



Request for Proposals ("RFP")

**RFP Title: COURT CLERK TRAINING
INSTITUTE**

RFP Number: CRS-SP-468

(Room Block Only – Multi Award)

PROPOSALS DUE:

**July 22, 2025 NO LATER THAN 11:59 PM
PACIFIC TIME**



Judicial Council of California

1.0 BACKGROUND INFORMATION

- 1.1 Judicial Council of California. The Judicial Council of California (“Judicial Council”), 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.
- 1.3 History of the program.
- March 2025 – Hilton Garden Inn Sacramento South Natomas
 - June 2025 – AC Hotel Sacramento
 - March, April, June 2024 – Sacramento

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

- 2.1 Program. The Judicial Council of California may be awarding multiple contracts through this single solicitation:
- Description of work can be found within section 2.0 of this RFP and within the Technical and Cost Proposal of Attachment 6.
 - The intended number of awards will range from 1 to 3.
 - Each date provided will be evaluated individually based on the criteria found in section 4.0.
- Title: Court Clerk Training Institute
 - Dates: March 8-13, 2026, April 12-17, 2026, and May 3-8, 2026
 - Description: Furnish sleeping rooms
 - Location: 1st Choice: Near 2850 Gateway Oaks Drive, Sacramento
2nd Choice: Downtown Sacramento
 - Payment: U.S. Bank National Association Travel Payment Services Card (TPSC); this payment method will serve as a guarantee of the Program and will eliminate the need for a credit application or purchase order for this function.
- 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. However, please submit hotel’s best available rate if the budgeted sleeping room unit rate listed below cannot be accommodated.

- Judicial Council of California’s budgeted sleeping room unit rate: \$145.00

2.3 The Judicial Council of California does not retain the services of third party or outsourced representation. All quoted rates are to be net, not 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	7/8/2025
Deadline for questions to conferenceQandA@jud.ca.gov	7/14/2025, 11:59 PM
Questions and answers posted (<i>estimate only</i>)	7/15/2025
Latest date and time proposal may be submitted to: ConferenceRFPs@jud.ca.gov	7/22/2025, 11:59 PM
Evaluation of proposals (<i>estimate only</i>)	Week of July 28, 2025
Short list of venues to be determined and site visits or interviews to be arranged (<i>estimate only</i>)	Week of August 11, 2025
Notice of Intent to Award (<i>estimate only</i>)	Week of August 25, 2025
Negotiations and execution of contract (<i>estimate only</i>)	Week of September 15, 2025
Contract start date (<i>estimate only</i>)	September 15, 2025
Contract end date (<i>estimate only</i>)	July 22, 2026

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. Award, if made, will be to the highest scored proposal(s).

CRITERION	PERCENTAGE
Cost	35
Acceptance of Terms and Conditions	10
Location Preference	20
Property	35
Total	100

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: Judicial Council of California Standard Terms and Conditions	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>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.</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: General Certifications Form	Proposer must complete the General Certifications Form and submit the completed form with its proposal.
Attachment 6: Submission form for Technical and Cost Proposal	This form details the technical and cost requirements for the program and must be completed and submitted in response to RFP’s technical requirements.

6.0 SUBMISSIONS OF PROPOSALS

- 6.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal and Cost Contents” section below.
- 6.2 The Proposer must submit its proposal by emailing it to the following Judicial Council mailbox: ConferenceRFPs@jud.ca.gov. Proposers must indicate the RFP

number and RFP title in the subject line of the email 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 email will be the automated receipt (with a date and time receipt) generated by the Judicial Council mailbox upon the successful receipt of the proposer's emailed proposal. Submission acceptance will be based on the date and time the emails 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 complete proposals submitted via email will be accepted. Incomplete submittals may be rejected without review.

7.0 PROPOSAL and COST CONTENTS

- 7.1 Technical and Cost Proposal (Attachment 6). The following information must be included in the technical and cost proposal. A proposal lacking any of the following information may be deemed non-responsive. Rates exceeding the stated maximums may impact hotel's ranking in the evaluation process.
 - A. Legal name and address of firm (Proposer), the Sales Contact's name, title, telephone numbers and email address, website, federal tax identification number, business license information, ADA information, construction/renovation information, hotel check-in/out time, guest room reservation cancellation policy, amount held for incidentals, direct billing/master account information, and dates offered. 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 sleeping room schedule with unit rate(s), proposed cut-off date for reservations, and proposed dollar amount for tax and/or surcharges on sleeping rooms.
 - C. Other Program Needs:
 - 1. Propose parking passes, complimentary passes and normal parking rate(s), inclusive of any service charges, gratuity, and/or sales tax.
 - 2. Propose internet fees for individual guest rooms.
 - 3. Propose concessions.
 - D. Propose transportation options.
 - E. 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.

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 complete the Darfur Contracting Act Certification (Attachment 4) and submit the completed certification with its proposal.
- B. Proposer must complete the General Certifications Form (Attachment 5) and submit the completed form with its proposal.
- C. If Proposer is a corporation, proof that Proposer is in good standing and qualified to conduct business in California.
- D. The Proposer must submit a copy of applicable business license(s).

7.4 Submission of Proposals

- A. **The Proposer must 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 – General Certifications Form**
 - **Attachment 6 – Submission Form for Technical and Cost Proposal**

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

PROPOSALS ARE SUBJECT TO DISCLOSURE TO THIRD PARTIES AND MEMBERS OF THE PUBLIC PURSUANT TO APPLICABLE LAWS, INCLUDING PUBLIC DISCLOSURE PURSUANT TO RULE 10.500 OF THE CALIFORNIA RULES OF COURT. Except as required by law, the Judicial Council of California 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 may be disclosed in response to applicable public records requests, or as otherwise required by law. Such disclosure may be made regardless of whether the proposal (or portions thereof) is marked "confidential," "proprietary," "copyright ©," or otherwise, and regardless of any statement in the proposal (a) purporting to limit the Judicial Council of California's right to disclose information in the proposal, or (b) requiring the Judicial Council of California 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. Submission of any proposal pursuant to this RFP constitutes acknowledgment and consent by the Proposer to the potential public disclosure of its proposal content, pursuant

to this Section 12.0. Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

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). 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 submitted by email to Contracts@jud.ca.gov.