

Addendum No. 1

This Addendum No. 1 is issued for the Statewide Administrative Infrastructure Initiatives Review, which was issued on August 12, 2005.

The RFP is revised to add the new requirement for Disabled Veterans Business Enterprise participation goals, and includes Attachment G, DVBE Compliance Form, which must be filled out and signed by all vendors submitting proposals.

Summary of this Addendum:

- Section 2.1.A – Establishes a deadline of September 16, 2005 for requests for clarifications or modifications of the changes included in this Addendum No. 1 ONLY (i.e. questions regarding DVBE participation and compliance only).
- Section 2.4.1.a – Requires that the DVBE Compliance Form be included in the separately sealed envelope along with the proposer's Cost Proposal.
- Section 3.7.1 – Requires the appropriately completed and signed DVBE Compliance Form be included with the vendor's proposal.
- Section VI, Attachments – Adds Attachment G, DVBE Compliance Form to the RFP.
- Section VII, Disabled Veteran Business Enterprise Participation Goals – Adds DVBE participation goals to the requirements of the RFP.

The Administrative Office of the Courts has issued each page in this Addendum package to allow for full replacement of existing pages in the RFP document.. Changes or additions to existing text are in red-lined form for easy identification.

The following pages are hereby replaced: iii, II-1, II-5, III-7 and VI-1

The following new pages are hereby added: G-1, G-2, G-3, G-4, G-5, G-6, G-7. and VII-1

Attachment C – Vendor Certification Form

Attachment D – Cost Proposal Sheets

Attachment E – Administrative Infrastructure Initiatives Overview

Attachment F – Judicial Council of California Policy Directives on
Statewide Administrative Infrastructure for the Courts

[Attachment G – DVBE Compliance Form](#)

VII. Disabled Veterans Business Enterprise Participation Goals

PROCUREMENT AND EVALUATION PROCESS

2.1 Procurement Schedule and General Instructions

A. The AOC has developed the following list of key events from RFP issuance through notice of contract award. All key dates are subject to change at the AOC's discretion.

<u>No.</u>	<u>EVENT</u>	<u>Key Dates</u>
1	Issue RFP	August 12, 2005
2	Pre-Proposal Conference	August 31, 2005
3a	Deadline for Proposer Requests for Clarifications or Modifications	September 8, 2005
3b	Deadline for Proposer Requests for Clarifications or Modifications for Addendum No. 1 changes ONLY	September 16, 2005
4	AOC Posts Clarification / Modification Response	September 23, 2005
5	Proposal Due Date and Time	October 13, 2005
6	Preliminary Evaluation of Proposals	October 14-28, 2005
7	Notification of Vendors Selected to Make Oral Presentations / Interviews	November 2, 2005
8	Oral Presentations / Interviews (estimated)	Week of November 7, 2005
9	Final Evaluation (estimated)	November 14-18, 2005
10	Negotiations (estimated)	November 21 – December 16, 2005
11	Notice of Award (estimated)	December 16, 2005
12	Execution of Contract	December 23, 2005

B. The RFP and any addenda that may be issued will be available on the following website:

<http://www.courtinfo.ca.gov/reference/rfp/> (“Courtinfo website”)

2.3.4 RFP Addenda

a. The AOC may modify the solicitation document prior to the date fixed for submission of proposals by posting an addendum on the Courtinfo website. If any potential vendor determines that the addendum unnecessarily restricts its ability to propose, it must notify the **Contracting Officer** listed in Section 2.1.1 no later than three (3) business days following the date the addendum is posted on the AOC's website.

b. Proposer's proposal, including prices/costs offered, shall reflect the requirements of the RFP including all addenda issued by the AOC. Failure to do so will permit the AOC to interpret the proposal to include all addenda issued in any resulting contract.

2.4 Submission of Proposals

2.4.1 Proposal Delivery

a. One unbound original of the technical and cost proposal, plus seven bound hard copies of the technical and cost proposal, one electronic format copy on CD-ROM of the technical proposal (*not copy protected*) in MS Word or PDF format, and one electronic formatted copy on a separate CD-ROM of the cost proposal in MS Excel (*not copy protected*) must be received no later than the Proposal Due Date and time specified in Section 2.1 (the "Proposal Closing Time") at the address listed in Section 2.1.1 for the **Submittal Contact**. All proposals must be submitted in double envelopes that are sealed. The outside envelope must be clearly marked with the RFP Number, Project Title, the Proposal Due Date, and the proposer's name. **The Cost Proposal Sheets (Attachment D) and DVBE Compliance Form (Attachment G), both hardcopy and electronic formats, must be included in the proposal in a separately sealed envelope and should be marked with "Cost Proposal and DVBE Compliance Form" and the proposer's name.**

b. **The hard copies and electronic copies of the technical proposal must not include any pricing information.** Proposals received prior to the Proposal Closing Time that are marked properly will be securely kept, unopened until the Proposal Closing Time. Late proposals will not be considered.

