

## ATTACHMENT 4

### OFFSITE RECORD STORAGE TECHNICAL REQUIREMENTS

#### 5.1 INTRODUCTION-TECHNICAL PROPOSAL

This attachment is an overview of the Second District Court of Appeal Onsite Records Destruction technical requirements and considerations that require a written response. The requirements and considerations given in this section should be used when crafting a proposed solution.

#### 5.1a GENERAL INSTRUCTIONS

Using approximately a page for each, describe how the proposed solution addresses the subsections listed in the table below, paying particular attention to the concerns listed in the table column across from the section. Any compatibility or supportability concerns or any non-compliance of the solution with any of the considerations listed in this section should be specifically called out and explained.

<b>5.2</b>	<b>Product/Service Experience</b> a. Provide a brief description of the history and organization of the Proposer's firm and of any proposed subcontractor. b. Provide copies of business licenses, professional certifications or other credentials. c. If the Proposer is a Corporation, evidence that it is in good standing and qualified to conduct business in California.
<b>5.3</b>	<b>Technical Information</b>
<b>5.3a</b>	Provide a description of Vendor's document destruction and recycling process. Include data on pre-destruction storage handling capability, transportation assets/capabilities, security of documents, paper and other media destruction processes and facilities available. Also include information on proximity of any necessary storage facilities to Court sites and average response times to requests for service
<b>5.3b</b>	A description of Vendor's new account setup process for similar new accounts acquired by the Vendor within the past three (3) years. Include a description of the techniques, approaches and methods to be used in completing the project.
<b>5.3c</b>	Qualifications, background and experience of the project director and other staff proposed to work on the project.
<b>5.3d</b>	A description of the chronology for completing the work, including a timeline and deadlines for each task.
<b>5.3e</b>	If proposed as part of the services offered, screenshot samples and navigation information for any online account management system, including sample request forms, look-up queries and other account management tools.
<b>5.3f</b>	Sample activity reports, certificates of destruction and itemized monthly billing statements. Service Oriented Architecture standards.
<b>5.3.1</b>	Implementation
<b>5.3.2</b>	<b>IMPLEMENTATION TIME LINE</b> Describe the implementation process from award date to final acceptance, and include

	an example high-level time line.
<b>5.3.3</b>	Describe the tasks/responsibilities you expect the Court of Appeal staff to support during the implementation process. What is the expected number of the Court of Appeal staff and man-hours required during the various phases of the implementation
<b>5.3.4</b>	<b>Final Acceptance</b>
	Describe your final acceptance process and how it relates to any financial issues such as final payments or ongoing support charges.