

## Request for Proposal

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### **TITLE: AUDIOVISUAL ARCHITECTURAL AND DESIGN SERVICES AT SUPREME COURT LOCATIONS**

**RFP # RFP-REFM-SC-AV-STREAMING-2016-  
61-JP**

The Judicial Council of California seeks to select one qualified firm to provide Audiovisual Architectural and Design Services for the Judicial Council's Real Estate Facility Management Office (REFM), which provides site selection and acquisition services for new and existing capital project throughout the State of California and manages operational needs for more than 500 judicial branch facilities.

**PROPOSAL DUE DATE: 3 PM PACIFIC TIME  
ON JULY 10, 2017**



**JUDICIAL COUNCIL  
OF CALIFORNIA**

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ADMINISTRATIVE DIVISION  
REAL ESTATE AND FACILITIES MANAGEMENT



**TABLE OF CONTENTS**

1. BACKGROUND INFORMATION.....2  
2. DEFINITIONS.....2  
3. DESCRIPTION OF SERVICES AND DELIVERABLES.....3-6  
4. TIMELINE FOR THIS RFP - *Revised*.....6-7  
5. RFP ATTACHMENTS.....8  
6. INTERVIEWS.....9  
7. PROPOSAL CONTENTS.....9-10  
8. OFFER PERIOD.....10  
9. SUBMISSION OF PROPOSALS.....10-11  
10. EVALUATION OF PROPOSALS.....11  
11. CONFIDENTIAL OR PROPRIETARY INFORMATION.....12  
12. DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE.....12-13  
13. PROTESTS.....13-14

- ATTACHMENT 1 - Standard Agreement
- ATTACHMENT 2 - Administrative Rules Governing RFPs
- ATTACHMENT 3 - Proposer’s Acceptance of Terms and Conditions
- ATTACHMENT 4 - General Certifications Form
- ATTACHMENT 5 - Darfur Certification Form
- ATTACHMENT 6 - Payee Data Record
- ATTACHMENT 7 - DVBE Participation Form
- ATTACHMENT 8 - Bidder’s Declaration
- ATTACHMENT 9 - Form for Submission of Questions
- ATTACHMENT 10 – Internal Background Check Policy
- ATTACHMENT 11 – Unruh Act Certification Form
- ATTACHMENT 12 - Tech-Operational-Standards-Draft
- PHOTO 1 - LA AV Room 3<sup>rd</sup> Floor
- PHOTO 2 - LA AV Room New 2<sup>nd</sup> Floor
- PHOTO 3 - LA Courtroom 3<sup>rd</sup> Floor
- PHOTO 4 - LA IT Room 2nd-Floor
- PHOTO 5 - SAC AV Racks
- PHOTO 6 - SAC Courtroom
- PHOTO 7 - SF AV Racks
- PHOTO 8 - SF Courtroom

## 1. BACKGROUND INFORMATION

- 1.1. The Judicial Branch of California is part of California state government, independent from the executive and legislative branches, and includes the Superior and Appellate Courts of California, including the Supreme Court. A part of the Judicial Branch is the Judicial Council of California (“Judicial Council”), chaired by the Chief Justice of the Supreme Court of California. The Judicial Council provides staff support to all Appellate and Superior Courts. It is responsible for the planning, design, construction, real estate and asset management of facilities for the court system of California. The Judicial Council is issuing this Request for Proposal (RFP) to identify one qualified Firm to provide design services for streaming of audio/video from three existing Supreme Court locations (“Audiovisual Services”).
- 1.2. The intention of this RFP is to broadly describe the scope of requirements for the work that Judicial Council of California anticipates will be performed as a result of this procurement. The submittal responding to this RFP shall indicate the services that the responding company is qualified to perform and proposes to perform. Based on the responses to this RFP, Judicial Council of California plans to select the firm that is most qualified to provide all of the scope of services described in this RFP and negotiate an agreement with the selected firm.
- 1.3. All work that will be done as a result of this RFP shall be in accordance with the requirements expressed in agreement executed between the parties and any other requirements applicable to the work, which includes compliance with all currently applicable local, State, and federal codes and regulations.

