

REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA

REGARDING:

*Scanning and Reprographics Services
RFP-FS-2020-08-AL*

PROPOSALS DUE:

MONDAY, OCTOBER 26, 2020
NO LATER THAN 3:00 P.M. PACIFIC TIME



JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue • San Francisco, California 94102-3688
Telephone 415-865-4200 • Fax 415-865-4205 • TDD 415-865-4272

REQUEST FOR PROPOSALS

Date

October 1, 2020

To

Qualifying Vendors

From

Judicial Council of California,
Facilities Services

Subject

RFP number: RFP-FS-2020-08-AL
Scanning and Reprographic Services

Action Requested

Send Proposals to:

Judicial Council of California, BAP
Attn: Sheryl Berry
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102

Deadline

Monday, October 26, 2020 by 3:00 PM
Pacific Time

Contact

solicitations@jud.ca.gov

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1.0 BACKGROUND INFORMATION

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 Judicial 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 Judicial Council also adopts rules for court administration, practice, and procedure, and performs other functions prescribed by law. Judicial Council staff assists both the Judicial Council and its chair in performing their duties.

The Judicial Council of CA (JCC) is the staff agency of the Judicial Council. Facilities Services (FS) is the division of the JCC responsible for the planning, design, construction, real estate and asset management of facilities that support the provision of services by the California Courts.

2.0 DESCRIPTION OF SERVICES

The Judicial Council is seeking proposals from qualified Service Providers for scanning and reprographic services. These services will include scanning of large-scale architectural documents, copying, binding, and wrapping in locations throughout the state along with pickup and delivery services, with no additional charge for same day service of 500 sheets or less.

This RFP establishes a general scope of work and description of services that should form the basis of each bidder’s Proposal, and the state will select a single successful bidder based on the submitted Proposals.

This RFP is the means for prospective Service Providers to submit their Proposals to the JCC for the services necessary to provide a complete scanning and reprographic program as described in this document. The RFP and all addenda will be posted at: <https://www.courts.ca.gov/>

2.1 Services

All prospective Service Providers submitting Proposals must demonstrate that they are fully capable of providing the complete range of Services as specified below. The use of subcontractors and/or partnership(s) will suffice to fulfill this requirement.

a. Scanning of Large-Scale Architectural Documents

Services: FS has close to 500 court facilities to manage and will be receiving hundreds of architectural drawing sets to scan and archive. FS estimates that scanning services will be required for somewhere in the range of 1,500 to 10,000 drawing sets over the term of the Agreement. Be advised, however that the contractual relationship will not commit to a definite volume of work. All these

drawings will need to be scanned to PDF and renamed with the project name and sheet number.

Naming: The folders will have the same name of the drawing set and files will be named with the corresponding sheet number, e.g., 33C1-01.2 will be the folder name for all the sheets of the drawing set 33C1-01.2 and the files within should contain the sheet numbers of each of the sheets within the drawing set, e.g.:

- A-4.12
- E-1.00
- M-6.02
- P-1.06

A prospective Service Provider must be able to scan and create individual PDF files for every page in an individual drawing set and return ship the drawing set on the same business day received, i.e. one PDF per individual drawing sheet. For orders larger than 500 sheets the turnaround time must be equal to or greater than a daily throughput of 500 sheets. In your Proposal, document the volumes and turnaround times you are willing to commit to fulfill this requirement.

Quality Control: The selected Service Provider will be required to perform quality control procedures. FS will perform a detailed inspection of the product returned. FS will verify file readability, text legibility, and correct naming for all digital files. Any scans not meeting the criteria will be sent back to the selected Service Provider. Rejected files must be re-scanned and re-named at no additional cost, including shipping costs to and from the JCC.

Additional quality control items include:

- Text legibility, including the smallest significant characters; Absence of darkened borders at page edges;
- Characters reproduced at the same size as the original. Absence of wavy, distorted or smudged text; all documents must be true to the original drawing scale of the documents being scanned.
- Those other requirements for output characteristics set forth in ANSI/AIIM MS44-1988; or
- ISO 12651 Electronic Imaging to meet the legal requirements for producing a legal document.

