

**ATTACHMENT 1**  
**ADMINISTRATIVE RULES GOVERNING RFPs**  
**(IT GOODS AND SERVICES)**

**1. COMMUNICATIONS WITH THE HABEAS CORPUS RESOURCE CENTER (“HCRC”) REGARDING THE RFP**

Except as specifically addressed elsewhere in the RFP, Proposers must send any communications regarding the RFP to [rfpsolicitations@hcr.ca.gov](mailto:rfpsolicitations@hcr.ca.gov) (the “Solicitations Mailbox”). Proposers must include the RFP Number in subject line of any communication.

**2. QUESTIONS REGARDING THE RFP**

Proposers interested in responding to the RFP may submit questions via email to the Solicitations Mailbox on procedural matters related to the RFP or requests for clarification or modification of the RFP no later than the deadline for questions listed in the timeline of the RFP. Once submitted, questions become part of the procurement file and are subject to disclosure. Proposers are accordingly cautioned not to include any proprietary or confidential information in questions. If the Proposer is requesting a change, the request must set forth the recommended change and the Proposer’s reasons for proposing the change. Questions or requests submitted after the deadline for questions will not be answered. Without disclosing the source of the question or request, a copy of the questions and the HCRC’s responses will be made available prior to the proposal due date and time.

**3. ERRORS IN THE RFP**

- A. If, before the proposal due date and time listed in the timeline of the RFP, a Proposer discovers any ambiguity, conflict, discrepancy, omission, or error in the RFP, the Proposer must immediately notify the HCRC via email to the Solicitations Mailbox and request modification or clarification of the RFP. Without disclosing the source of the request, the HCRC may modify the RFP before the proposal due date and time by releasing an addendum to the solicitation.
- B. If a Proposer fails to notify the HCRC of an error in the RFP known to the Proposer, or an error that reasonably should have been known to the Proposer, before the proposal due date and time listed in the timeline of the RFP, the Proposer shall propose at its own risk. Furthermore, if the Proposer is awarded the agreement, the Proposer shall not be entitled to additional compensation or time by reason of the error or its later correction.

**RFP Title: HCRC Scanning Services**

**RFP Number: HCRC-SS-071216**

**4. ADDENDA**

- A. The HCRC may modify the RFP before the proposal due date and time listed in the timeline of the RFP by issuing an addendum. It is each Proposer's responsibility to inform itself of any addendum.
- B. If any Proposer determines that an addendum unnecessarily restricts its ability to propose, the Proposer shall immediately notify the HCRC via email to the Solicitations Mailbox no later than one day following issuance of the addendum.

**5. WITHDRAWAL AND RESUBMISSION/MODIFICATION OF PROPOSALS**

A Proposer may withdraw its proposal at any time before the deadline for submitting proposals by notifying the HCRC in writing of its withdrawal. The notice must be signed by the Proposer. The Proposer may thereafter submit a new or modified proposal, provided that it is received at the HCRC no later than the proposal due date and time listed in the timeline of the RFP. Modifications offered in any other manner, oral or written, will not be considered. Proposals cannot be changed or withdrawn after the proposal due date and time listed in the timeline of the RFP.

**6. ERRORS IN THE PROPOSAL**

If errors are found in a proposal, the HCRC may reject the proposal; however, the HCRC may, at its sole option, correct arithmetic or transposition errors or both on the basis that the lowest level of detail will prevail in any discrepancy. If these corrections result in significant changes in the amount of money to be paid to the Proposer (if selected for the award of the agreement), the Proposer will be informed of the errors and corrections thereof and will be given the option to abide by the corrected amount or withdraw the proposal.

