

REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA

REGARDING:

MEETING SPACE IN SACRAMENTO FOR EDUCATION COURSES

PROPOSALS DUE:

JULY 13, 2018 NO LATER THAN 3:00 P.M. PACIFIC TIME

1.0 BACKGROUND INFORMATION

1.1 Background

The Judicial Council of California, chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system. The California Constitution directs the 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 council also adopts rules for court administration, practice, and procedure, and performs other functions prescribed by law. The Judicial Council of California (JCC) is the staff agency for the council and assists both the council and its chair in performing their duties. This includes the planning and provision of orientation and continuing education for judicial officers and other members of the Judicial Branch of California.

The California Center for Judicial Education and Research (CJER) is the Judicial Council office responsible for the development and provision of Judicial Branch Education. Every year, CJER holds at least two Primary Assignment Orientation (PAO)/Experienced Assignment Courses (EAC) programs in the Judicial Council Sacramento Headquarter offices at 2860 Gateway Oaks facility. These programs include multiple concurrent course sessions for different audiences.

The Judicial Council's Headquarter offices in Sacramento do not have enough meeting space to accommodate all the concurrent classes for these large programs; therefore, the Council must rent some additional classroom space when necessary. The additional classrooms must be in close proximity to the Council's Gateway Oaks offices.

1.2 Purpose

The Council is seeking meeting space within a short distance of the Gateway Oaks facility at 2860 Gateway Oaks Drive, Sacramento, CA 95833.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

2.1 The Judicial Council is seeking classroom/meeting space with one room that:

- i. will accommodate up to 65 people, for a **two-day course** in the week of February 4-8, or February 25-March 1, 2019; and in February of 2020 (dates to be determined); and
- ii. will accommodate up to 35 people, in a union style setup, for a **three-day course** in the week of March 18-22 or 25-29, 2019; and up to two additional dates in 2019 (to be determined); and a three-day course in March of 2020 (to be determined).

- iii. is located within five (5) miles from a large hotel and within one (1) mile of the JCC Sacramento Headquarter offices located at 2860 Gateway Oaks Drive in Sacramento, CA 95833.
- iv. is compliant with the American Disabilities Act (ADA).
- v. will have wireless internet access.
- vi. will have Audio/Visual equipment available or allow for the use of the Judicial Council's own audio-visual equipment at no additional charge.
- vii. will have private (not common area) space in or near the room to setup and provision of food service.

2.2 The facility that provides the classroom/meeting space should:

- i. allow for the use of Judicial Council's caterer for boxed lunches, coffee and break service.
- ii. provide the necessary number of chairs, tables, risers and podiums for each course.
- iii. have parking space available for class attendees.
- iv. allow the Judicial Council to reserve the classroom space for several tentative dates at least nine months in advance of the program, with the right of first refusal before the space is released and provided to another client. The Council should be able to firm-book the space once final program dates have been determined, at which time the meeting space will be guaranteed for the use of the JCC courses.
- v. have the room available for the Judicial Council on time.

3.0 TIMELINE FOR THIS RFP

The Judicial Council has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the Judicial Council of California.

EVENT	DATE
RFP issued	May 31, 2018
Deadline for questions to: Solicitations@jud.ca.gov	July 2, 2018 3:00 P.M. Pacific Time
Questions and answers posted (estimate only)	July 6, 2018

EVENT	DATE
Latest date and time proposal may be submitted	July 13, 2018 3:00 P.M. Pacific Time
Evaluation of proposals (<i>estimate only</i>)	The week of July 16, 2018
Site Visits (<i>estimate only</i>)	The Week of July 23, 2018
Notice of Intent to Award (<i>estimate only</i>)	The Week of August 6, 2018
Negotiations and execution of Contract (<i>estimate only</i>)	The Week of August 13, 2018
Contract start date (<i>estimate only</i>)	September 3, 2018
Contract end date (<i>estimate only</i>)	April 2, 2020

4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
Attachment 2: Judicial Council of California Standard Terms and Conditions	<p>If selected, the person or entity submitting a proposal (the “Proposer”) must sign a Judicial Council of California Standard Form agreement containing these terms and condition (the “Terms and Conditions”). If exceptions are identified or additional provisions proposed, the Proposer 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. The following provisions within the Terms and Conditions are non-negotiable provisions (“Mandatory Terms”):</p> <ul style="list-style-type: none"> Qualification in California Nondiscrimination National Labor Relations Board Expatriate Corporations Termination due to Nonavailability of Funds Antitrust Claims State Auditor Audit Provision

Attachment 3: Proposer’s Acceptance of Terms and Conditions	On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions.
Attachment 4: General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
Attachment 5: Darfur Contracting Act Certification	The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 6: Payee Data Record Form	This form contains information the JCC requires in order to process payments and must be submitted with the proposal.
Attachment 7 Cost Worksheet	The Proposer must complete the Cost Worksheet and submit the completed form with its proposal.

5.0 PAYMENT INFORMATION

The Judicial Council should pay the Contractor:

- A firm fixed price for meeting room rental and associated features agreed in advance, with payment after each event;
- No other expenses (including travel expenses) will be reimbursed by the Judicial Council;
- The payment term is Net 45 from date or receipt of the invoice;
- The contract amount is no more than \$5,000.00 annually for the described room rental; and
- The initial term of the resulting contract will be for **19 months**, with **one (1) one-year option to extend**.

6.0 SUBMISSIONS OF PROPOSALS

6.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.

