

REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA

REGARDING:

Language Access in the California Courts

RFP # CFCC-2024-25-LP

PROPOSALS DUE:

May 19, 2025, NO LATER THAN **1:00 P.M.** PACIFIC TIME

1.0 BACKGROUND INFORMATION

- 1.1** The Judicial Council of California (“Judicial Council”) is the policymaking body of the California court system, which includes 58 superior courts, the courts of appeal, and the Supreme Court. Under the authority of the state’s Constitution and with the leadership of the Chief Justice of the California Supreme Court, the Judicial Council is responsible for ensuring the fair, impartial, and consistent administration of justice. The Judicial Council promulgates rules and procedures for court administration, develops and implements policies for the judicial branch, and makes recommendations annually to the Governor and the Legislature. Judicial Council staff assist the Judicial Council with implementing policies and supporting court operations.
- 1.2** Within the Judicial Council’s Center for Families, Children, and the Courts, the Language Access Services Program (LASP) works to develop policies and provide services to ensure equal access to justice for court users who are limited English proficient (LEP) or deaf/hard of hearing. LASP is comprised of the Court Interpreters Program (CIP) unit and the Language Access Implementation (LAI) unit. CIP works on court interpreter issues, and LAI works on making the courts more language accessible via resources such as signage, technology, and translated forms and web content.
- 1.3** On January 22, 2015, the Judicial Council adopted the *Strategic Plan for Language Access in the California Courts* and formed the Language Access Plan (LAP) Implementation Task Force (Task Force). Among other responsibilities, the Task Force was charged with assisting California’s Superior Courts with the implementation of the LAP’s 75 recommendations. Effective March 2019, after the sunset of the Task Force, the Language Access Subcommittee was formed, under the Advisory Committee on Providing Access and Fairness (PAF), to ensure the continuation of efforts to achieve and maintain access to justice for California’s limited English proficient (LEP) court users. As appropriate, the subcommittee makes recommendations to PAF in the areas of technology, education, and translation; as well as recommendations on legislative and rule of court proposals to enhance language access services throughout the judicial branch.
- 1.4** The Court Interpreters Advisory Panel (CIAP) is a standing advisory committee to the Judicial Council. It is charged with making recommendations to the council on the certification, registration, renewal of certification and registration, testing, recruitment, training, continuing education, and professional conduct of interpreters. It also makes recommendations concerning interpreter use and the need for interpreters in court proceedings. CIP provides staff support to CIAP and assists its members with developing policy recommendations. CIP also oversees

the credentialing process and development of educational resources for approximately, 1,800 California certified and registered court interpreters.

- 1.5 The LASP maintains extensive language access and interpreter resources for LEP court users, court staff and judicial officers, court interpreters, and people interested in becoming a court interpreter. See <https://languageaccess.courts.ca.gov/>.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

- 2.1 The Judicial Council seeks the services of a Contractor with relevant experience to assist the Language Access Services Program with several projects that support the implementation of the *Strategic Plan for Language Access in the California Courts* (Language Access Plan or LAP), including new products for the council's online [Language Access Resources for Courts site](#) and Judicial Resources Network (JRN) intranet site (which hosts language access and Video Remote Interpreting (VRI) webpages for judicial officers and court staff).
- 2.2 The Contractor must have expertise in the following areas:
 - 2.2.1 Principles and practices of language access, including but not limited to interpretation, translation and other language access services;
 - 2.2.2 Administration of interpreting testing programs, including national trends and models, and best practices, including tiered-testing models;
 - 2.2.3 Credentialing of interpreters, including national trends and models, and best practices.
 - 2.2.4 Developing court interpreter workforce and increasing supply of trained interpreters.
 - 2.2.5 Education resources and training for court staff (including bilingual staff) designed to assist court personnel and LEP court users, court interpreters, judicial officers, justice partners, and community organizations, including familiarity with educational videos, print or recorded materials, online videos and web modules, and other educational tools;
 - 2.2.6 Research and writing for court-related audiences;
 - 2.2.7 Interpreting in the California superior courts, including the following: knowledge, skills, and abilities essential for court interpreting, and ethical

requirements of court interpreters;

- 2.2.8 Preparation of written, web, graphics or recorded communication materials and other language access tools to assist the courts;
- 2.2.9 Systems to help statewide monitoring of the implementation of the LAP;
- 2.2.10 Methods to evaluate program effectiveness and the quality of language access services;
- 2.2.11 Video remote interpreting (VRI) best practices and resources;
- 2.2.12 Expertise in managing and executing multiple projects simultaneously throughout the contract, with adequate staff to support and deliver work products on time.

