

INVITATION FOR BIDS

JUDICIAL COUNCIL OF CALIFORNIA

REGARDING:

*ZOOM Video Conferencing Enterprise FedRamp G
Licensing*

BIDS DUE:

March 30, 2021 NO LATER THAN **1:00 P.M.** PACIFIC TIME

1 BACKGROUND INFORMATION

The Judicial Council of California (“Judicial Council” or JBE), chaired by the Chief Justice of California, is the chief policy making body 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. It also adopts rules for court administration, practice, and procedure, and performs other functions prescribed by law. Staff assists both the council and its chair in performing their duties.

The Judicial Council seeks to obtain offers for licensing the ZOOM Video Communications Inc. FedRAMP Enterprise “G” software. Bidder must submit a bid for the requested **software and licenses** that enables the Judicial Council the ability to have sub-accounts.

2.0 DESCRIPTION OF GOODS

The JBE seeks goods meeting the following specifications:

- **Enterprise FedRamp G version** of ZOOM Video Conference.
- This IFB and competitive procurement is for an initial **three-year term (billed annually)** with two (2) additional consecutive one-year option terms for a potential maximum total of five (5) years.

	Product Name	License Metric	Qty	Part Number
1	ZOOM FedRAMP Enterprise G, Mtg 500 (incl. Webinar 100)		1500	ZFG4-EP01-ENTS-BD1Y
2	Zoom Audio – Domestic US and Canada named Host (unlimited 8xx US/Canada)		1500	ZFG4-AUD-UNIT-NH1Y
3	Zoom Room		76	ZFG4-ROOM-BASE-RM1Y
4	Zoom CRC		50	ZFG4-CRC-1-PT1Y
5	Zoom SIP Connector		100	ZFG2-SIP-UNIT-NH1Y

3.0 TIMELINE FOR THIS IFB

The JBE has developed the following list of key events related to this IFB. All dates are subject to change at the discretion of the JBE.

EVENT	DATE
IFB issued	3/16/2021
Deadline for questions to: solicitations@jud.ca.gov	3/19/2021 No later than 1:00 PM Pacific Time
Questions and answers posted (<i>estimate only</i>) https://www.courts.ca.gov/rfps.htm	3/22/2021
Latest date and time Bids may be submitted:	3/30/2021 No later than 1:00 PM Pacific Time
Bids publicly opened via WebEx Meeting Meeting Link: Join meeting Meeting Number (access code): 145 965 9696 Meeting Password: Hm9JWCiTY43 Dial in Number: 1-650-479-3208	3/31/2021 At 10:00 AM (Pacific Time)
Notice of Intent to Award (<i>estimate only</i>) https://www.courts.ca.gov/rfps.htm	4/1/2021
Execution of contract (<i>estimate only</i>)	4/12/2021

4.0 IFB Attachments

The following attachments are included as part of this IFB:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing IFBs (IT Goods)	These rules govern this solicitation.
Attachment 2: JBE Standard Terms and Conditions for IT goods	If selected, the person or entity submitting a bid (the “Bidder”) must sign a Judicial Council of California Standard Agreement containing these terms and condition (the “Terms and Conditions”). If exceptions are identified or additional provisions proposed, the Bidder must also submit a redlined version of the Terms and Conditions that clearly identified the benefit to the Judicial Branch from the proposed changes and provides a written explanation or rational for each proposed change.
Attachment 3: Bidder’s Acceptance of Terms and Conditions	On this form, the Bidder must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions. Note: A material exception to the Terms and Conditions (addition, deletion, or other modification) will render a bid non-responsive.
Attachment 4: General Certification Form	Bidder must complete the General Certifications Form and submit the completed form with its bid.
Attachment 5: Payee Data Record Form	This form contains information the JBE requires in order to process payments and must be submitted with the bid.
Attachment 6: Small Business Declaration	Bidder must complete this form only if it wishes to claim the small business preference associated with this solicitation
Attachment 7 Bidder Declaration	Bidder must complete this form only if it wishes to claim the DVBE incentive associated with this solicitation
Attachment 8 DVBE Declaration	Bidder must complete this form only if it wishes to claim the DVBE incentive associated with this solicitation
Attachment 9: Darfur Contracting Act Certification	Bidder must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 10: Iran Contracting Act Certification	Bidder must complete the Iran Contracting Act Certification and submit the completed certification with its bid.
Attachment 11: Unruh and FEHA Certification	Bidder must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification with its bid.