6.2 The Proposer must submit its proposal in two parts, the technical proposal and the cost proposal.

- a. The Proposer must submit **one (1) original and three (3) copies** of the technical proposal. The original must be signed by an authorized

representative of the Proposer. The original technical proposal (and the copies thereof) must be submitted to the Judicial Council in a single sealed envelope, **separate from the cost proposal**. The Proposer must write the RFP title and number on the outside of the sealed envelope.

- b. The Proposer must submit **one (1) original and three (3) copies** of the cost proposal. The original must be signed by an authorized representative of the Proposer. The original cost proposal (and the copies thereof) must be submitted to the Judicial Council in a single sealed envelope, separate from the technical proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.

- 6.3 The Proposer must submit an electronic version of the entire proposal on a CD-ROM or flash drive. The files contained on the CD-ROM or flash drive should be in PDF, Word, or Excel formats.
- 6.4 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

Judicial Council of California
Attn: Lenore Fraga-Roberts-Contracts
RFP No: CJER-2018-01-DM
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688

- 6.5 Late proposals will not be accepted regardless of the method sent.
- 6.6 Only written proposals will be accepted. Proposals must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Proposals may not be transmitted by fax or email.

7.0 PROPOSAL CONTENTS

- 7.1 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.
 - i. 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.
 - ii. Propose facility location, proximity to the Gateway Oaks facility at 2860 Gateway Oaks Drive in Sacramento, California; proximity to large hotels

nearby; options of transportation between the propose facility and the Gateway Oaks facility.

iii. Propose facility features, this should include:

- the description of the classroom/meeting room, room size, availability based upon the estimated meeting dates indicated in section 2.0 above;
- whether is compliant with the American Disabilities Act (ADA);
- whether it has wireless internet access;
- whether it allows for the use of the Judicial Council’s caterer for boxed lunches; and
- whether there is separate space for participants to gather for lunch and breaks.

iv. Propose facility operation: the facility hours of operation, whether the facility is cleaned overnight, whether it is locked and secured overnight or shared with others.

v. Audio/Visual equipment, allow for the use of Judicial Council’s own AV equipment or provide a list of available AV equipment and its set-up requirement;

vi. Propose facility reservation policy, cut-off date for reservation and propose termination fee.

vii. Propose facility parking availability and parking fees if applicable; and

viii. Provide the signature of the proposer.

7.2. Acceptance of the Terms and Conditions.

i. 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.

ii. If exceptions are identified, the Proposer must also submit (i) a red-lined 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.

iii. **Note: A material exception to a Mandatory Term will render a proposal non-responsive.**

- 7.3. Certifications, Attachments, and other requirements.
- i. The Proposer must complete the General Certifications Form (**Attachment 4**) and submit the completed form with its proposal.
 - ii. The Proposer must complete the Darfur Contracting Act Certification (**Attachment 5**) and submit the completed certification with its proposal.
 - iii. 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.
- 7.4. Cost Proposal. The following information must be included in the cost proposal.
- i. Cost Worksheet (Attachment 7) showing propose classroom/meeting room daily rental fee, wireless internet charges, early morning entry fee, overnight hold fee, cleaning fees and parking fee if applicable.
 - ii. An audio-visual price list sheet if applicable.
 - iii. A “not to exceed” total for all work and expenses payable under the contract, if awarded.

8.0 OFFER PERIOD

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

9.0 EVALUATION OF PROPOSALS

At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents.

The Judicial Council will evaluate the proposals on a 100 point scale using the criteria set forth in the table below. Award, if made, will be to the highest-scored proposal.

If a contract will be awarded, the Judicial Council will post an intent to award notice on the Judicial Council’s Court Bidders/Solicitation website:

<http://www.courts.ca.gov/rfps.htm>

CRITERION	MAXIMUM NUMBER OF POINTS
Cost	30
Acceptance of Terms and Conditions (A Proposer’s exception to the Judicial Council’s Terms or Conditions -Attachment 2 will receive 0 point)	10
Facility features, (including its proximity to Judicial Council Sacramento Office, proximity to large hotels, security, meeting rooms size, AV equipment, wireless internet access, allow for JCC Caterer on-premises, parking availability, options of transportation, reservation policy, etc.)	25
Availability (generally and for specified PAO/EAC dates and times specified in Section 2. 24-hour hold on rooms?)	25
Quality of proposal. (Completeness and inclusion of required information in conformance with the RFP submission requirement; and clarity of the proposal content.)	10

10.0 SITE VISITS

The Judicial Council may conduct site visits with proposers to clarify aspects set forth in their proposals. A short list of venues may be determined and site visit dates may be arranged.

11.0 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 (i) social security numbers, or (ii) balance sheets or income statements submitted by a Proposer that is not a publicly-traded corporation. All other information in proposals will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” or otherwise, and regardless of any statement in the proposal (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 Proposer prior to the disclosure of the proposal (or portions thereof). Any proposal that is password protected, or contains portions that are password protected, may be rejected. Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

12.0 PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contracting Manual (see 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 the Judicial Council to receive a solicitation specifications protest is the **proposal due date**. Protests must be sent via certified mail, registered mail, or overnight courier to:

JUDICIAL COUNCIL OF CALIFORNIA
Branch Accounting & Procurement - Contracts
Attn: Protest Hearing Officer
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688

(Indicate Solicitation Number & Name of Your Firm on lower left corner of envelope)