



# Request for Information

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**REGARDING: Continuity of Operations  
(COOP) Planning System**

**RFI Number: RFI-FS-2021-20-JP**

The Judicial Council of California seeks a planning system available for use by all Judicial Branch Entities (JBEs), including the Supreme Court, 6 Courts of Appeal, 58 trial courts, and the Judicial Council of California for COOP Planning.

**RESPONSES DUE: February 2, 2023,  
NO LATER THAN 5:00 P.M. PACIFIC  
TIME (PT)**



JUDICIAL COUNCIL  
OF CALIFORNIA

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ADMINISTRATIVE DIVISION  
FACILITIES SERVICES

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**REQUEST FOR INFORMATION**

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**Date**

December 20, 2022

**To**

Qualified Firms

**From**

Judicial Council of California, Facilities Services

**Project Title**

RFI Number: RFI-FS-2021-20-JP  
Continuity of Operations (COOP) Planning System

**Action Requested**

Submit Response to Request for Information

Email Information Response to:  
[fs202120jpCOOP.rfi@jud.ca.gov](mailto:fs202120jpCOOP.rfi@jud.ca.gov)

**Deadline**

February 2, 2023, by 05:00 PM PT

**Contact**

[Solicitations@jud.ca.gov](mailto:Solicitations@jud.ca.gov)

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**Attachments**

**Attachment 1, Form for Submission of Questions**

**Attachment 2, Proposer Response Template**

## **1. Introduction**

The Judicial Council of California (“Judicial Council” or “JCC”), 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.

The Judicial Branch Entities (JBEs), including the Supreme Court, six (6) Courts of Appeal, fifty-eight (58) trial courts, and the Judicial Council of California, currently use an existing planning system for Continuity of Operations (COOP). The planning system allows the Judicial Council Program Manager to view and administer systemwide templates and plans, and includes COOP, Continuity of Government (COG), a Command and Control (CC) module, an Emergency Plan (EP) module to help meet requirements of the California Division of Occupational Safety and Health (Cal/OSHA)(Cal. Code Regs., tit. 8, §3220), and a Court Security Plan (CSP) module to help trial courts meet requirements of Cal. Rules of Court, rule 10.172. The system includes a Master Data (MD) function to streamline data population for multiple plans. It contains approximately 500 active and inactive plans.

## **2. Current Situation**

The Judicial Council of California administers a contract for access to a web-based planning system customized to meet the needs of the Judicial Branch for the development and maintenance of plans to be used for continuity of operations during periods of disruption following events, such as earthquakes, fires, or pandemics. Users enter details of their operation, including staff lists, essential functions, and locations into the customized modules. Some users have multiple plans. Reports associated with each plan can be printed as needed. The Judicial Council can access and view all plans in addition to the development and maintenance of the Judicial Council Plan. Support, training, and general assistance are provided by the vendor and Judicial Council staff.

### **A. Existing System**

The existing system includes customized modules that provide templates for Continuity of Operations, Continuity of Government, Command and Control Plans, Emergency Plans, Court Security Plans that are used by Judicial Branch Entities statewide. Reports, Master Data information, and system administration are also included in the current system.

## **B. Existing System Features**

### **a. Modules**

The system provides modules that allow users to choose whether to create a single plan for all their facilities or one-per-facility and data input templates that comply with the following:

- i) Department of Homeland Security/Federal Emergency Management Agency (FEMA) guidance and best practices:
  - COOP (Continuity of Operations).
  - COG (Continuity of Governance).
  - CC (Command and Control Plans).
- ii) Cal/OSHA requirements ([Cal. Code Regs., tit. 8, §3220](#)):
  - Emergency Action Plan (EAP).
- iii) California Rules of Court requirements ([Cal. Rules of Court, rule 10.172](#)):
  - Court Security Plan (CSP).

### **b. Roles**

The system includes multiple levels of user roles:

- i) “Site Administrator” can create and edit all plans, users, passwords, roles, and permissions.
- ii) “Plan Administrator” can edit all subordinate plans and their user’s permissions.
- iii) “Plan Editor” can edit all plans for which they have permissions.
- iv) “Plan Viewer” can view all plans for which they have permissions.

### **c. Location, Hosting, Backups, Encryption, and Compatibility**

- i) The system is web-based and does not involve software installation or specific hardware requirements.
- ii) The system is accessible twenty-four (24) hours per day, seven (7) days per week from any device (e.g., smart phone, tablet, personal computer) that has internet connectivity, to ensure users can refer to their plans regardless of their physical location.
- iii) The system’s primary data center is located in the continental United States.