## 2. DEFINITIONS

- 2.1. **“As-Built Drawings”**: The Construction Documents hand marked on a hard set by the Contractor in field to document any significant changes or clarifications to the Construction Documents. These drawings are used by the Firm to produce Record Drawings.
- 2.2. **“Change Orders”**: Change in either construction contract duration or construction contract amount being requested by Contractor due to any condition including but not limited to design errors and omissions, owner requested changes, unforeseen conditions.
- 2.3. **“Contractor”**: The entity or entities, including all subcontractors, sub-subcontractors, and consultants to that entity, that the Judicial Council designates as being the entity that will construct the Project. Firm acknowledges that this entity or entities may be contracted to the Judicial Council through design-bid-build.
- 2.4. **“Design Development”**: Design phase in which the quantitative and qualitative aspects of the initial design are refined and developed in sufficient detail to confirm the layout, scope, and cost of the Project sufficiently prior to the commencement of Construction Documents.
- 2.5. **“Construction Documents”**: Final working drawings and specifications that set forth in detail the design and all of the requirements for construction of the entire Project, and must be approved by the Architect, the Judicial Council, and the Contractor, if

applicable. The Construction Documents provide the basis upon which the Contractor shall bid the Project and are part of the construction contract with the Contractor for the Project.

- 2.6. **“Construction Administration”**: Construction Administration means the entire construction period for the Project which encompasses pre-construction start meetings and ends with closeout and final acceptance by the Judicial Council of all punchlist items, including, without limitation, construction observation, shop drawings and submittal reviews, site reviews, written clarification of Construction Documents, preparation of change orders at the direction of the Judicial Council, processing of as-built drawings, preparation of observation reports, and issuance of the certificate of occupancy.
- 2.7. **“Record Drawings”**: The Construction Documents, amended to show the Project as it was constructed. Record Documents include any significant changes or clarifications to the Construction Documents resulting from the construction process, including all of the Contractor’s as-built drawings.

### 3. DESCRIPTION OF SERVICES AND DELIVERABLES

3.1. Description: The need to enhance the audio/video systems in Supreme Court and Appellate Court Courtrooms was generated by a new initiative, announced by the Chief Justice during her 2016 State of the State Judiciary address, to provide live public access to Supreme Court oral arguments through the use of video streaming technology. Providing access to justice is a primary goal of the Judicial Branch and this work is considered an important element of that work for the appellate courts. Live video webcasting was initiated almost immediately by the Supreme Court and then one appellate court, with other appellate courts.

#### 3.2. Scope of Work

3.2.1. The Judicial Council is seeking a firm (“Firm” or “Proposer”) to perform the following comprehensive suite of services (“Services”):

- 3.2.1.1. Provide architectural and design services for new and modified AV equipment and required controls for video streaming for the three Supreme Court locations (San Francisco, Sacramento and Los Angeles). Audio-video streaming must be made available to the public via live internet access. All work must be done in accordance with Courtroom AV and streaming video standards. The Firm may submit a proposal that proposes to perform all the required services in-house or propose to subcontract some of the services to a subcontractor, such as the design services.
- 3.2.1.2. As an organization the Judicial Council of California, Supreme Court, and Appellate Courts are currently using Granicus streaming video

solution. The solution encompasses an encoding appliance such as the one described here:

<https://supporttools.granicus.com/Public/Technical%20Solutions%20Guides/Granicus%20SDI%20Encoding%20Appliance%20Technical%20Solutions%20Guide.pdf>. The Judicial Council and Supreme Court would like to continue using the Granicus solution. It is expected that the work will include increasing the size of the control room and addition of new AV equipment and systems. Improvements will include upgrades to allow for 720P and 1080P streaming.

3.2.1.3. The scope of the work will include all Architectural, Fire Life Safety, Accessibility, Mechanical, Electrical, AV system design and Cost Estimating. The Firm should have experience working on at least 3 projects as an architectural and design team. The project will be Design-Bid-Build delivery method.