5.0 SUBMISSIONS OF BIDS

- 5.1 Bids should provide straightforward, concise information that satisfies the requirements of the “Bid Contents” section below. Emphasis should be placed on conformity to the IFB’s instructions and requirements, and completeness and clarity of content.
- 5.2 The Bidder must submit its bid in two parts, the non-cost information and the cost information.
- a. **Non-Cost Information** - The Bidder must submit their Non-Cost Information as an attachment to an email sent to:
solicitations@jud.ca.gov.
 - 1) Non-Cost Information must be signed by an authorized representative of the Bidder.
 - 2) The Bidder must indicate on the subject line of the submission email the IFB title and number and also indicate the IFB number and title on the bid attachments.
 - b. **Cost Information** - The Bidder must submit their Cost Bid as an attachment to an email sent to:
IFB-IT02021-18-DM-COSTS@jud.ca.gov
 - 1) The Cost Bid must include all components required in Section 6.2 of this IFB.
 - 2) The Bidder must indicate on the subject line of the submission email the IFB title and number and also indicate the IFB number and title on the Bid attachments.
 - c. Submission acceptance will be based on the date and time the emails are received by the Judicial Council. Both emails must be received prior to the due date and time or the bid will not be accepted.

6.0 BID CONTENTS

- 6.1 Non-Cost Information. The following must be included in the non-cost information. A bid lacking any of the following may be deemed non-responsive.
- a. Bidder’s name, address, telephone and fax numbers, and federal tax identification number. Note that if Bidder is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.

- b. Name, title, address, telephone number, and email address of the individual who will act as Bidder's designated representative for purposes of this IFB.
- c. Model number(s), specifications, or other description of the goods Bidder proposes to supply to the JBE.
- d. Names, addresses, and telephone numbers of a minimum of **three (3)** clients for whom the Bidder has provided similar goods. The JBE may check references listed by Bidder.
- e. End User Licensing Agreement (EULA) needs to be provided.
- f. Acceptance of the Terms and Conditions.
 - i. On Attachment 3, the Bidder must either indicate acceptance of the Terms and Conditions or clearly identify exceptions to the Terms and Conditions. An "exception" includes any addition, deletion, or other modification.
 - ii. If exceptions are identified, the Bidder must also submit a red-lined version of the Terms and Conditions that clearly tracks proposed changes, and a written explanation or rationale for each exception and/or proposed change.
 - iii. **Note: A material exception to the Terms and Conditions (addition, deletion, or other modification) will render a bid non-responsive.**
- g. Certifications, Attachments, and other requirements.
 - i. Bidder must include the following certifications in its bid:
 - Conflict of Interest:** Bidder certifies that it has no interest that would constitute a conflict of interest under California Public Contract Code sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or rule 10.103 or rule 10.104 of the California Rules of Court, which restrict employees and former employees from contracting with judicial branch entities. Bidder must submit with its bid a copy of the General Certification Form (Attachment 4).
 - ii. **Sellers Permit:** Bidder must submit with its bid, for itself and each of its affiliates that make sales for delivery into California, a copy of either (a) a California seller's permit issued under Revenue and Taxation Code section 6066 et seq. or (b) a certificate of registration issued under Revenue and Taxation Code section 6226.
 - iii. **Good standing:** If (i) Bidder is a corporation, limited liability company, or limited partnership, and (ii) the agreement resulting from this IFB will

be performed in California, proof that Bidder is in good standing and qualified to conduct business in California.

- iv. **Iran Contracting Act Certification:** Bidder must complete the Iran Contracting Act Certification (Attachment 10) and submit the completed certification with its bid.
- v. **Unruh and FEHA Certification:** Bidder must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (Attachment 11) and submit the completed certification with its bid.
- vi. **Competitive Solicitations:** Bidder must agree to comply with certifications required regarding antitrust claims, and as set forth in Attachments 1 and 2. *See Gov. Code Sections 4552-4554.*
- vii. **Darfur Contracting Act:** Bidder must complete the Darfur Contracting Act Certification (Attachment 9) and submit the completed certification with its bid.
- viii. A complete copy of Payee Data Record form

6.2 **Cost Information.** The following must be included in the cost information.

- i. The cost per unit for the goods described in Section 2.0 of this IFB for the following terms:
 - a. Initial Term – April 12, 2021 to April 11, 2024 (**billed annually**)
 - b. Option Year 1 – April 12, 2024 to April 11, 2025
 - c. Option Year 2 – April 12, 2025 to April 11, 2026

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.

7.0 OFFER PERIOD

A Bidder's bid is an irrevocable offer for ninety (90) days following the bid due date. In the event a final contract has not been awarded within this period, the JBE reserves the right to negotiate extensions to this period.

8.0 EVALUATION OF BIDS

The bids will be publicly opened at the date and time noted in Section 3.0.