Along with the requirements set forth above, the vendor shall exercise quality control according to the ANSI/AIIM MS44-1988 (R1993), Recommended Practice for Quality Control of Image Scanners. The scanning system should be free of dust and other particles and the vendor should maintain calibration through all shifts of production.

b. Copying

The selected Service Provider must be able to make hard copies of drawings - in some cases, multiple copies. All copies will be the same size and the ink color will be black and white unless specifically requested as reduced half-size drawings or color ink. All scanned and printed documents must be true to the original drawing scale of the documents being scanned.

c. Binding

The selected Service Provider must be able to provide multiple binding options including staple, edge bind and Chicago screw.

d. Physical Facilities and Facility Storage Security

Prospective Service Providers are expected to have physical facilities in place throughout California to provide the full range of Services. At a minimum, this should include facilities at or near the metropolitan areas of San Francisco, Sacramento, Los Angeles, and San Diego. If a prospective Service Provider intends to provide Services from other locales, please document the existence of the facilities, their locations, and describe the Services you intend to provide from them.

The prospective Service Provider must document in their Proposal that they have a dry and secure facility in which to store JCC documents. Release of any materials submitted, or work product created or their duplicates to any third party not authorized in writing by the JCC to receive such materials is forbidden. The prospective Service Provider must also document that they have reliable procedures and secure storage capacity to ensure they can retain any electronic files created for a period of 30 days after creation, whereupon they must be deleted.

e. Pickup and Delivery Services

The JCC will specify its required turnaround time when a scanning order is placed, however, prospective Service Providers must be able to commit to provide overnight pickup and delivery of drawings and files between their own facilities and any JCC, Court, or State Facility within the State of California. Provide details regarding the arrangements you intend to have in place to meet this requirement. Commonly available standard overnight delivery services may be utilized to fulfill this requirement but document the arrangements you intend to use in your Proposal.

2.2 Work to be Performed:

Contracts with the successful firm will be formed according to the Judicial Council Standard Agreement form posted with this RFP, as Attachment 2. The initial term of this contract will be for three (3) years, beginning approximately December 2020. Two (2) subsequent two (2)-year extensions may be offered at the discretion of the Judicial Council. Note that during subsequent terms, if any, rates shall be

adjusted based on the California Bureau of Labor Statistics’ Consumer Price Index (CPI) increase for the preceding twelve (12) month periods prior to the increase becoming effective.

If a contract is formed with the successful firm, the State shall request services from the Contractor using written Purchase Orders (Order) authorizing the provision of Services under that Agreement. An example of the form of the Order and Terms and Conditions is attached to this RFP as Attachment 2, Appendix F.

All requests and communications about the Services to be performed under an Order shall be made through the State’s Project Manager or Project Manager’s designee as identified in writing on the Order.

Proposer agrees to provide all necessary expertise and services to professionally and diligently prosecute the work authorized by Project specific Orders to be issued by the Judicial Council.

The Order shall set forth a Total Amount which is the maximum amount the State will pay the Contractor for all Services provided under that Order.

There will be no specific limitation on the quantity, minimum and/or maximum value of individual Orders placed under that Agreement.

The State does not guarantee that the successful firm will receive a specific volume of Orders or a specific total contract amount.

3.0 TIMELINE FOR THIS RFP

The JCC has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the JCC.

EVENT	DATE
RFP issued	Thursday, October 1, 2020
Pre-proposal Conference (<i>optional</i>) Dial 1-877-820-7831, PASSCODE 109630	Thursday, October 8, 2020 at 10:00 AM Pacific Time
Deadline for questions	Thursday, October 15, 2020 by 3:00 PM Pacific Time
Questions and answers posted	Monday, October 19, 2020
Latest date and time proposal may be submitted	Monday, October 26, 2020 by 3:00 PM Pacific Time
Anticipated interview dates (<i>estimate only</i>)	Monday, November 2, 2020

EVENT	DATE
Evaluation of proposals (<i>estimate only</i>)	Thursday, November 5, 2020
Notice of Intent to Award (<i>estimate only</i>)	Tuesday, November 10, 2020
Negotiations and execution of contract (<i>estimate only</i>)	Monday, November 16, 2020
Contract start date (<i>estimate only</i>)	Monday, December 14, 2020
Contract end date (<i>estimate only</i>)	Monday, December 14, 2020

4.0 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: JCC Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign this JCC Standard Form agreement (the “Terms and Conditions”). The Terms and Conditions are minimum contract terms and conditions (“Minimum Terms”)
Attachment 3: Proposer’s Acceptance of Terms and Conditions	On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions. Note: A material exception to a Minimum Term will render a proposal non-responsive.
Attachment 4: General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
Attachment 5: Darfur Contracting Act Certification	The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 6: Payee Data Record Form	This form contains information the JCC requires in order to process payments and must be submitted with the proposal.
Attachment 7: Unruh and FEHA Certification	The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification.