3.2.1.4. Existing Site Conditions Verification:

The Firm shall make a thorough examination of the site to determine all existing conditions affecting the work. The Firm will identify any existing conditions that would adversely affect the project scope. All necessary surveys of the existing facility the responsibility of the the Firm. Owner will work to provide access to the facility during the downtime of the facility. There are no CAD files available for any facility. Partial PDF format drawings are available only for the San Francisco location but the validity of all system levels is not confirmed. The San Francisco Supreme Court location and the Sacramento Supreme Court location are Historic structures. Historic Structure Reports (HSR's) are not available for either location at this time.

3.2.1.5. Programming:

The Firm will meet with the Judicial Council (multiple departments) and take input to generate programming for the project and scope on the project. At least three full day initial meetings are expected to review the project scope and two full day validation meetings to complete the verification of the requirements.

3.2.1.6. Schematic Design/Design Development:

The Firm is expected to provide schematic design/design development that will be reviewed by the Judicial Council and its consultants for any feedback. The Firm is expected to incorporate any comments and feedback provided into documents before proceeding to Construction Documents.

3.2.1.7. Construction Design Documentation:

The Firm is required to provide a bid package containing Construction Documents and specifications and get Judicial Council approval for submittal of the drawings to required Authority Having

Jurisdictions (AHJ's). Required AHJ's would be Office of State Fire Marshall, Division of State Architects, Judicial Council of California permitting department. The Firm is responsible for lead efforts to get all required approvals and provide approved construction documents that can be used for procuring a Contractor.

3.2.1.8. Bidding Support:

The Firm will provide bidding support by providing Request for Information (RFI) responses, substitution request, Interviews, bid evaluations and providing recommendations to Judicial Council on the Contractor selection.

3.2.1.9. Construction Administration:

The Firm will provide construction administration to the project, provide responses to RFI, review substitution requests, review and provide responses to Change Orders, provide recommendations on substitution requests and, review submittals. The Firm will provide regular weekly site visits and document work being performed by the Contractor. The Firm will provide closeout review, provide punchlist to Contractor and complete Record Drawings from As-Built drawings provided by Contractor.

3.2.1.10. Cost Estimating:

The Firm will provide cost estimates to the Judicial Council at Design Development and at the completion of the Construction Documents.

3.2.1.11. Compensation:

The Judicial Council is proposing to pay the selected Firm on an ongoing monthly basis based on the percentage of work completed in a month per facility.

### 3.3. Firm Qualifications Submittal

3.3.1. The Firm will provide evidence of the following in its proposal:

3.3.1.1. The Firm has been in business for at least 5 years.

3.3.1.2. A minimum of 5 years professional experience working as an AV Engineer or AV Consultant designing complex commercial AV systems. This includes experience in the design, installation, integration, and support of audiovisual, teleconferencing, videoconferencing, cable/satellite television and control system software, hardware and infrastructure. This is a minimum requirement.

3.3.1.3. Certified Technology Specialist (CTS-D) credential from Infocomm International is desirable, but not required.

3.3.1.4. A minimum of an Associate College Degree in a technical field.

3.3.2. The Firm should also provide evidence of the following in its proposal:

Title: Audio Visual Architectural and Design Services at Supreme Court Locations  
Number: RFP - RFP-REFM-SC-AV-Streaming-2016-61-JP

- 3.3.2.1. The Architect should have experience working on audio-video projects.
- 3.3.2.2. The Firm should include the following personnel, which may be in-house or subcontracted in-part:
  - 3.3.1.1.1 Architect
  - 3.3.1.1.2 Mechanical Engineer
  - 3.3.1.1.3 Electrical Engineer
  - 3.3.1.1.4 Fire Life Safety Engineer
  - 3.3.1.1.5 AV consultant
  - 3.3.1.1.6 Cost Estimator
- 3.3.2.3. It is preferred that the proposed team have experience working together on projects.
- 3.3.2.4. Knowledge of network infrastructure as it relates to the control and interface of AV systems.
- 3.3.2.5. Ability to read, evaluate and critique architectural, electrical, network and AV drawings.
- 3.3.2.6. Knowledge of new technologies as they relate to commercial AV systems.

#### **4 TIMELINE FOR THIS RFP - *Revised***

Table 1 shows the schedule for this RFP. Judicial Council of California may change the dates at its discretion. Judicial Council of California advises potential proposers to check the Judicial Council of California website (<http://www.courts.ca.gov/rfps>) frequently for changes and updates to the RFP including schedule changes.

