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| Exhibit 4  Proposer Response Template  [Insert Company Name Here]  for  RFP NUMBER – RFP-IT-2023-58-DM  *JUDICIAL BRANCH DATA WAREHOUSE AND DATA INTEGRATION SERVICES* |

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# Introduction

Below is an outline of the structure for the response to this RFP. The Proposer will replace the designator “[INSERT CONTENT HERE]” with]” with the Proposer’s response content.

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

# Proposer’s 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** |  |
| **Name of Account Executive Serving as Lead on RFP Response**  **1a. Title of Account Executive Serving as Lead on RFP Response**  **1b. Contact Information for Account Executive Serving as Lead on RFP Response** |  |
| **Number of full-time employees** |  |
| **Total number of Data Services and Data Warehouse implementations** |  |
| **Industry (NAICS)**  *(North American Industry Classification System)* |  |
| **Headquarters Location** |  |
| **Date Founded** |  |
| **Company Ownership**  *(i.e., private/public, joint venture)* |  |
| **Number of years Proposer has been providing Data Services and Data Warehouse Implementation and Maintenance and Support Services** |  |
| **Provide a list of at least 2 clients** |  |
| **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 Data Services – Data Warehouse 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

[INSERT CONTENT HERE]

## Résumés for Key Staff

For each Key Staff member, the Proposer must provide a résumé 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 the proposed method for implementing stated requirements, data migration, testing, training, and managed services requested.

## Statement of Work, Exhibit 1

**The Proposer must include its response to Exhibit 1.**

### **Statement of Work Overview (Exhibit 1)**

**The Proposer shall provide a recommended approach and a Project Schedule (i.e., project timeline in Gantt or WBS format) for implementation of the included Statement of Work (SOW).**

**The Proposer shall respond yes or no to the included SOW and optionally provide comments to its responses.**

### **Business and Technical Requirements, Exhibit 2**

**The Proposer shall respond with yes or no.**

**[CONTENT ATTACHED IN EXCEL FORM PROVIDED]**

# Cost Data

**The cost portion must be submitted in a separate file in the format .xlsx provided with the RFP.**

## Exhibit 3, Cost Workbook

The Proposer must complete all tabs in Exhibit 3, Cost Workbook.

[CONTENT ATTACHED IN EXCEL FORM PROVIDED]

# Response Checklist

The Proposer should ensure all items listed below have been completed and included or addressed in the provided RFP response to be considered as a viable solution for the Judicial Council.

Title Page

Table of Contents

Proposer’s Information

Proposer’s Company’s Name, Address, Telephone, Fax, and Federal Identification Number

Proposer’s Representative’s Name, Title, Address, Telephone, and Email Address

Financial Statements (e.g., balance sheets and income statements for Proof of financial solvency or stability).

Executive Summary

Company Overview

Proposer’s Experience and Qualifications

Résumés

Response to Exhibit 1: Statement of Work

Exhibit 2: Business and Technical Requirements

All Applicable Supplemental Documents (See RFP.IT-2023-58-DM-Data Warehouse and Integration Services Document)

Proof of good standing and qualification to conduct business in California

Current business license, professional certification, or other credentials

Attachment 4: General Certifications

Attachment 5: Small Business Declaration (*only if Proposer wishes to participate in the Small Business Incentive*)

Payee Data Record (STD 204)

Payee Data Record Supplement (STD 205) (*optional*)

Attachment 6: DVBE Declaration

Attachment 7: Iran Contracting Act Certification

Attachment 8: Unruh and FEHA Certification

Attachment 9: Darfur Contracting Certification

Attachment 10: Proposer Submission Questions Form

Attachment 11: Bidder Declaration

Attachment 12: Qualifications Reference Sheet

Cost Data

Exhibit 3: Cost Workbook