**7. RIGHT TO REJECT PROPOSALS**

- A. Before the proposal due date and time listed in the timeline of the RFP, the HCRC may cancel the RFP for any or no reason. After the proposal due date and time listed in the timeline of the RFP, the HCRC may reject all proposals and cancel the RFP if the HCRC determines that: (i) the proposals received do not reflect effective competition; (ii) the cost is not reasonable; (iii) the cost exceeds the amount expected; or (iv) awarding the contract is not in the best interest of the HCRC.
- B. The HCRC may or may not waive an immaterial deviation or defect in a proposal. The HCRC's waiver of an immaterial deviation or defect shall in no way modify the RFP or excuse a Proposer from full compliance with RFP specifications. Until a contract resulting from this RFP is signed, the HCRC reserves the right to accept or reject any or all of the items in the proposal, to award the contract in whole or in part and/or negotiate any or all items with individual Proposers if it is deemed in the HCRC's best interest. A notice of intent to award does not constitute a contract, and confers no right of contract on any Proposer.

**RFP Title: HCRC Scanning Services**

**RFP Number: HCRC-SS-071216**

- C. The HCRC reserves the right to issue similar RFPs in the future. The RFP is in no way an agreement, obligation, or contract and in no way is the HCRC or the State of California responsible for the cost of preparing the proposal.
- D. Proposers are specifically directed **NOT** to contact any HCRC personnel or consultants for meetings, conferences, or discussions that are related to the RFP at any time between release of the RFP and any award and execution of a contract. Unauthorized contact with any HCRC personnel or consultants may be cause for rejection of the Proposer's proposal.

**8. EVALUATION PROCESS**

- A. The HCRC will follow the following process in evaluating proposals.
  - 1. The HCRC will first open the non-cost portion of each proposal received by the appropriate deadline to confirm that it meets the format requirements specified in the RFP.
  - 2. The HCRC will complete its evaluation of the non-cost portions of all such proposals using the methods specified in the RFP.
  - 3. The HCRC will publish the results of the completed non-cost evaluation at the following location: [www.courts.ca.gov/rfps/htm](http://www.courts.ca.gov/rfps/htm). Because the small business preference and DVBE incentive cannot be properly applied until both the non-cost and cost portions of the proposals have been scored, these factors will be excluded when publishing the results of the completed non-cost evaluation.
  - 4. The HCRC will publicly open the cost portion of the proposals as specified in the RFP. The HCRC will not, however, open the cost portion of any proposal determined to have a material deviation in the non-cost portion.
  - 5. The HCRC will evaluate the cost portion of the proposals opened in item A.4 above. All figures entered on the cost portion must be clearly legible.
- B. Proposals that contain false or misleading statements may be rejected if in the HCRC's opinion the information was intended to mislead the evaluation team regarding a requirement of the RFP.
- C. During the evaluation process, the HCRC may require a Proposer's representative to answer questions with regard to the Proposer's proposal. Failure of a Proposer to demonstrate that the claims made in its proposal are in fact true may be sufficient cause for deeming a proposal non-responsive.
- E. The HCRC's Small Business Preference Procedures for the Procurement of Information Technology Goods and Services ("Small Business Procedures") address the resolution of certain ties involving the small business preference. In the event of a tie not addressed in the Small Business Procedures, the contract will be awarded to the winner of a single coin toss. The coin toss will be witnessed by two HCRC employees. The HCRC will provide notice of the date and time of the

**RFP Title: HCRC Scanning Services**

**RFP Number: HCRC-SS-071216**

coin toss to the affected Proposers, who may attend the coin toss at their own expense.

**9. DISPOSITION OF MATERIALS**

All materials submitted in response to the RFP will become the property of the HCRC and will be returned only at the HCRC's option and at the expense of the Proposer submitting the proposal.