**Table 1. RFP Schedule**

| #   | Event  | Date  |
|-----|--|---|
| 1.  | Issuance of the RFP  | May 26, 2017  |
| 2.  | Job Walk for San Francisco Supreme Court Room. Los Angeles locations will be done by video live streaming on the same day. Meet in lobby on the 4 <sup>th</sup> floor entrance to the Supreme Court courtroom at 350 McAllister Street, San Francisco, CA 94102. Proposers please call (916) 606 7993 if you are unable to locate the group. | June 7, 2017 10 AM                                  |
| 3.  | Job Walk for Sacramento Supreme Court Room. Meet in lobby of the Library and Courts building first floor at 914 Capital Mall, Sacramento, CA 95814. Proposers please call (916) 606 7993 if you are unable to locate the group.  | June 8, 2017 2 PM                                   |
| 4.  | Job Walk for Los Angeles location (Optional if desired by Proposers from the June 7, 2017 streaming)   | June 12, 2017 11 AM                                 |
| 5.  | Deadline for Proposer's requests for clarifications, modifications or questions regarding the RFP (See Attachment 9). Email all questions to:<br><a href="mailto:CapitalProgramSolicitations@jud.ca.gov">CapitalProgramSolicitations@jud.ca.gov</a>  | June 15, 2017                                       |
| 6.  | Questions and answers posted ( <i>estimate only</i> )  | June 22, 2017                                       |
| 7.  | <b><u>ADDRESS AND DEADLINE— Hard copy proposals must be delivered to:</u></b><br><br><b>Judicial Council of California</b><br><b>Attn.: Lenore Fraga – Roberts</b><br><b>RFP # RFP-REFM-SC-AV-Streaming-2016-61-JP</b><br><b>455 Golden Gate Avenue, 6th Floor</b><br><b>San Francisco, CA 94102</b>   | <b><u>July 10, 2017 “No Later Than 3:00 PM”</u></b> |
| 8.  | Evaluate Proposals   | July 21, 2017                                       |
| 9.  | Posting of Short Listed vendors  | July 26, 2017                                       |
| 10. | JCC may elect to interview certain Firms to better understand or clarify their bids (Optional)   | August 2, 2017                                      |
| 11. | Evaluation Price Proposal  | August 4, 2017                                      |
| 12. | <i>Notice of Intent to Award on the Court website:</i><br><a href="http://www.courts.ca.gov/rfps.htm">http://www.courts.ca.gov/rfps.htm</a>  | <i>August 23, 2017</i>                              |
| 13. | Contract negotiations and execution of contract  | August 2017   |
| 14. | Full Performance Start Date (estimated)  | September 2017                                      |



Title: Audio Visual Architectural and Design Services at Supreme Court Locations  
 Number: RFP - RFP-REFM-SC-AV-Streaming-2016-61-JP

**5 RFP ATTACHMENTS**

Table 2 lists attachments for this RFP. All attachments are included as part of this RFP.

**Table 2. RFP Attachments**

| #  | Attachments   | Description  |
|----|---|--|
| 1  | Attachment 1: Judicial Council's Standard Terms and Conditions      | Standard Agreement including Exhibits.<br>If selected, the person or entity submitting a response to the RFP must sign this JCC Standard Agreement |
| 2  | Attachment 2: Administrative Rules Governing RFPs (Non-IT Services) | These rules govern this solicitation.  |
| 3  | Attachment 3: Proposer's Acceptance of Terms and Conditions         | On this form, the Proposer must indicate acceptance of the Standard Agreement Terms and Conditions.  |
| 4  | Attachment 4: General Certifications Form                           | The Proposer must complete the General Certifications Form and submit the completed form with its proposal.  |
| 5  | Attachment 5: Darfur Certification Form                             | The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.                      |
| 6  | Attachment 6: Payee Data Record                                     | This form contains information required in order to process payments and must be submitted with the proposal.                                      |
| 7  | Attachment 7: DBVE Participation Form                               | The Proposer must complete this form and submit it with their proposal. If Proposer wishes to qualify for the DVBE incentive.                      |
| 8  | Attachment 8: Bidder's Declaration                                  | Complete this form only if the Proposer wishes to claim the DVBE incentive associated with this solicitation.                                      |
| 9  | Attachment 9: Form for submission of questions.                     | Complete this form if you want to submit questions pertaining to this RFP.   |
| 10 | Attachment 10: Background Check                                     | Internal-Background-Check-Policy   |
| 11 | Attachment 11   | Unruh and FEHA Certification Form  |
|    | JCC Supreme Court Locations   | Supreme Court Pictures Photos 1 thru 8   |

