



# REQUEST FOR PROPOSALS

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**JUDICIAL COUNCIL OF CALIFORNIA**

**REGARDING:**

**RFP TITLE:** COURT CLERK TRAINING INSTITUTE

**RFP NUMBER:** CRS SP 439

**(Room Block Only)**

**PROPOSALS DUE:**

JULY 8, 2024 NO LATER THAN *End of Day*.  
PACIFIC TIME

## 1.0 BACKGROUND INFORMATION

- 1.1 Judicial Council of California. 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 is the staff agency for the council and assists both the council and its chair in performing their duties.
- 1.2 CJER offers seven stand-alone, week-long courses for courtroom and legal processing clerks in these areas: Appeals Processing, Civil Procedures, Criminal Procedures, Family Procedures, Juvenile Procedures, Probate Procedures, and Traffic Procedures. Our standard practice is to offer six of these courses per year.
- 1.2 History of the program.  
March, April, June 2024 – Sacramento  
March, April, June 2023 – Sacramento  
March, April, June 2022 – Sacramento  
March 2020 – San Diego  
May 2019 – San Diego

## 2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

- 2.1 Program. The Judicial Council of California seeks the hotel or conference center for the following program:
- Title: Court Clerk Training Institute
  - Dates: March 16-21, 2025 and April 6-11, 2025 and May 11-16, 2025
  - Description: Furnish sleeping rooms for the program
  - Location: 1<sup>st</sup> Choice: Near 2850 Gateway Oaks Drive, Sacramento  
2<sup>nd</sup> Choice: Sacramento
  - Payment: U.S. Bank National Association Travel Payment Services Card (TPSC)
- 2.2 Maximum Rates and Fees. Preference will be given for costs proposed within the maximum rates and fees established by the Judicial Council of California, as set forth below.

Judicial Council of California's maximum sleeping room unit rate: \$145.00  
*However please submit the hotel's best available rate if the county maximum listed below cannot be accommodated.*

2.3 The Judicial Council of California, Conference & Registration Services does not retain the services of third party or outsourced representation. All quoted rates are to be net, non-commissionable.

### 3.0 TIMELINE FOR THIS RFP

The Judicial Council of California 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	June 24, 2024
Deadline for questions to <a href="mailto:conferenceQ&amp;A@jud.ca.gov">conferenceQ&amp;A@jud.ca.gov</a>	July 1, 2024
Questions and answers posted ( <i>estimate only</i> )	July 2, 2024
Latest date and time proposal may be submitted to: <a href="mailto:ConferenceRFPs@jud.ca.gov">ConferenceRFPs@jud.ca.gov</a>	July 8, 2024
Evaluation of proposals ( <i>estimate only</i> )	Week of July 15, 2024
Short list of venues to be determined and site visits or interviews to be arranged. ( <i>estimate only</i> )	Week of July 29, 2024
Notice of Intent to Award ( <i>estimate only</i> )	Week of August 5, 2024
Contract start date ( <i>estimate only</i> )	August 19, 2024
Contract end date ( <i>estimate only</i> )	June 16, 2025

### 4.0 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 of California will evaluate the proposals on a 100-point scale using the criteria set forth in the table below. The award, if made, will be to the highest scoring proposal.

CRITERION	PERCENTAGE
Cost	35%
Acceptance of Terms and Conditions	10%
Location Preference	20%
Property	35%

**5.0 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: Hotel Agreement Template	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 conditions (the “Terms and Conditions”).
Attachment 3: Proposer’s Acceptance of Terms and Conditions	<p>On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions. An “exception” includes any addition, deletion, or other modification. If exceptions are identified, the Proposer must also submit a red-lined version of the Terms and Conditions that clearly identifies the benefit to the Judicial Council from the proposed exception and provides a written explanation or rationale for each proposed exception.</p> <p><b>Note: A material exception, as determined by the Judicial Council in its absolute and sole discretion, to any of the Terms and Conditions will render a proposal non-responsive.</b></p>
Attachment 4: Darfur Contracting Act Certification	Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 5: Submission form for Technical & Cost Proposal	This form details the technical and pricing requirements for the program and must be completed and submitted in response to RFP’s technical requirements.
Attachment 6: Conflict of Interest Certification Form	Proposer must complete Conflict of Interest Certification and submit the completed certification with its proposal

## 6.0 SUBMISSIONS OF PROPOSALS

- 6.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below.
- 6.2 The Proposer must submit its proposal by e-mailing it to the following JCC mailbox: [ConferenceRFPs@jud.ca.gov](mailto:ConferenceRFPs@jud.ca.gov). Proposers must indicate the RFP title and RFP number (**Court Clerk Training Institute, RFP # CRS SP 439**) in the subject line of the e-mail and on each attachment submitted.
- 6.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP. The only acceptable proof of delivery for submittals made by e-mail will be the automated receipt (with a date and time receipt) generated by the JCC mailbox upon the successful receipt of the proposer’s emailed proposal. Submission acceptance will be based on the date and time the e-mails are received by the Judicial Council.
- 6.4 Late proposals will not be accepted. Proposals received after the deadline will be rejected without review.
- 6.5 Only written proposals via e-mail will be accepted. Proposals may not be transmitted by fax. Incomplete submittals may be rejected without review.

