|  |
| --- |
|  |
| Exhibit 4Proposer Response Template[Insert Company Name Here]forRFP NUMBER – FS-2019-04-LBINTEGRATED WORKPLACE MANAGEMENT SYSTEM (IWMS) for FACILITIES SERVICES’ *Proposals Due: March 6th, 2020* *NO LATER THAN 5:00 P.M. PACIFIC TIME* |

***TABLE OF CONTENTS***

[1 Introduction 3](#_Toc30056942)

[2 Proposer Information 3](#_Toc30056943)

[3 Company Profile and Background 3](#_Toc30056944)

[3.1 Company Overview and Financial Information **Error! Bookmark not defined.**](#_Toc30056945)

[4 Executive Summary 4](#_Toc30056946)

[5 Experience and Qualifications 4](#_Toc30056947)

[5.1 Resumes for Key Staff 4](#_Toc30056948)

[6 Response to Requirements 4](#_Toc30056949)

[6.1 Exhibit 1 - Business and Technical Requirements 4](#_Toc30056950)

[6.2 Exhibit 2 - Statement of Work (“SOW”) 4](#_Toc30056951)

[7 Supporting Documentation 6](#_Toc30056952)

[7.1 Acceptance of the Master Agreement 6](#_Toc30056953)

[7.2 Certifications, Attachments, and Other Requirements 6](#_Toc30056954)

[8 Supplemental Documentation 7](#_Toc30056955)

[8.1 Third-Party Product(s) 7](#_Toc30056956)

[9 Cost Data 7](#_Toc30056957)

[9.1 Exhibit 3, Cost Workbook 8](#_Toc30056958)

[10 Response Checklist 8](#_Toc30056959)

# Introduction

The designator, “[INSERT CONTENT HERE],” shall be replaced by the Proposer’s response content.

All worksheets must be saved in both .xlsx and .pdf formats. File names must be in the following format: [Worksheet name] – Exhibit x \_Company-Name

# Proposer Information

Company name:

Address:

Phone:

Fax:

Federal Tax Id:

Representative Name:

Title:

Address:

Phone:

E-mail:

# Company Overview and Financial Information

|  |
| --- |
| **Company Information** |
| **Company name** |  |
| **RFP Response lead/account executive name, title and contact information:** |  |
| **Industry (NAICS)** *(North American Industry Classification System)* |  |
| **Most Recent FY company revenue** |  |
| **Most Recent Company Net Income** |  |
| **Headquarters Location** |  |
| **Date Founded** |  |
| **Company Ownership***(i.e. private/public, joint venture)* |  |
| **Number of years Proposer has been providing IWMS Implementation and User Training services** |  |
| **Provide a list of at least 20 clients including the number of users.****If the Proposer have less than 20 clients, then provide the full the list of clients.** |  |
| **Number of full-time employees:****Total Implementation services:** |  |
| **Service delivery locations within the continental United States** |  |
| **Provide the last 3 years of financial statements, (including Balance Sheet, Income Statement and Cash Flow Statements).**  |  |
| **End of Table** |

# Executive Summary

Provide a high-level summary of the response to this RFP. This part of the response is a free narrative section. The executive summary must describe the proposer’s approach for the implementation of the IWMS system software.

[INSERT CONTENT HERE]

# Experience and Qualifications

Provide a description of the team or teams that will deliver services. This should identify resources responsible for Project Management, Implementation and Deployment, as well as Subscription Services.

[INSERT CONTENT HERE]

## Resumes for Key Staff

For each Key Staff member, the Proposer must provide a resume describing the individual’s background, experience, and ability in performing their proposed role and activities.

[INSERT CONTENT HERE]

# Response to Requirements

The proposer must present, in detail, features and capabilities of the proposed application software and the Subscription Services offering. Proposed method for product implementation, data migration/integration, testing, and training services. This approach must describe the tasks and a detail schedule.