2.3 The proposed contract initial term is estimated to be three (3) fiscal years effective June 16, 2025, through June 30, 2028, with Judicial Council’s option to renew annually for two (2) additional fiscal years, until June 30, 2030. The estimated funds available for this contract will not exceed \$500,000.00 per fiscal year, which includes all expenses. The Judicial Council does not expressly or by implication agree that the actual amount of work will correspond therewith.

2.4 The contract will include the following projects:

1) Draft Strategy Document and Timeline

Meet with Judicial Council Language Access Services (LAS) staff by virtual conference call to review contract and determine initial project needs prior to commencement of each fiscal year. After consulting with LAS staff, Contractor shall submit a draft Strategy Document and Timeline regarding completion of all project deliverables covered under the contract.

2) Live Ethics Training for New Interpreters

Contractor shall meet by virtual conference call with the Court Interpreters Program (CIP) staff to discuss the draft Strategy Document and Timeline, including the proposed plan for development and delivery of up to four (4) virtual live instructor-led trainings concerning ethics requirements for new interpreters.

3) Interpreter Education

Contractor shall meet by virtual conference call with CIP staff to discuss the draft Strategy Document and Timeline for interpreter education. Based on CIP staff

input, Contractor shall prepare a revised Strategy Document and Timeline for up to four (4) online trainings for interpreter education (live, instructor led and/or modules), in the following topic areas (including but not limited to):

- Interpreters in the courts and the role of the interpreter
- Modes of interpretation (simultaneous, consecutive and sight translation)
- Improving knowledge, skills and abilities (KSAs)
- Tools and technology
- Enrichment and professional skills
- Interpreting in different case types or proceedings
- Exam preparation
- Court interpreting as a career and how to become a court interpreter
- Interpreting for American Sign Language (ASL) generalists to work in the courts

Online (live, instructor led and/or modules) educational training to be developed by the Contractor will include the course curriculum, scripts for audio, instructional graphics, editing and video production, and knowledge check.

4) Video Remote Interpreting (VRI) Resources

Contractor shall meet by virtual conference call with Judicial Council (Language Access Implementation (LAI) and Information Technology) staff to discuss the draft Strategy Document and Timeline for developing and conducting up to six (6) video remote interpreting (VRI) virtual or in-person trainings per fiscal year for interested courts and court interpreters.

In addition, Contractor shall develop or update up to two (2) VRI materials (e.g., guides, modules, explainer videos) per fiscal year for judicial officers, court staff, court interpreters, and/or court users.

5) Data Collection Resources

Contractor shall meet by virtual conference call with LAI staff to discuss the draft Strategy Document and Timeline for development of resources to support court staff with interpreter usage data collection. In the first year of the contract, and as needed during the contract period, Contractor shall conduct a court resource needs assessment via surveys and/or focus groups. Based on the court resource needs assessment and LAI staff input, Contractor shall prepare a revised Strategy Document and Timeline for development of up to two (2) virtual trainings and/or materials (e.g., guides, modules, explainer videos) per fiscal year.

6) Workforce Development/Candidate Skills-Building Training

Contractor shall meet by virtual conference call with CIP staff to discuss the draft Strategy Document and Timeline for workforce development/candidate skills-building training. Contractor shall prepare a revised Strategy Document and Timeline for development and conduct of up to nine (9) candidate near passer or targeted skills area trainings.

Contractor will also be required to develop candidate materials and resources before, during and after the trainings.

7) Skills Assessment of Court Interpreters

Contractor shall meet by virtual conference call with CIP staff to discuss the draft Strategy Document and Timeline for skills assessment of court interpreters. Based on CIP staff feedback, Contractor shall prepare a revised Strategy Document and Timeline for skills assessment.

Contractor shall identify evaluators and conduct up to two (2) live, virtual instructor-led training for evaluators and courts on assessing interpreting skills of interpreters with recently developed diagnostic tools, materials, and resources.

As requested, evaluators will conduct up to twelve (12) skills assessments with individual interpreters to identify areas for improvement and evaluate interpreting abilities (to be billed per assessment).

8) Final Fiscal Year Report

Contractor shall submit a final fiscal year report on completed deliverables.

2.5 Project Deliverables

Work products per fiscal year and the related deliverables are summarized in Table 1 below. Deliverables will repeat and remain the same for each fiscal year, which runs from July 1 to June 30 of each year. Deliverables must be completed within the same fiscal year, and the cycle will repeat in the following fiscal year.

