solicitations Mailbox** at solicitations@jud.ca.gov. The Cost Proposal must include all components required in Section 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.
- 5.3 Submission acceptance will be based on the date and time the emails are received by the Judicial Council. Both emails must be received no later than the due date and time or the proposal will not be accepted.
- 5.6 Only written proposals via email through the Solicitations Mailbox will be accepted. Proposals may not be transmitted by fax.

6.0 PROPOSAL CONTENTS

6.1 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.

- 6.1.1 A cover letter containing 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.
- 6.1.2 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.
- 6.1.3 For each key staff member: a resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities. At the minimum, the project manager, supervising actuary and other assigned actuaries must be identified along with their roles as proposed in

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performing the work required in this RFP. An organization chart should be included as the first page of this proposal section.

- 6.1.4 Names, addresses, and telephone numbers of a minimum of three (3) clients for whom the Proposer has conducted similar services. The scope or work, dates, supervising actuaries and contract dollar amount should be included for each client reference. Provide a sample of at least three (3) OPEB GASB 74/75 Reports completed out of the aforementioned three (3) clients. The Judicial Council will check references listed by the Proposer.
- 6.1.5 A description of any limits on liability that the Proposer requests from its clients.
- 6.1.6 An affirmative statement that the Proposer maintains errors and omissions insurance that provides a prudent amount of coverage for negligent acts or omissions and that coverage is applicable to the work requested.
- 6.1.7 A description of any current or pending legal actions against the Proposer.
- 6.1.8 Proposed method to complete the work.
 - 6.1.8.1 Overall work plan with detailed tasks, milestones, assignment of personnel, deliverables and time estimates for completion of all work required[i.e. 2.5 Technical Tasks and Deliverables]. The work plan must identify any changes in compliance requirements under GASB Statement 74/75 .
 - 6.1.8.2 Process necessary to address the project objectives including updates due to changes in compliance requirements. (GASB 74/75).
 - 6.1.8.3 Data collection methodologies, reporting system, quality assurance and timeline.
 - 6.1.8.4 Project team available and committed to meet the deliver deadline.
 - 6.1.8.5 A description of any support the Proposer will require from the various plan's court staff.

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- 6.1.8.6 A description of process the for making the transition to another actuary if the contract is not renewed.
- 6.1.8.7 A description of the overall approach to making the transition from the prior actuary,
- 6.1.8.8 A description of how the Proposer intends to keep sensitive court plan data secure.

6.1.9 Acceptance of the Terms and Conditions.

- 6.1.9.1 On the Proposer's Acceptance of the Terms and Conditions (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.
- 6.1.9.2 If exceptions are identified, the Proposer must also submit (i) a red-lined version of the Terms and Conditions (Attachment 2) that implements all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.

6.1.10 Certifications, Attachments, and other requirements.

- 6.1.10.1 The Proposer must complete the General Certifications Form (Attachment 4) and submit the completed form with its proposal.
- 6.1.10.2 The Proposer must complete the Darfur Contracting Act Certification (Attachment 5) and submit the completed certification with its proposal.
- 6.1.10.3 The Proposer must complete the Payee Data Record Form (Attachment 6) and submit the completed certification with its proposal.
- 6.1.10.4 The Proposer must complete the Iran Contracting Act Certification (Attachment 7) and submit the completed certification with its proposal.

6.1.10.5 The Proposer must complete Attachment 8, Table 1, Deliverables, Estimated Hours and Fees.

6.1.10.6 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.

6.2 Cost Proposal.

The following information must be included in the cost proposal for the Initial Term.

6.2.1 A detailed line item budget showing total cost of the proposed services.

6.2.2 A full explanation of all budget line items in a narrative entitled “Budget Justification.”

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

6.2.4 Proposed Key Personnel, Hourly Rates, Estimated Hours, Not to Exceed Amounts for each Deliverable outlined in the following Table below, excluding Expenses.

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Attachment 8
Estimated Hours and Fees

Table 1: Deliverables for ALL 58 Courts

Judicial Council of California			Actual hour and fee subtotals billed to JCC may differ from deliverable/staff estimates below. Total fees are limited by each fiscal year's overall not-to-exceed contract amount. \$0 for FY2021/22 and \$0 for				
OPEB Contract Deliverables, Timing and Fees							
Initial Contract Period: 9/1/2021 – 8/31/2023			Estimated Hours and Fees				
Deliverables	Timing		Total				
FY2021-22			Project Manage	Supervising Actuaries	Actuarial Managers	Actuarial Analysts	Total
			\$ -	\$ -	\$ -	\$ -	
1. Kick-off meeting and project management plan	September 2021	Hours					
		Fee	-	-	-	-	-
2. Request info from Courts on actual FY2021-22 benefit payments and OPEB trust contributions	September 2021	Hours					
		Fee	-	-	-	-	-
3. Reconciliation of FY2021-22 GASB 75 Net OPEB Obligation to SCO	October 2021	Hours					
		Fee	-	-	-	-	-
4. Collect census and asset data from Courts, work on June 30, 2021 GASB 75 actuarial valuations	September 2021 – May 2022	Hours					
		Fee	-	-	-	-	-
5. Weekly progress update calls and monthly update meetings (including pdf reports)	Ongoing	Hours					
		Fee	-	-	-	-	-
6. Complete June 30, 2021 GASB 75 reports for FY2021-22 (included in #4 above) ^{[1], [2]}	October 2021- May 2022	Hours	-	-	-	-	
		Fee	-	-	-	-	-
7. Process improvement plan and recommendations for next cycle with Judicial Council	May 2022 meeting	Hours					
		Fee	-	-	-	-	-
8. Provide electronic copies of valuation reports and census data to Judicial Council (included in #4 above)	May 2022	Hours	-	-	-	-	
		Fee	-	-	-	-	-
9. Summary of actuarial valuation information and copies of GASB 75 reports to SCO	May 2022	Hours			-		
		Fee	-	-	-	-	-
10. Meet with Courts to discuss valuation reports and OPEB funding policies	April - June 2022	Hours	-	-	-	-	
		Fee	-	-	-	-	-
11. Not-to-Exceed Total for FY2021-22	n/a	Hours					