- iv) The system is hosted on a web address and includes a feature that allows the JCC to redirect the system from the current web address to another web address, if needed.
- v) The system provides redundancy (for the ability to access data regardless of component or system failure) and backups at least every twenty (24) hours (and restored in the event of a failure).
- vi) The system employs security and encryption of stored data. Any data stored in a database uses industry-standard encryption.
- vii) The system is compatible with current versions of the following web browsers on Windows, Android, and Apple operating systems:
  - Microsoft Edge
  - Apple Safari
  - Mozilla Firefox
  - Google Chrome

**d. Additional Functions and Components**

- i) The system includes a MD function to streamline data entry in common fields between each court's plans (such as contacts, facilities, and vital records/resources).
- ii) The system provides an online file archive repository for documents and files that are shared between each court's plans.
- iii) The system has an alert notification component for communicating to each court's specified contacts or teams, which offers multiple alert notification methods (e.g., calls to work phone and extension, home phone, mobile phone, text messaging, Telephone Device for the Deaf, or email) with no restriction on the number of individuals or groups contacted.
- iv) The system includes a reviewing tool to provide Site Administrators with detailed "audit log" reports of the status of all plans, users, and roles.
- v) The system includes a plan grading and approval tool for Site Administrators or service to evaluate the completeness of all plans.

**e. Guidance, Training, and Exercises**

The current system provides comprehensive guidance, training, and exercises for beginning, intermediate, and advanced level users for the development and maintenance of each type of plan that can be delivered electronically and/or in person.

**f. Support**

Technical support for the current system is provided by telephone and email.

**3. Description of Services**

Any contract for a system that may result from a future Request for Proposal (RFP) would be expected to include features that would allow for the same or similar functions as the existing system, set forth in Section 2. A. and B., above.

Should a contract with a vendor other than the existing one result from any future RFP, the Judicial Council is also requesting information regarding the steps necessary to transition data from the existing system to the new system. Please include specifics of the method of exporting and importing data as well as any software or platform requirements.

**4. Information Requested**

You are invited to respond with information to assist the Judicial Council of California in identifying prospective vendors to provide the services set forth in Section 2 and 3, above.

The Judicial Council seeks information from experienced vendors regarding the available functions or the customization of similar modules and features, including reports, found in the existing system and details of the steps required to transition from the existing planning system to a new one. Costs associated with the customization and transition should not be included in the response to this Request for Information.

The Judicial Council requests that Proposers use the Proposer Response Template (Attachment 2) to submit their current solution and all the information sought by the Judicial Council as set forth in Sections 2–3, and this Section 4.

In your submittal of Attachment 2, Section 7, Optional Information, confirm the following will be made available, if and when the Judicial Council issues an RFP in the future for these services:

- Security System Plan (SSP)/NIST Controls
- Systems and Organization Controls 2 Type 2 (SOC II)
- Data Residency must reside in the continental US

**5. Timeline for this RFI**

The Judicial Council has developed the following list of key events related to this RFI. All dates are subject to change at the discretion of the Judicial Council. An addendum will be issued should any changes become necessary.

Event	Date
RFI Issued	December 20, 2022

Deadline for Questions. (Submit to <a href="mailto:Solicitations@jud.ca.gov">Solicitations@jud.ca.gov</a> )	January 6, 2023, due by 12:00 P.M. (PT)
Answers to Submitted Questions Posted to the Courts website <a href="https://www.courts.ca.gov/rfps.htm">https://www.courts.ca.gov/rfps.htm</a> (Estimate Only)	January 20, 2023
RFI Packages Due Date (Submit to <a href="mailto:fs202120jpCOOP.rfi@jud.ca.gov">fs202120jpCOOP.rfi@jud.ca.gov</a> )	February 2, 2023, due by 5:00 P.M. (PT)
Information Exchange Meeting(s) (Optional)	February 7 <sup>th</sup> to February 9 <sup>th</sup> , 2023

## 6. How to Submit Your Questions and RFI Packages

### A. Submittal Information

All questions/clarifications should be submitted via email to the solicitations mailbox at [Solicitations@jud.ca.gov](mailto:Solicitations@jud.ca.gov) by 12:00 P.M. on January 6, 2023. Please use Attachment 1 Form for Submission of Questions. All communication with the Judicial Council for this RFI must be in writing, include the RFI number, and must be directed to the Judicial Council’s single Point of Contact (POC) the solicitations mailbox at [Solicitations@jud.ca.gov](mailto:Solicitations@jud.ca.gov).