Proposers must fill out Attachment 10, Cost Worksheet to indicate per deliverable costs for each fiscal year. However, the total costs shall not exceed \$500,000.00 per fiscal year. Deliverables that require unique per unit pricing are highlighted in yellow on Attachment 10.

Table 1

Deliverable	Year 1: FY 2025-26	Year 2: FY 2026-27	Year 3: FY 2027-28	Year 4: FY 2028-29 (Option Term 1)	Year 5: FY 2029-30 (Option Term 2)
	Estimated Due Date	Estimated Due Date	Estimated Due Date	Estimated Due Date	Estimated Due Date
Draft Strategy Document and Timeline					
Meet with Judicial Council Language Access Services (LAS) staff by virtual conference call to review contract and determine initial project needs prior to commencement of each fiscal year. After consulting with LAS staff, Contractor shall submit a draft Strategy Document and Timeline regarding completion of all project deliverables covered under the contract.	June 30, 2025	June 30, 2026	June 30, 2027	June 30, 2028	June 29, 2029
Live Ethics Training for New Interpreters					
Contractor shall meet by virtual conference call with the Court Interpreters Program (CIP) staff to discuss the draft Strategy Document and Timeline, including the proposed plan for development and delivery of up to four (4) virtual live instructor-led trainings concerning ethics requirements for new interpreters. Based on CIP staff input, Contractor shall prepare a revised Strategy Document and Timeline for development and delivery of ethics requirements training for new interpreters.	August 15, 2025	August 14, 2026	August 13, 2027	August 15, 2028	August 15, 2029
Contractor shall provide CIP staff with a draft curriculum and script for the ethics requirements training for new interpreters.	September 30, 2025	September 30, 2026	September 30, 2027	September 29, 2028	September 28, 2029

Deliverable	Year 1: FY 2025-26	Year 2: FY 2026-27	Year 3: FY 2027-28	Year 4: FY 2028-29 (Option Term 1)	Year 5: FY 2029-30 (Option Term 2)
	Estimated Due Date	Estimated Due Date	Estimated Due Date	Estimated Due Date	Estimated Due Date
Contractor shall organize, facilitate and conduct up to four (4) virtual live instructor-led trainings concerning ethics requirements for new interpreters.	May 31, 2026	May 31, 2027	May 31, 2028	May 31, 2029	May 31, 2030
Interpreter Education					
Contractor shall meet by virtual conference call with CIP staff to discuss the draft Strategy Document and Timeline for interpreter education. Based on CIP staff input, Contractor shall prepare a revised Strategy Document and Timeline for up to four (4) online trainings for interpreter education (live, instructor led and/or modules).	August 15, 2025	August 14, 2026	August 13, 2027	August 15, 2028	August 15, 2029
Draft curriculum and script for up to four (4) online trainings for interpreter education (live, instructor led and/or modules).	October 31, 2025	October 30, 2026	October 29, 2027	October 31, 2028	October 31, 2029
Conduct up to four (4) online trainings for interpreter education (live, instructor led and/or modules).	May 31, 2026	May 31, 2027	May 31, 2028	May 31, 2029	May 31, 2030
Video Remote Interpreting (VRI) Resources					
Contractor shall meet by virtual conference call with Judicial Council (Language Access Implementation (LAI) and Information Technology) staff to discuss the draft Strategy Document and Timeline for developing and conducting up to six (6) video remote interpreting	August 31, 2025	August 31, 2026	August 31, 2027	August 31, 2028	August 31, 2029

Deliverable	Year 1: FY 2025-26	Year 2: FY 2026-27	Year 3: FY 2027-28	Year 4: FY 2028-29 (Option Term 1)	Year 5: FY 2029-30 (Option Term 2)
	Estimated Due Date	Estimated Due Date	Estimated Due Date	Estimated Due Date	Estimated Due Date
<p>(VRI) virtual or in-person trainings per fiscal year for interested courts and court interpreters. In addition, Contractor shall develop or update up to two (2) VRI materials (e.g., guides, modules, explainer videos) per fiscal year for judicial officers, court staff, court interpreters, and/or court users.</p> <p>Based on Judicial Council staff input, Contractor shall prepare a revised Strategy Document and Timeline for development and completion of the trainings and materials.</p>					
<p>Contractor shall develop or update up to two (2) VRI materials for judicial officers, court staff, court interpreters, and/or court users.</p> <p>Contractor shall provide LAI staff with draft VRI materials for feedback prior to completion.</p>	May 31, 2026	May 31, 2027	May 31, 2028	May 31, 2029	May 31, 2030
Contractor shall conduct up to six (6) VRI trainings.	May 31, 2026	May 31, 2027	May 31, 2028	May 31, 2029	May 31, 2030
Data Collection Resources					
Contractor shall meet by virtual conference call with LAI staff to discuss the draft Strategy Document and Timeline for development of resources to support court staff with interpreter usage data collection.	October 1, 2025	October 1, 2026	October 1, 2027	October 2, 2028	October 1, 2029