ATTACHMENT	DESCRIPTION
Attachment 8: Bidder Declaration	The Proposer must complete this form only if it wishes to claim the Disabled Veteran Business Enterprise (DVBE) incentive associated with this solicitation.
Attachment 9: DVBE Declaration	Each DVBE that will provide goods and/or services in connection with the contract must complete this form. If Proposer is itself a DVBE, it must also complete and sign the DVBE Declaration.
Attachment 10: Form for Submission of Questions	The Proposer shall use this form to submit questions (if applicable) to Judicial Questions prior to deadline listed on the Timeline section of this RFP.
Attachment 11: Price Proposal Worksheet	Proposer must list its proposed pricing for each of the services described in this solicitation and include in submission of Cost Proposal.

5.0 RESPONDING TO THE REQUEST FOR PROPOSAL

Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content. Please only submit documentation which has been specified in this RFP. Materials sent which fall outside of that specified within this RFP may not be considered in proposal scoring.

This RFP process and RFP schedule are subject to change at any time. Changes will be posted to the RFP website (<http://www.courts.ca.gov/rfps.htm>), and no other notifications of changes will be provided. Prospective participants are urged to consult the website in a timely manner to remain apprised of any changes. Staying abreast of changes regarding this RFP is the sole responsibility of the prospective Vendor. The Judicial Council will not address individual parties directly during this RFP’s solicitation period.

Prospective Service Providers must take the following actions according to the specified timelines in order to participate in this process.

5.1 Attend/Participate by Phone in the Pre-Proposal Conference

The Judicial Council will hold a pre-proposal tele-conference on the date identified in the timeline above. The JCC will provide an overview of the Project, introduce key Judicial Council personnel, and answer questions. Although questions will be responded to verbally, the official and binding response will be the written response posted to the Judicial Council website (<http://www.courts.ca.gov>).

Call-in information for the pre-proposal conference:

Date and Time: Thursday, October 8, 2020 at 10:00 AM Pacific Time

Call-in Number: 1-877-820-7831

Participant Code: 109630

Attendance at the pre-proposal conference is optional. Proposers are strongly encouraged to attend.

5.2 Intent to Respond

Service Providers who intend to respond to this RFP are requested to notify the Judicial Council Facilities Services by sending an email to solicitations@jud.ca.gov with the RFP number and name in the subject line prior to the date of the pre-proposal conference. Please include the name, address, telephone, and e-mail address of the prospective Service Provider (firm) and contact person.

5.3 Questions, Attachment 10, Form for Submission of Questions

Clarifications, modifications or questions regarding this RFP shall only be submitted to the Judicial Council using the format provided in Attachment 10. Requests for clarifications, modifications or questions regarding this RFP must be submitted via e-mail to solicitations@jud.ca.gov no later than the date specified in the Timeline for this RFP. Please indicate the RFP number and title in the subject line of the email. Service Providers must specifically identify and cite the particular section of the RFP about which the Service Provider has questions. Contact with the Judicial Council shall be made only through the email address.

The Judicial Council will post answers to specific questions and requests for information submitted by Service Providers as indicated in the Schedule of Events.

Proposers and their subcontractors must not contact any Judicial Council personnel regarding this RFP in any other manner other than set forth in this section 5.3. Violation of this restriction may result in disqualifying a Proposer from consideration for an award under this RFP at the sole discretion of the Judicial Council.

6.0 SUBMISSIONS OF PROPOSALS

- 6.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.
- 6.2 Due to the current COVID 19 crisis, the Judicial Council will temporarily accept proposals in an electronic format. See below for instructions on submitting proposals electronically. The Proposer must still submit its proposal in two parts, the technical proposal and the cost proposal.

- a. The Proposer must submit **one (1) original and seven (7) copies** of the technical proposal. The original must be signed by an authorized representative of the Proposer. The original technical proposal (and the copies thereof) must be submitted to the Judicial Council in either a single sealed envelope, or in an electronic file, separate from the cost proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope. If submitting the proposal electronically, Proposer must include the RFP number and ‘technical’ in the name of the electronic file.
- b. The Proposer must submit **one (1) original and seven (7) copies** of the cost proposal. The original must be signed by an authorized representative of the Proposer. The original cost proposal (and the copies thereof) must be submitted to the Judicial Council in either a single sealed envelope, or in an electronic file, separate from the technical proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope. If submitting the proposal electronically, Proposer must include the RFP number and ‘cost’ in the name of the electronic file.
- c. The Proposer must submit an electronic version of the entire proposal on CD-ROM or USB memory stick/flash drive. The technical proposal and the cost proposal must be saved as separate files. The files must be in PDF, Word, or Excel formats.
- d. For electronic submission of proposals email your proposal no more than three (3) days in advance of the proposal due date to the following email addresses:

Email Cost Proposal to: fs202008al.cost@jud.ca.gov

Email Technical Proposal to: fs202008al.proposal@jud.ca.gov

- 6.3 Non-electronic, written proposals must be delivered by the date and time listed on the coversheet of this RFP to the below address:

Judicial Council of California
Branch Accounting and Procurement
Attn: Sheryl Berry, Administrative Specialist
RFP Title: Scanning and Reprographic Services
RFP Number: RFP-FS-2020-08-AL
455 Golden Gate Ave, 6th Floor
San Francisco, CA 94102

- 6.4 Late proposals will not be accepted.
- 6.5 Written or electronic proposals will be accepted. Non-electronic, written proposals must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand.

7.0 PROPOSAL CONTENTS

7.1 Technical Proposal. The following information must be included in the technical proposal. A proposal lacking any of the following information may be deemed non-responsive.

- a. The Proposer's name, address, telephone and fax numbers, and federal tax identification number. Note that if the Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.
- b. Name, title, address, telephone number, and email address of the individual who will act as the Proposer's designated representative for purposes of this RFP.
- c. Names, addresses, and telephone numbers of a minimum of five (5) clients for whom the Proposer has conducted similar services within the last 12 months. The JCC may check references listed by the Proposer.
- d. Proposed method to complete the work.
 - i. Review the Description of Services and Deliverables in Section 2.0 of this RFP and respond point-by-point, describing your organization's ability to meet or exceed each of the requirements.
 - ii. If a prospective Service Provider cannot provide the complete range of Services with in-house resources or facilities, Proposer must provide in your Technical Proposal details regarding the partnership(s) or subcontracting relationship(s) (already existing or promised contractual relationships) they Proposer agree to commit to provide the full range of Services. The Technical Proposal should be specific regarding the identity and qualifications of any partnerships/subcontractors which will be providing services and shall identify those services to be provided. The Proposal shall also describe what Services arrangements would apply and, if applicable, in what location(s).

In particular, identify branches or partnerships/subconsultants you intend to use near the metropolitan areas of San Francisco, Sacramento, Los Angeles, and San Diego.
- e. Provide any additional information you believe should be considered in the evaluation of your Proposal.
- f. Acceptance of the Terms and Conditions.
 - i. On Attachment 3, the Proposer must check the appropriate box and sign the form. If the Proposer marks the second box, it must provide the required additional materials. An "exception" includes any addition, deletion, or other modification.

- ii. If exceptions are identified, the Proposer must also submit (i) a red-lined version of the Terms and Conditions that implements all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.
 - iii. Note: A material exception to a Minimum Term will render a proposal non-responsive.
- g. Certifications, Attachments, and other requirements.
- i. The Proposer must complete the General Certifications Form (Attachment 4) and submit the completed form with its proposal.
 - ii. The Proposer must complete the Darfur Contracting Act Certification (Attachment 5) and submit the completed certification with its proposal.
 - iii. The Proposer must complete the Payee Data Record (Attachment 6) and submit the completed certification with its proposal.
 - iv. If Contractor is a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), proof that Contractor is in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor conducts or will conduct (if awarded the contract) intrastate business in California, proof that Contractor is qualified to do business and in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor does not (and will not if awarded the contract) conduct intrastate business in California, proof that Contractor is in good standing in its home jurisdiction.
 - v. The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (Attachment 7) and submit the completed certification with its bid.
 - vi. If Proposer intends to seek the Disabled Veteran Business Enterprise (DVBE) incentive pursuant to Section 12 of this RFP, Proposer must complete and submit with its proposal the Bidder Declaration (Attachment 8) and DVBE Declaration (Attachment 9). Proposer must submit the all materials required in the Bidder Declaration and DVBE Declaration.

7.2 Cost Proposal. The following information must be included in the cost proposal.

- i. Price Proposal Worksheet (Attachment 11).
- ii. A listing of Proposer’s prices. The prices offered must be firm fixed prices applicable to the 3-year initial term of the contract. Prices shall not be subject to change during the initial term of the contract.

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.

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 period, the JCC reserves the right to negotiate extensions to this period.

9.0 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 JCC 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.