c. All proposals must be delivered via U.S. Mail, common carrier, overnight delivery service (with proof of delivery), or hand delivery. A receipt should be requested for hand delivered material. **Submittal of proposals by facsimile or email transmission is not acceptable, and any proposal so transmitted will be rejected as non-responsive.**

3.7 Required Proposal Forms and Documents

3.7.1 Required Forms

The vendor **must** include the following appropriately completed and signed forms with their proposal:

- a. Cost Proposal – Attachment D (sealed in a separate envelope [with the DVBE Compliance Form – Attachment G](#), in accordance with Section 2.4.1)
- b. Statement of Acceptance of Terms or Exception to Terms and Conditions– Attachment B
- c. Vendor Certification Form – Attachment C
- d. [DVBE Compliance Form – Attachment G \(sealed in a separate envelope with Cost Proposal – Attachment D, in accordance with Section 2.4.1\)](#)

3.7.2 Acceptance of Terms

a. The vendor’s proposal must include a statement (Attachment B) as to whether the vendor accepts the General Conditions in Section V without changes or whether the vendor takes any exception to those terms. If exceptions are proposed, vendor must submit a “redlined” version of the term or condition showing all modifications (additions or deletions, or new provisions) proposed by the vendor. In addition, the vendor must provide an explanation as to why each individual modification is required. The significance of any proposed exception(s) to the General Conditions may be a factor in the evaluation of the vendor’s proposal.

b. Although the AOC will consider alternate language proposed by a vendor, the AOC will not be bound by proposed contract language received as part of a prospective vendor’s response. If the proposer requires that the AOC be bound by some or all of the vendor’s proposed contract language, the proposal may be considered non-responsive and may be rejected.

c. In the event the AOC enters into negotiations with a proposer, the AOC may decide to only negotiate those items included as exceptions on the proposer’s signed Attachment B. If during negotiations, the proposer raises issues that were not included in the proposer’s Attachment B submittal, the AOC may at the AOC’s sole discretion terminate the negotiations.

VI. ATTACHMENTS

Attachment A	Contract Terms & Conditions
Attachment B	Vendor's Acceptance of Terms or Exceptions to Contract Terms & Conditions
Attachment C	Vendor Certification Form
Attachment D	Cost Proposal Sheets
Attachment E	Administrative Infrastructure Initiatives Overview
Attachment F	Judicial Council of California Policy Directives
Attachment G	DVBE Compliance Form

**ATTACHMENT G
DVBE COMPLIANCE FORM**

Proposer Name:

RFP Project Title:

RFP Number:

1. The AOC's goal of awarding at least three percent (3%) of the total contract amount to Disabled Veterans Business Enterprises (individually, a "DVBE") has been achieved for this Project.

(Check one)

Yes _____ (Complete Parts A & C only)

No _____ (Complete Parts B & C only)

**DVBE COMPLIANCE FORM
 PART A: AT LEAST 3% DVBE PARTICIPATION ACHIEVED**

FILL OUT PART A **ONLY** IF DVBE 3% PARTICIPATION GOAL HAS BEEN MET; OTHERWISE FILL OUT PART B. INCOMPLETE DOCUMENTATION MAY RESULT IN DISQUALIFICATION FROM FURTHER PARTICIPATION IN SELECTION PROCESS FOR THIS RFP

I hereby certify that the "Total Contract Amount," as defined herein, is the amount of \$_____. I understand that the "Total Contract Amount" is the total dollar figure against which the DVBE participation requirements will be evaluated.

Firm Name of Proposer:	
Indicate if Proposer is a DVBE	Yes: _____ No: _____
Signature of Person Signing for Proposer:	
Name (printed) and Title of Person Signing for Proposer:	
Date:	

SUBCONTRACTORS / SUPPLIERS (Attach additional sheets if necessary)

1. Company Name and Address: _____
 Nature of Work: _____
 Tier (1 = Subcontractor to Prime Contractor; 2 = Subcontractor to Tier 1 Subcontractor): _____
 Estimated Dollar Amount: \$ _____
 Estimated Percentage of Total Contract Amount: _____%

2. Company Name and Address: _____
 Nature of Work _____
 Tier (1 = Subcontractor to Prime Contractor; 2 = Subcontractor to Tier 1 Subcontractor): _____
 Estimated Dollar Amount: \$ _____
 Estimated Percentage of Total Contract Amount: _____%

3. Company Name and Address: _____
 Nature of Work _____
 Tier(1 = Subcontractor to Prime Contractor; 2 = Subcontractor to Tier 1 Subcontractor): _____
 Estimated Dollar Amount: \$ _____
 Estimated Percentage of Total Contract Amount: _____%