Deliverable	Year 1: FY 2025-26	Year 2: FY 2026-27	Year 3: FY 2027-28	Year 4: FY 2028-29 (Option Term 1)	Year 5: FY 2029-30 (Option Term 2)
	Estimated Due Date	Estimated Due Date	Estimated Due Date	Estimated Due Date	Estimated Due Date
<p>In the first year of the contract, and as needed during the contract period, Contractor shall conduct a court resource needs assessment via surveys and/or focus groups.</p> <p>Based on the court resource needs assessment and LAI staff input, Contractor shall prepare a revised Strategy Document and Timeline for development of up to two (2) virtual trainings and/or materials (e.g., guides, modules, explainer videos) per fiscal year.</p>					
<p>Create up to two (2) virtual trainings and/or materials for court staff on interpreter usage data collection.</p> <p>Contractor shall provide LAI staff with draft materials for feedback prior to completion.</p>	May 31, 2026	May 31, 2027	May 31, 2028	May 31, 2029	May 31, 2030
Workforce Development/Candidate Skills-Building Training					
<p>Contractor shall meet by virtual conference call with CIP staff to discuss the draft Strategy Document and Timeline for workforce development/candidate skills-building training. Contractor shall prepare a revised Strategy Document and Timeline for up to nine (9) candidate near passer or targeted skills area trainings.</p>	August 15, 2025	August 14, 2026	August 13, 2027	August 15, 2028	August 15, 2029

Deliverable	Year 1: FY 2025-26	Year 2: FY 2026-27	Year 3: FY 2027-28	Year 4: FY 2028-29 (Option Term 1)	Year 5: FY 2029-30 (Option Term 2)
	Estimated Due Date	Estimated Due Date	Estimated Due Date	Estimated Due Date	Estimated Due Date
Draft curriculum and script for candidate near passer or targeted skills area trainings.	October 31, 2025	October 30, 2026	October 29, 2027	October 31, 2028	October 31, 2029
Conduct up to nine (9) virtual, live instructor-led trainings for near passer/targeted support candidates.	May 31, 2026	May 31, 2027	May 31, 2028	May 31, 2029	May 31, 2030
Skills Assessment of Court Interpreters					
Contractor shall meet by virtual conference call with CIP staff to discuss the draft Strategy Document and Timeline for skills assessment of court interpreters. Based on CIP staff feedback, Contractor shall prepare a revised Strategy Document and Timeline for skills assessment.	August 15, 2025	August 14, 2026	August 13, 2027	August 15, 2028	August 15, 2029
Identify evaluators and conduct up to two (2) live, virtual instructor-led training for evaluators and courts on assessing interpreting skills of interpreters with recently developed diagnostic tools, materials, and resources.	October 31, 2025	October 30, 2026	October 29, 2027	October 31, 2028	October 31, 2029
As requested, evaluators will conduct up to twelve (12) skills assessments with individual interpreters to identify areas for improvement and evaluate interpreting abilities (to be billed per assessment).	May 31, 2026	May 31, 2027	May 31, 2028	May 31, 2029	May 31, 2030
As requested, review and update diagnostic tools, educational materials, and resources.	May 31, 2026	May 31, 2027	May 31, 2028	May 31, 2029	May 31, 2030

Deliverable	Year 1: FY 2025-26	Year 2: FY 2026-27	Year 3: FY 2027-28	Year 4: FY 2028-29 (Option Term 1)	Year 5: FY 2029-30 (Option Term 2)
	Estimated Due Date	Estimated Due Date	Estimated Due Date	Estimated Due Date	Estimated Due Date
Final Fiscal Year Report					
Contractor shall submit a final fiscal year report on completed deliverables.	June 30, 2026	June 30, 2027	June 30, 2028	June 29, 2029	June 15, 2030

3.0 TIMELINE FOR THIS RFP

The Judicial Council 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.