All RFI package submissions are due no later than **5:00 p.m. (PDT) on February 2, 2023**. All interested parties must submit an electronic version of the entire response marked Subject: “Response to RFI-FS-2021-20-JP” to be transmitted by email to the Judicial Council’s RFI inbox [fs202120jpCOOP.rfi@jud.ca.gov](mailto:fs202120jpCOOP.rfi@jud.ca.gov). Interested parties must not contact any other Judicial Council staff, court, or other judicial branch entity regarding this RFI except as provided in this RFI. Submissions should provide straightforward and concise responses to the requests for information set forth in this RFI.

### B. Response Format and Content

The following attachments are included as part of this RFI for Proposer Response submissions:

#	Attachment Title	Description
1	Form for Submission of Questions	Form used for the submission of questions
2	Proposer Response Template	Proposer’s response

**7. Information Exchange (Optional)**

After the Judicial Council staff has reviewed the submitted material, your firm may be contacted and asked to participate in an information exchange with Judicial Council staff. The objective of this is to gain further understanding of your proposed approach or solution. The Information Exchange may be requested by the Judicial Council in its sole discretion and the Judicial Council is under no obligation to request an Information Exchange with any Proposer.

Information exchange can take the form of additional phone conversations, virtual meetings (e.g., Microsoft Teams), and/or application demonstrations (virtually via the web).

**8. Disposition of Materials and Confidential or Proprietary Information**

All materials submitted in response to this RFI will become the property of the Judicial Council of California and will be subject to disclosure pursuant to applicable provisions of the California Public Contract Code and rule 10.500 of the California Rules of Court. Information that is submitted will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the submittal (or portions thereof) is marked “confidential,” “proprietary,” or otherwise, and regardless of any statement in the submittal (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 vendor prior to the disclosure of the submittal (or portions thereof). Any submittal that is password protected, or contains portions that are password protected, cannot be accepted or considered. Companies are accordingly cautioned not to include confidential, proprietary, or privileged information in the submittal.

**9. Disclaimer**

This RFI is issued for judicial branch information and planning purposes only and does not constitute a solicitation. Responses to the RFI will not be returned. A response to this notice will not be considered an offer and cannot be accepted by the Judicial Council of California to form a binding contract. Responders are solely responsible for all expenses associated with responding to this RFI.

**10. Statement of Limitations**

The Judicial Council represents that this RFI, submissions from respondents to this RFI, and any relationship between the Judicial Council and respondents arising from or connected or related to this RFI, are subject to the specific limitations and representations expressed below, as well as the terms contained elsewhere in this RFI. By responding to this RFI, respondents are deemed to accept and agree to this Statement of Limitations. By submitting a response to this RFI and without the need for any further documentation, the respondent



acknowledges and accepts the Judicial Council's rights as set forth in the RFI, including this Statement of Limitations.

This RFI does not create an obligation on the part of the Judicial Council to enter into any retention or agreement, nor to implement any of the actions contemplated herein, nor to serve as the basis for any claim whatsoever for reimbursement for any costs for efforts associated with the preparation of responses submitted to this RFI.

The submission of an RFI response is not required to make any legal services provider eligible to participate as outside counsel in any legal matter under for a judicial branch entity, nor does submission of a response preclude respondents from participation. A submission does not constitute a contract for services.

To the best of the Judicial Council's knowledge, the information provided herein is accurate. Notwithstanding, the Judicial Council makes no representations or warranties whatsoever with respect to this RFI or any legal matters managed by the Judicial Council, including representations and warranties as to the accuracy of any information or assumptions contained in this RFI or otherwise furnished to respondents by the Judicial Council.

Notwithstanding anything else in this RFI, the Judicial Council has the unqualified right to:

- change any of the dates, schedule, deadlines, process, and requirements described in this RFI;
- supplement, amend or otherwise modify this RFI; and
- elect to cancel or to not proceed with this RFI for any reason whatsoever, without incurring any liability for costs or damages incurred by any interested parties or potential interested parties.

The Judicial Council has the right to require clarification or accept or request new or additional information from any or all interested parties without offering other interested parties the same opportunity, and to interview any or all interested parties. The Judicial Council may independently verify any information in any submission.

The Judicial Council reserves the right to amend or modify one or more provisions of this RFI by written notice posted online at <http://www.courts.ca.gov/rfps.htm> prior to the closing date.