## 6 INTERVIEWS

The Judicial Council may conduct interviews with Proposers to clarify aspects set forth in their proposals. The interviews may be conducted in person or by phone. If conducted in person, interviews will likely be held at the Judicial Council's San Francisco offices. The Judicial Council will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The Judicial Council will notify eligible Proposers regarding interview arrangements.

## 7 PROPOSAL CONTENT

- 7.3 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.
- 7.3.1 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.
  - 7.3.2 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.
  - 7.3.3 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.
  - 7.3.4 Names, addresses, and telephone numbers of a minimum of four (4) clients for whom the Proposer has conducted similar services. The Judicial Council may check references listed by the Proposer.
  - 7.3.5 Prior Projects: Provide a list of projects similar in scope and budget that have been completed by the Proposer in the last five (5) years. Provide a list of projects that Architect and AV consultant have history of working together. Additional information might be requested by Judicial Council if deemed necessary.
  - 7.3.6 Proposed method to complete the work.
    - 7.3.6.1 Proposed site survey
    - 7.3.6.2 Proposed programming meetings and methodology
    - 7.3.6.3 Proposed methodology of cost estimates and establishing accuracy of the estimates
    - 7.3.6.4 Proposed support during construction in regards to AV integration
  - 7.3.7 Acceptance of the Terms and Conditions.
    - 7.3.7.1 On 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.
    - 7.3.7.2 If exceptions are identified, the Proposer must also submit (i) a redlined version of the Terms and Conditions that implements all

proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.

7.3.8 Certifications, Attachments, and other requirements.

7.3.8.1 The Proposer must complete the General Certifications Form (Attachment 4) and submit the completed form with its proposal.

7.3.8.2 The Proposer must complete the Darfur Contracting Act Certification (Attachment 5) and submit the completed certification with its proposal.

7.3.8.3 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.

7.3.8.4 Copies of the Proposer's (and any subcontractors') current business licenses, professional certifications, or other credentials.

7.3.8.5 Proof of financial solvency or stability (e.g., balance sheets and income statements).

7.3.8.6 For solicitations of \$100,000 or more, the Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (Attachment 10) and submit the completed certification with its bid.

7.4 Cost Proposal. The following information must be included in the cost proposal.

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

7.4.2 A full explanation of all budget line items in a narrative entitled "Budget Justification."

7.4.3 A firm fix price the project, which price includes cost total for all work and expenses payable under the contract, if awarded, including projected staff classifications and fully burdened hourly rates for all employee classifications that will provide any or all of the services under consideration. The firm fixed price must include all of the Proposer's costs and expenses. The Judicial Council will not be reimbursing expenses under the awarded contract.

**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.

## 8 OFFER PERIOD

Title: Audio Visual Architectural and Design Services at Supreme Court Locations  
Number: RFP - RFP-REFM-SC-AV-Streaming-2016-61-JP

A Proposer's proposal shall be an irrevocable offer for ninety (90) days following the proposal due date. In the event that the Judicial Council of California has not awarded a final contract within this period and reserves the right to negotiate extensions to this period.

## 9 SUBMISSION OF PROPOSALS

The Proposer must submit three (3) copies of the following:

- 9.1 Cover Letter
- 9.2 Technical Proposal.
  - 9.2.1 The Proposer Contact Information
  - 9.2.2 Proposer's designated representative
  - 9.2.3 Key staff member resumes
  - 9.2.4 References
  - 9.2.5 Prior Projects
  - 9.2.6 Proposed method to complete the work.
  - 9.2.7 Acceptance of the Terms and Conditions.
  - 9.2.8 Certifications, Attachments, and other requirements.
- 9.3 Cost Proposal

The Proposer must submit **one (1) original and two (2) copies and (1) electronic copy via CD or Memory Drive** of their submittal(s) in a sealed envelope. The Proposer must write "Proposer AV RFP Submittal - (Firm's name). Audiovisual, RFP-REFM-SC-AV-STREAMING-2016-61-JP on the outside of the sealed Proposal envelope.