ESTIMATED TOTAL DVBE PARTICIPATION: _____%

DVBE COMPLIANCE FORM
PART B – ESTABLISHMENT OF GOOD FAITH EFFORT

FILL OUT PART B ONLY IF 3% PARTICIPATION GOAL WILL NOT BE MET AND A GOOD FAITH EFFORT HAS BEEN ATTEMPTED. INCOMPLETE DOCUMENTATION MAY RESULT IN DISQUALIFICATION FROM FURTHER PARTICIPATION IN SELECTION PROCESS FOR THIS RFP

(Attach additional sheets if necessary)

Contact, and document below, the AOC (the contracting official, unless another contact is specified) to identify potential DVBEs:

Person Contacted	Date	Telephone Number	Describe Result

Contact, and document below, state or federal agencies and local DVBE organizations to identify potential DVBEs:

Organization Name	Person Contacted	Telephone Number or Internet Address	Date

**DVBE COMPLIANCE FORM
PART B – CONTINUED**

Contact, and document below, DVBEs identified from contacts made with the parties listed above:

DVBE Contacted	Person Contacted	Telephone Number	Date

The AOC hereby waives the advertisement requirement of Section 10115.2(b)(3) of the California Public Contract Code.

If an advertisement was published in trade papers and/or papers focusing on DVBEs, provide information requested below and attach proof of publication:

Publication	Date(s) Advertised

**DVBE COMPLIANCE FORM
 PART B – CONTINUED**

Solicit, and document below, DVBEs who can provide goods and/or services relevant to this RFP. Solicitation must be job specific to plan and/or contract:

DVBE Name and Address	Person Contacted	Date Sent

Consider, and document below, all responding DVBEs as Sub-Contractors or suppliers or both.

Company Name and Address:	
Contact Name & Title:	
Telephone Number:	
Nature of Work:	
If proposer will subcontract with the listed DVBE, estimated \$ and/or % and Tier:	
If proposer is not subcontracting with the listed DVBE, reason why not:	

**DVBE COMPLIANCE FORM
 PART B – CONTINUED**

Company Name and Address:	
Contact Name & Title:	
Telephone Number:	
Nature of Work:	
If proposer will subcontract with the listed DVBE, estimated \$ and/or % and Tier:	
If proposer is not subcontracting with the listed DVBE, reason why not:	

Company Name and Address:	
Contact Name & Title:	
Telephone Number:	
Nature of Work:	
If proposer will subcontract with the listed DVBE, estimated \$ and/or % and Tier:	
If proposer is not subcontracting with the listed DVBE, reason why not:	

ESTIMATED TOTAL DVBE PARTICIPATION, IF ANY: _____ %

**DVBE COMPLIANCE FORM
PART C – CERTIFICATION**

TO BE COMPLETED BY ALL PROPOSERS.

I hereby certify that I have made a diligent effort to ascertain the facts with regard to the representations made herein and, to the best of my knowledge and belief, each firm set forth in this bid as a Disabled Veterans Business Enterprise complies with the relevant definitions set forth in California Public Contract Code, Section 10115 et seq., California Military and Veterans Code, Section 999 et seq. and California Code of Regulations, Title 2, Section 1896.60 et seq..

I understand that the information provided in this certification is subject to verification by the AOC. Prior to contract award I may be required to submit proof of the information provided herein. Such proof shall include, but is not limited to, copies of correspondences or written agreements with DVBEs, proofs of mailings, delivery confirmations, etc. Failure to provide adequate verification may constitute grounds for rejection of the proposal.

In making this certification, I am aware that the penalties for violating California Public Contract Code, Section 10115 et seq. and California Military and Veterans Code, Section 999 et seq. include a misdemeanor, civil penalties up to \$50,000, and suspension from participating in future state contracts or projects.

IT IS MANDATORY THAT THE FOLLOWING BE COMPLETED ENTIRELY; FAILURE TO DO SO WILL RESULT IN IMMEDIATE REJECTION.

Firm Name of Proposer:	
Signature of Person Signing for Proposer	
Name (printed) and Title of Person Signing for Proposer:	
Date:	

VII. DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS

The State of California requires disabled veteran business enterprises (DVBEs) participation goals of a minimum of three percent (3%) for certain state contracts. The AOC is subject to this participation goal. The proposer must complete a DVBE Compliance Form (Attachment G) in which the proposer certifies that it either 1) will commit to at least 3% DVBE participation or 2) has a made good faith effort to achieve such participation. Proposals that cannot make such certification shall be considered non-responsive and ineligible for award. Information about DVBE resources can be found on the Executive Branch's internal website at <http://www.dgs.ca.gov/default.htm> or by calling the Office of Small Business and DVBE Certification at 916-375-4940.