## 7.0 PROPOSAL & COST CONTENTS

- 7.1 **Technical & Cost Proposal (Attachment 5)**. The following information must be included in the technical & cost proposal. A proposal lacking any of the following information may be deemed non-responsive.
  - a. Legal name and address of firm (Proposer), the Contact’s name, title, telephone numbers and E-mail address, federal tax identification number, web site, hotel check-in/out time, and guest room reservation cancellation policy. Note that if Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.
  - b. Propose room block date.
  - c. Propose sleeping room unit rate(s).
  - d. Answer ADA compliance question.
  - e. Propose the cut-off date for reservations.
  - i. Propose the sleeping room rate(s) for tax and/or surcharges.
  - g. Propose parking passes, complimentary passes and normal parking rate(s), inclusive of any service charges, gratuity, and/or sales tax.

- h. Propose Internet fees for meeting space and individual guest rooms.
- i. Acceptance of additional program needs and concessions.
- j. Provide the signature of the proposer.

**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.

#### 7.2 Acceptance of the Terms and Conditions.

- a. On Attachment 3, the Proposer must either indicate acceptance of the Terms and Conditions or clearly identify exceptions to the Terms and Conditions in the Standard Agreement (Attachment 2).
- b. If exceptions are identified, the Proposer 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.
- c. **Note: A material exception, as determined by the Judicial Council in its absolute and sole discretion, to any of the Terms and Conditions will render a proposal non-responsive.**

#### 7.3 Certifications, Attachments, and other requirements.

- a. Proposer must include the following certification in its proposal:

Using Attachment 6, Proposer 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.

- b. If Proposer has had business activities or other operations outside of the United States within the previous three years, Proposer must complete the Darfur Contracting Act Certification attached as Attachment 4 and submit the completed certification with its proposal.
- c. If Proposer is a corporation, proof that Proposer is in good standing and qualified to conduct business in California.

#### 7.4 **Submission of Proposals**

- a. **The Proposer should include the following attachments:**
- **Attachment 2 – Judicial Council of California Standard Terms and Conditions – only if there are exceptions/modifications as indicated on Attachment 3.**
  - **Attachment 3 – Proposer’s Acceptance of Terms and Conditions**
  - **Attachment 4 – Darfur Contracting Act Certification**
  - **Attachment 5 – Submission form for Technical & Cost Proposal**
  - **Attachment 6 – Conflict of Interest Certification Form**

## **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 ninety (90) day period, the Judicial Council of California reserves the right to negotiate extensions to this period.

## **9.0 INTERVIEWS**

The Judicial Council of California may conduct interviews with Proposers to clarify aspects set forth in their proposals. If conducted, interviews will likely be conducted by phone or during site visits. The Judicial Council of California will not reimburse Proposers for any costs incurred pertaining to an interview, including travel expenses. The Judicial Council of California will notify eligible Proposers regarding interview arrangements.

## **10.0 RIGHTS**

The Judicial Council of California reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar RFPs in the future. This RFP is in no way an agreement, obligation, or contract and in no way is the Judicial Council of California or the State of California responsible for the cost of preparing a proposal. One copy of each proposal will be retained by the Judicial Council of California for official files and will become a public record.

## **11.0 CONFIDENTIAL OR PROPRIETARY INFORMATION**

California judicial branch entities are subject to rule 10.500 of the California Rule of Court (see [www.courtinfo.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10\\_500](http://www.courtinfo.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10_500)), which governs public access to judicial administrative records.

If information submitted in a proposal contains material noted or marked as confidential and/or proprietary that, in the Judicial Council of California's sole opinion, meets the disclosure exemption requirements of Rule 10.500, then that information will not be disclosed upon a request for access to such records. If the Judicial Council of California finds or reasonably believes that the material so marked is **not** exempt from disclosure, the Judicial Council of California will disclose the information regardless of the marking or notation seeking confidential treatment.

## **12.0 DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS**

The Judicial Council of California has waived the inclusion of DVBE participation in this solicitation.

## **13.0 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](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 the Judicial Council of California to receive a solicitation specifications protest is the due date and time for submittal of proposals.

Protests should be sent to:

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