**10. PAYMENT**

- A. Payment terms will be specified in any agreement that may ensue as a result of the RFP.
- B. **THE HCRC DOES NOT MAKE ADVANCE PAYMENT FOR SERVICES.** Payment is normally made based upon completion of tasks as provided in the agreement between the HCRC and the selected Proposer. The HCRC may withhold ten percent of each invoice until receipt and acceptance of the final deliverable. The amount of the withhold may depend upon the length of the project and the payment schedule provided in the agreement between the HCRC and the selected Proposer.
- C. Upon a Proposer's timely request, the HCRC may consider a Proposer's "best financing alternative" (including lease or purchase alternatives). If the RFP is posted more than 30 days before the proposal due date and time listed in the timeline of the RFP, the Proposer's request must be received by the HCRC at least 30 days before the proposal due date and time. If the solicitation is posted less than 30 days before the proposal due date and time, the Proposer's request must be received by the HCRC by the day that is halfway between the posting date and the proposal due date. The HCRC may determine that a specific financing alternative should not be considered.

**11. AWARD AND EXECUTION OF AGREEMENT**

- A. Award of contract, if made, will be in accordance with the RFP to a responsible Proposer submitting a proposal compliant with all the requirements of the RFP and any addenda thereto (including any administrative or technical requirements), except for such immaterial defects as may be waived by the HCRC.
- B. A Proposer submitting a proposal must be prepared to use a standard HCRC contract form rather than its own contract form.
- C. The HCRC will make a reasonable effort to execute any contract based on the RFP within forty-five (45) days of selecting a proposal that best meets its requirements. However, exceptions taken by a Proposer may delay execution of a contract.
- D. Upon award of the agreement, the agreement shall be signed by the Proposer in two original contract counterparts and returned, along with the required

**RFP Title: HCRC Scanning Services**

**RFP Number: HCRC-SS-071216**

attachments, to the HCRC no later than ten (10) business days of receipt of agreement form or prior to the end of June if award is at fiscal year-end. Agreements are not effective until executed by both parties. Any work performed before receipt of a fully-executed agreement shall be at the Proposer's own risk.

**12. FAILURE TO EXECUTE THE AGREEMENT**

The period for execution set forth in Section 11 ("Award and Execution of Agreement") may only be changed by mutual agreement of the parties. Failure to execute the agreement within the time frame identified above constitutes sufficient cause for voiding the award. Failure to comply with other requirements within the set time constitutes failure to execute the agreement. If the successful Proposer refuses or fails to execute the agreement, the HCRC may award the agreement to the next qualified Proposer.

**13. NEWS RELEASES**

News releases or other publicity pertaining to the award of a contract may not be issued without prior written approval of Executive Director of the Habeas Corpus Resource Center.

**14. ANTI-TRUST CLAIMS**

- A. In submitting a proposal to the HCRC, the Proposer offers and agrees that if the proposal is accepted, the Proposer will assign to the HCRC all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Proposer for sale to the HCRC pursuant to the proposal. Such assignment shall be made and become effective at the time the HCRC tenders final payment to the Proposer. (See Government Code section 4552.)
- B. If the HCRC receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this section, the Proposer shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the HCRC any portion of the recovery, including treble damages, attributable to overcharges that were paid.
- C. Upon demand in writing by the Proposer, the HCRC shall, within one year from such demand, reassign the cause of action assigned under this section if the Proposer has been or may have been injured by the violation of law for which the cause of action arose and (a) the HCRC has not been injured thereby, or (b) the HCRC declines to file a court action for the cause of action. (See Government Code section 4554.)

**RFP Title: HCRC Scanning Services**

**RFP Number: HCRC-SS-071216**

**15. AMERICANS WITH DISABILITIES ACT**

The HCRC complies with the Americans with Disabilities Act (ADA) and similar California statutes. Requests for accommodation of disabilities by Proposers should be directed to [rfpsolicitations@hrc.ca.gov](mailto:rfpsolicitations@hrc.ca.gov).

**16. FEASIBILITY STUDIES AND ACQUISITION RECOMMENDATIONS**

Proposals in response to procurements for assistance in the preparation of feasibility studies or the development of recommendations for the acquisition of IT goods and services must disclose any financial interests (e.g., service contracts, original equipment manufacturer (OEM) agreements, remarketing agreements) that may foreseeably allow the Proposer to benefit materially from the HCRC's adoption of a course of action recommended in the feasibility study or of the acquisition recommendations.