If a contract will be awarded, the JCC will post an intent to award notice at <https://www.courts.ca.gov/rfps.htm>.

CRITERION	MAXIMUM NUMBER OF POINTS
<i>Experience on similar assignments</i>	15
<i>References</i>	5
<i>Qualifications: Proposer’s capability to perform all functions necessary in providing the services</i>	20
<i>Qualifications: Proposer’s capability to meet the JCC security requirements for storage</i>	5
<i>DVBE incentive is available to qualified proposers.</i>	5
<i>Cost: Scanning</i>	40
<i>Cost: Printing</i>	5
<i>Cost: Other Prices</i>	5

10.0 INTERVIEWS

The JCC may conduct interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The interviews may be conducted in person or by phone. If conducted in person, interviews will likely be held at the JCC’s offices. The JCC will not reimburse Proposers for any costs incurred in

traveling to or from the interview location. The JCC will notify eligible Proposers regarding interview arrangements.

11.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

PROPOSALS ARE SUBJECT TO DISCLOSURE PURSUANT TO APPLICABLE PROVISIONS OF THE CALIFORNIA PUBLIC CONTRACT CODE AND RULE 10.500 OF THE CALIFORNIA RULES OF COURT. The JCC 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 will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” or otherwise, and regardless of any statement in the proposal (a) purporting to limit the JCC’s right to disclose information in the proposal, or (b) requiring the JCC 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. Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

12.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

12.1 The Judicial Council has a Disabled Veterans Business Enterprise (DVBE) program with a total participation goal of three percent (3%).

12.2 Qualification for the DVBE incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a Proposal non-responsive.

12.3 Eligibility for and application of the DVBE incentive is governed by the JCC’s DVBE Rules and Procedures. Proposer will receive a DVBE incentive if, in the JBE’s sole determination, Proposer has met all applicable requirements. If Proposer receives the DVBE incentive, a number of points will be added to the score assigned to Proposer’s proposal. The number of points that will be added is specified in Section 9.0 above.

12.4 To receive the DVBE incentive, at least 3% of the contract goods and/or services must be provided by a DVBE performing a commercially useful function. Or, for solicitations of non-IT goods and IT goods and services, Proposer may have an approved Business Utilization Plan (“BUP”) on file with the California Department of General Services (“DGS”).

12.5 If Proposer wishes to seek the DVBE incentive:

12.5.1 Proposer must complete and submit with its proposal the Bidder Declaration (Attachment 8). Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.

12.5.2 Proposer must submit with its proposal a DVBE Declaration (Attachment 9) completed and signed by each DVBE that will provide goods and/or

services in connection with the contract. If Proposer is itself a DVBE, it must complete and sign the DVBE Declaration. If Proposer will use DVBE subcontractors, each DVBE subcontractor must complete and sign a DVBE Declaration. NOTE: The DVBE Declaration is not required if Proposer will qualify for the DVBE incentive using a BUP on file with DGS.

- 12.6 Failure to complete and submit these forms as required will result in Proposer not receiving the DVBE incentive. In addition, the JBE may request additional written clarifying information. Failure to provide this information as requested will result in Proposer not receiving the DVBE incentive.
- 12.7 If this solicitation is for IT goods and services, the application of the DVBE incentive may be affected by application of the small business preference. For additional information, see the JBE's Small Business Preference Procedures for the Procurement of Information Technology Goods and Services.
- 12.8 If Proposer receives the DVBE incentive: (i) Proposer will be required to complete a post-contract DVBE certification if DVBE subcontractors are used; (ii) Proposer must use any DVBE subcontractor(s) identified in its proposal unless the JBE approves in writing the substitution of another DVBE; and (iii) failure to meet the DVBE commitment set forth in its proposal will constitute a breach of contract.

FRAUDULENT MISREPRESENTATION IN CONNECTION WITH THE DVBE INCENTIVE IS A MISDEMEANOR AND IS PUNISHABLE BY IMPRISONMENT OR FINE, AND VIOLATORS ARE LIABLE FOR CIVIL PENALTIES. SEE MVC 999.9.

13.0 PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contracting 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 JCC to receive a solicitation specifications protest is Tuesday, October 20, 2020. Protests must be sent to:

Judicial Council of California
Branch Accounting and Procurement
Attn: Sheryl Berry, Administrative Specialist
RFP Title: Scanning and Reprographic Services
RFP Number: RFP-FS-2020-08-AL
455 Golden Gate Ave, 6th Floor
San Francisco, CA 94102