Send Proposals by registered or certified mail, courier service, or by hand delivery to the address and addressee shown in Table 1; do not send Proposals by fax or email. Table 1 lists the deadline for Proposals.

## 10 EVALUATION OF PROPOSALS

The Judicial Council staff will evaluate each responsive Proposer's submittal using the following criteria and weights listed in Table 4.

- 10.1 Minimum Qualifications. The following are the minimum qualifications for this RFP. If the Proposer does not meet the minimum qualifications, the bid will be considered non-responsive.
  - 10.1.1 A minimum of 5 years professional experience working as an AV Engineer or AV Consultant designing complex commercial AV systems. This includes experience in the design, installation, integration, and support of audiovisual, teleconferencing, videoconferencing, cable/satellite television and control system software, hardware and infrastructure.

Title: Audio Visual Architectural and Design Services at Supreme Court Locations  
Number: RFP - RFP-REFM-SC-AV-Streaming-2016-61-JP

10.1.2 A minimum of an Associate College Degree in a technical field.

10.2 Evaluation Criteria. For Proposers who meet the minimum qualifications, the criteria and scoring set forth in Table 4 will be used to evaluate and score the proposals:

**Table 4. Criteria for Evaluation of Proposals**

| #   | Criterion   | Potential Points |
|-----|---|------------------|
| 1   | Qualifications and overall experience in performing similar services                                    |                  |
| 1.1 | Architectural   | 10               |
| 1.2 | AV Team   | 15               |
| 1.3 | Other Design Team Members   | 10               |
| 1.4 | Documented history of Architectural and AV Team working together  | 5                |
| 1.5 | CTS-D certification   | 5                |
| 2   | References from present and past clients for similar services and projects                              | 10               |
| 3   | Price   |                  |
| 3.1 | Firm Fixed Price  | 25               |
| 3.2 | Hourly Rate   | 10               |
| 4   | Acceptance of JCC Standard Terms & Conditions   | 7                |
| 5   | ("DVBE") Incentive Disabled Veterans Business Enterprise incentive is available to qualified proposers. | 3                |
|     | <b>Total Score</b>  | <b>100</b>       |

**11 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 social security numbers, and the Judicial Council will not disclose balance sheets or income statements submitted by a Proposer that is not a publicly-traded corporation. In response to applicable public records requests, Judicial Council of California will disclose all other information in proposals. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked "confidential" or "proprietary" or otherwise and regardless of any statement in the proposal (a) purporting to limit Judicial Council of California's right to disclose information in the proposal or (b) requiring Judicial Council of California to inform or obtain the consent of the Proposer prior to the disclosure of all or portions of the proposal. Judicial Council of California cautions Proposers not to include confidential, proprietary, or privileged information in proposals.

**12 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.
- 12.2 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 Table 4 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:
- 12.4.1 Proposer must submit with its proposal a DVBE Declaration (Attachment 7) 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.
  - 12.4.2 Proposer must complete and submit with its proposal the Bidder's Declaration (Attachment 8). Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.
  - 12.4.3 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.
  - 12.4.4 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 MISREPRETATION 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 PROTESTS**

The Judicial Council will respond to any protests in accordance with Chapter 7 of the Judicial Branch Contracting 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 that chapter will render a protest inadequate and non-responsive and will result in rejection of the protest. The deadline for Judicial Council to receive a solicitation specifications protest is the proposal due date.

Title: Audio Visual Architectural and Design Services at Supreme Court Locations  
Number: RFP - RFP-REFM-SC-AV-Streaming-2016-61-JP

Protests must be sent to:

Judicial Council of California – Branch Accounting and Procurement

Attn: Protest Officer

455 Golden Gate Avenue, 6th Floor

San Francisco, CA 94102

***(Indicate RFP-REFM-SC-AV-STREAMING-2016-61-JP and Name of Your Firm on lower left corner of envelope.)***