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Initial Contract Period: 9/1/2021 – 8/31/2023			Estimated Hours and Fees				
Deliverables	Timing		Total				
FY2022-23			Project Manage	Supervising Actuaries	Actuarial Managers	Actuarial Analysts	Total
			\$ -	\$ -	\$ -	\$ -	
12. Collect 6/30/2022 asset data from Courts for GASB 75 "off year" reports ^[3]	September – November 2022	Hours					
		Fee	-	-	-	-	-
13. Reconciliation of FY2021-22 GASB 75 Net OPEB Liability to SCO	October 2022	Hours			-		
		Fee	-	-	-	-	-
14. Complete GASB 75 "off year" reports for FY2022-23 ^[4]	September – December 2022	Hours					
		Fee	-	-	-	-	-
15. Provide electronic copies of valuation reports to Judicial Council (included in #14 above)	December 2022	Hours					
		Fee	-	-	-	-	-
16. Summary of actuarial valuation information and copies of GASB 75 reports to SCO	December 2022	Hours			-		
		Fee	-	-	-	-	-
17. Update contract for upcoming cycle	March-April 2023	Hours					
		Fee	-	-	-	-	-
18. Not-to-Exceed Total for FY2022-23	n/a	Hours					
		Fee	-	-	-	-	-

[1] These reports will include year-end OPEB disclosures for FYE 6/30/2022 using June 30, 2021 OPEB trust assets under GASB 75's "lookback" method.
[2] Courts with explicit funding policies can separately contract with VIA to prepare a report showing determination of the Actuarially Determined Contribution (ADC).
[3] Courts with substantial benefit changes will need a new "full" valuation (separate VIA contract), most will not.
[4] These will use June 30, 2022 OPEB trust assets and liabilities adjusted for muni bond rate changes and "rolled forward" from 6/30/2021 to 6/30/2022 under GASB 75's "lookback" method.
[5] Work for all courts includes SCO reporting, statewide actuarial assumptions, multi-county health claim analysis, template development, project management and all other non court-specific tasks.

7.0 PAYMENT INFORMATION

7.1 See Attachment 2, Standard Terms & Conditions, Appendix B, Payment Provisions.

7.2 Hourly Rate and Not to Exceed Amount will remain intact throughout the entire term and option terms-of the resulting Contract. If the Judicial Council elects to extend the term of the contract, any agreed upon price adjustment (whether an increase or decrease) may not exceed the percentage change in the 12-month average of the Consumer Price Index (CPI), below.

http://data.bls.gov/timeseries/CUUR0000SA0?output_view=pct_12mths

Consumer Price Index - All Urban Consumers
12-Month Percent Change
Series Id: CUUR0000SA0
Not Seasonally Adjusted
Area: U.S. city average
Item: All items
Base Period: 1982-84=100

7.3 Fees may be negotiated for the two option terms if there are significant changes in GASB 74/75 requirements, fluctuation in scope of work due to decline/increases in number of courts, changes in number of employees beyond 15% range of current number and other material factors as determined by the Judicial Council.

7.3 The hourly rates and Not to Exceed Amount set forth shall be fully burdened and inclusive of all costs including, but not limited to personnel, materials, computer support, commissions, travel, lodging, per diem, and overhead rates payable to the Contractor for services rendered to the State. The Contractor shall not charge nor shall the State pay any overtime rate.

7.4 The Contractor shall not request nor shall the State consider any reimbursement for non-production work including but not limited to time spent traveling to and from a job site or any living expenses.

7.5 The payment term is Net 60 from date or receipt of correct invoice.

8.0 OFFER PERIOD

A Proposer's proposal is an irrevocable offer for **one-hundred twenty (120) 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.

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 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.

Although some categories are weighted more than others, all are considered necessary, and a proposal must be technically acceptable in each area to be eligible for award.

If a contract will be awarded, the Judicial Council will post intent to award notice at <http://www.courts.ca.gov/rfps.htm>.

The evaluation categories, maximum possible points for each category, and evaluation criteria for each category are set forth below:

CRITERION	POSSIBLE POINTS	REFERENCED RFP SECTIONS
Quality of work plan submitted (resources, timeline, clarity, organization and thoroughness)	30	Section 6.1.8
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	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	Sections 6.1.9 and 6.1.10

10.0 INTERVIEWS

The Judicial Council 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

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interviews may be conducted by phone or via Microsoft Teams, Webex or similar platform. The Judicial Council will notify eligible Proposers regarding interview arrangements.

11.0 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 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.

12.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

The Judicial Council has waived the DVBE incentive in this solicitation.

13.0 PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contracting 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 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
Attention: Protest Hearing Officer
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688
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