## Exhibit 1 - Business and Technical Requirements

Proposer must include its response to Exhibit 1

[INSERT CONTENT HERE]

##  Exhibit 2 - Statement of Work (“SOW”)

Proposer must include its response to Exhibit 2

[INSERT CONTENT HERE]

### **Solution Implementation Approach**

Proposer shall provide recommended approach for implementation and the plan shall include the following:

#### Project Initiation and Planning (See SOW 2.0)

[INSERT CONTENT HERE]

#### System Design Phase (See SOW 3.0)

[INSERT CONTENT HERE]

#### Data Migration/Integration (See SOW 4.0)

[INSERT CONTENT HERE]

#### Development/Configuration (See SOW 5.0)

[INSERT CONTENT HERE]

#### Testing Services (See SOW 6.0)

[INSERT CONTENT HERE]

#### Training Services (See SOW 7.0)

[INSERT CONTENT HERE]

#### Deployment (See SOW 8.0)

[INSERT CONTENT HERE]

#### Post Implementation Support/Final Acceptance (See SOW 9.0)

[INSERT CONTENT HERE]

#### Subscription Services (See SOW 10.0)

[INSERT CONTENT HERE]

#### Maintenance and Operations Support Services (See SOW 11.0)

[INSERT CONTENT HERE]

#### Termination Assistances Services (See SOW 12.0)

[INSERT CONTENT HERE]

# Supporting Documentation

## Acceptance of the Master Agreement

Proposer’s Acceptance of Master Agreement

[INSERT CONTENT]

## Certifications, Attachments, and Other Requirements

### Provide California Seller’s Permit

[INSERT CONTENT]

### Provide proof of good standing and qualification to conduct business in California

[INSERT CONTENT]

### Provide business licenses, professional certifications, or other credentials.

[INSERT CONTENT]

### Proposer must complete the General Certifications Form

[INSERT CONTENT]

### Proposer must complete the Small Business Declaration

[INSERT CONTENT]

### Proposer must complete the Payee Data Record Form

[INSERT CONTENT]

### Proposer must complete the Iran Contracting Act Certification

[INSERT CONTENT]

### Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification

[INSERT CONTENT]

### Proposer must complete the Qualifications Reference Sheet, including any required documentation, in their Non-Cost Portion of their proposal.

[INSERT CONTENT]

# Supplemental Documentation

## Third-Party Product(s)

For Third-Party Products/Optional Software, the Proposer must explicitly state the name of any third-party products that are part of the Proposer’s solution.

For each third-party product there must be a statement regarding whether the Proposer’s solution will encompass the third-party product and/or whether the Judicial Council will be required to contract for the product separately to contract on its own for the product.

The Proposer needs to include a description of any products, features or other value-added components required to address this RFP.

The Proposer must also provide proof of their ability to provide long-term support for the third-party software components.

[INSERT CONTENT HERE]

## Optional Attachments

Any other information submitted beyond that required by this RFP, which the Proposer deems applicable to their Proposal, should be placed in this section.

[INSERT CONTENT HERE]

# Cost Data

**The cost portion must be submitted in a separate, sealed and clearly identified envelope.**

## Exhibit 3, Cost Workbook

Proposer must complete all tabs in Exhibit 3, Cost Workbook

#  Response Checklist

Please ensure all items listed below have been in included or addressed in provided RFP response to be considered as a viable solution for the JCC.

[ ]  RFP Response Template (Exhibit 4)

[ ]  Title Page

[ ]  Table of Contents

[ ]  Proposer Information

[ ]  Included Proposer Company’s Name, Address, Telephone, and Fax numbers, and Federal identification number

[ ]  Included Proposer’s representative’s Name, Title, Address, telephone, and Email Address

[ ]  Financial Statements

[ ]  Executive Summary

[ ]  Company Overview

[ ]  Proposer Experience and Qualifications

[ ]  Resumes

[ ]  Response to Requirements

[ ]  Exhibit 1: Business and Technical Requirements

[ ]  Exhibit 2: Statement of Work

[ ]  Supporting Documentation

[ ]  Included California Seller’s permit or certification of registration

[ ]  Included proof of good standing and qualification to conduct business in California

[ ]  Included current business license, professional certification or other credentials

[ ]  Attachment 3: Completed Attachment 3, Proposer’s Acceptance of Master Agreement

[ ]  Attachment 4: Completed Attachment 4, General Certifications

[ ]  Attachment 5: Small Business Declaration ***only*** if it wishes to participate in the Small Business Incentive.

[ ]  Attachment 6: Completed Attachment 6, Payee Data Record

[ ]  Attachment 7: Completed Attachment 7, Iran Contracting Act Certification

[ ]  Attachment 8: Completed Attachment 8, Unruh and FEHA Certification

[ ]  Attachment 9: Completed Attachment 9, DARFUR Contracting Certification

[ ]  Attachment 11: Completed Attachment 11, Qualifications Reference Sheet

[ ]  Supplemental Document

[ ]  Third Party Products

[ ]  Cost Data

[ ]  Exhibit 3: Cost Workbook