The JBE will evaluate the bids as described in the Administrative Rules. Award, if made, will be to the lowest responsible bidder that is able to provide the following product and bid must contain the ability for Judicial Council to have sub-accounts:

ZOOM FedRAMP Enterprise G, Mtg 500 (incl. Webinar 100)
Zoom Audio – Domestic US and Canada named Host (unlimited 8xx US/Canada)
Zoom Room
Zoom CRC
Zoom SIP Connector

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

9.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

One copy of each bid will be retained by the JBE for official files and will become a public record. The Public Contract Code requires that bids be publicly opened and made available for public inspection. Accordingly, Bidder should not include confidential or proprietary information in its bid.

10.0 DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS

Qualification for the DVBE incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a bid non-responsive.

Eligibility for and application of the DVBE incentive is governed by the Judicial Council's DVBE Rules and Procedures. Bidder will receive a **3%** DVBE incentive if, in the Judicial Council's sole determination, Bidder has met all applicable requirements. If Bidder receives the DVBE incentive, Bidder's bid price is reduced by an amount equal to 3% of the lowest responsible bid. This reduction is for evaluation purposes only; the amount to be paid to Bidder if it wins the contract is not reduced by this amount.

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, Bidder may have an approved Business Utilization Plan (“BUP”) on file with the California Department of General Services (“DGS”).

If Bidder wishes to seek the DVBE incentive:

Bidder must submit with its bid a DVBE Declaration (Attachment 8) completed and signed by each DVBE that will provide goods and/or services in connection with the contract. If Bidder is itself a DVBE, it must complete and sign the DVBE Declaration. If Bidder will use DVBE subcontractors, each DVBE subcontractor must complete and sign a DVBE Declaration. NOTE: The DVBE Declaration is not required if Bidder will qualify for the DVBE incentive using a BUP on file with DGS.

Bidder must complete and submit with its bid the Bidder Declaration (Attachment 7). Bidder must submit with the Bidder Declaration all materials required in the Bidder Declaration.

Failure to complete and submit these forms as required will result in Bidder 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 Bidder not receiving the DVBE incentive.

If this solicitation is for IT goods and services, the application of the DVBE incentive may be affected by application of the small business preference. For additional information, see the Judicial Council’s Small Business Preference Procedures for the Procurement of Information Technology Goods and Services.

If Bidder receives the DVBE incentive: (i) Bidder will be required to complete a post-contract DVBE certification if DVBE subcontractors are used; (ii) Bidder must use any DVBE subcontractor(s) identified in its bid unless the Judicial Council approves in writing the substitution of another DVBE; and (iii) failure to meet the DVBE commitment set forth in its bid 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.

11.0 SMALL BUSINESS PREFERENCE

Small business participation is not mandatory. Failure to qualify for the small business preference will not render a Bid non-responsive.

Eligibility for and application of the small business preference is governed by the JBE’s Small Business Preference Procedures for the Procurement of Information Technology Goods and Services. The Bidder will receive a small business preference if, in the JBE’s sole determination, the Bidder has met all applicable requirements. If the Bidder receives

the small business preference, the score assigned to its bid will be given a 5% preference consistent with Public Contract Code Section 12012.2(c). If a DVBE incentive is also offered in connection with this solicitation, additional rules regarding the interaction between the small business preference and the DVBE incentive apply.

To receive the small business preference, the Bidder must be either (i) a Department of General Services (“DGS”) certified small business or microbusiness performing a commercially useful function, or (ii) a DGS-certified small business nonprofit veteran service agency.

If the Bidder wishes to seek the small business preference, the Bidder must complete and submit with its bid the Small Business Declaration (Attachment 6). The Bidder must submit with the Small Business Declaration all materials required in the Small Business Declaration.

Failure to complete and submit the Small Business Declaration as required will result in the Bidder not receiving the small business preference. In addition, the JBE may request additional written clarifying information. Failure to provide this information as requested will result in the Bidder not receiving the small business preference.

If the Bidder receives the small business preference, (i) the Bidder will be required to complete a post-contract report; and (ii) failure to meet the small business commitment set forth in its bid will constitute a breach of contract.

FRAUDULENT MISREPRESENTATION IN CONNECTION WITH THE SMALL BUSINESS PREFERENCE IS UNLAWFUL AND IS PUNISHABLE BY CIVIL PENALTIES. SEE GOVERNMENT CODE SECTION 14842.5.

12.0 PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contract Manual (see www.courts.ca.gov/documents/jbcl-manual.pdf). Failure of a Bidder 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 JBE to receive a solicitation specifications protest is **3/24/2021**. Protests should be sent to: solicitations@jud.ca.gov

Judicial Council of California
Branch Accounting and Procurement, Administrative Division
Attn: Protest Hearing Officer, IFB Number: **IT-2021-22-DM**
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688

IFB Title: ZOOM Video Conferencing Enterprise FedRamp G Licensing
IFB Number: IT-2021-22-DM

Protests of an Intent to Award shall be filed with the JBE within five working days after the Notice of Intent to Award is published. Authority to protest may be limited to participating bidders.