EVENT	DATE
RFP issued	April 28, 2025
Deadline for written questions to Solicitations@jud.ca.gov	May 5, 2025 No later than 1:00 P.M. (PST)
Questions and answers posted (<i>estimate only</i>) Bidders / Solicitations Judicial Branch of California	May 9, 2024
Latest date and time proposal may be submitted to Solicitations@jud.ca.gov	May 19, 2025 No later than 1:00 P.M. (PST)
Evaluation of proposals (<i>estimate only</i>)	May 20, 2025 – May 29, 2025
Notice of Intent to Award (<i>estimate only</i>)	May 30, 2025
Negotiations and execution of contract (<i>estimate only</i>)	June 6, 2025 – June 13, 2025
Contract start date (<i>estimate only</i>)	June 16, 2025
Contract end date (<i>estimate only</i>)	June 30, 2028

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: Judicial Council Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign this Judicial Council Standard Form agreement.
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 (addition, deletion, or other modification) to a Minimum Term will render a proposal non-responsive. The Judicial Council, in its sole discretion, will determine what constitutes a material exception.
Attachment 4: General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
Attachment 5: Bidder Declaration	The Proposer must complete this form and submit it with their proposal only if Proposer wishes to qualify for the DVBE incentive associated with this solicitation.
Attachment 6: DVBE Declaration	The Proposer must complete this form and submit it with their proposal only if Proposer wishes to qualify for the DVBE incentive associated with this solicitation.
Attachment 7: Unruh and FEHA Certification	The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification.
Attachment 8: Darfur Contracting Act Certification	The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 9: Iran Contracting Act Certification	The Proposer must complete the Iran Contracting Act Certification and submit the completed certification with its proposal.

Attachment 10: Cost Worksheet	The Proposer must complete and return the Cost Worksheet with its proposal.
Attachment 11: Reference Form	The Proposer must complete and return this form with its proposal.
Payee Data Record Form (STD 204)	This form contains information the Judicial Council requires in order to process payments and must be submitted with the proposal. The Payee Data Record Form (STD 204) may be found at the following link: https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf
Payee Data Record Supplement (STD 205)	This form is optional. This form is used to provide remittance address information if different than the mailing address on the STD 204 – Payee Data Record. Use this form to provide additional remittance addresses and additional Authorized Representatives of the Payee not identified on the STD 204. The Payee Data Record Supplement (STD 205) may be found at the following link: https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std205.pdf

5.0 PAYMENT INFORMATION

5.1 Subject to the terms in **Attachment 2**, Appendix B, Payment Provisions, Contractor shall bill the Judicial Council for deliverables on a per-unit basis upon completion of each deliverable. The amount for each deliverable should be fully burdened and inclusive of all cost, including, but not limited to indirect costs, personnel, materials, overhead, and profit. Due Dates listed in the table above in Section 2.5 are estimated. The actual due dates and firm fixed amounts will be based on the awarded proposal.

5.2 The Contractor shall submit invoices upon satisfactory completion of services. The payment term is net 60 from date or acceptance of services.

Deliverables may be invoiced using the following nomenclature: Deliverable 2025-2 (indicating the fiscal year and the deliverable number).

5.3 No other expenses, including travel expenses, will be reimbursed by 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. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.
- 6.2 Proposals will only be accepted by email. The Proposer must submit its proposal in two (2) parts, the technical proposal and the cost proposal.
 - 6.2.1 The Proposer must submit an **electronic copy** of the Technical Proposal. The proposal must be signed by an authorized representative of the Proposer. The Technical Proposal must be submitted via email to Solicitations@jud.ca.gov and the attachment must be marked “**TECHNICAL PROPOSAL**”. The Proposer must write the RFP title and number in the subject line of the email.
 - 6.2.2 The Proposer must submit an **electronic copy** of the Cost Proposal. The proposal must be signed by an authorized representative of the Proposer. The Cost Proposal must be submitted in the same email as the Technical Proposal above, (via email to Solicitations@jud.ca.gov) but should be a **separate attachment** from the technical proposal and marked “**COST PROPOSAL**”.
 - 6.2.3 The Proposer must fill out **Attachment 10, Cost Worksheet** to indicate per item cost.
- 6.3 Submission acceptance will be based on the date and time the emails are received by the Judicial Council. Emails must be received prior to the due date and time or the proposal will not be accepted. For the purposes of this RFP, proposals shall be transmitted only by email to Solicitations@jud.ca.gov. Due to the potential for email transmission delays, which may cause late receipt and non-acceptance of proposals, it is recommended that Proposers email their proposals well in advance of the due date and time.
- 6.4 The Judicial Council 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 or the State of California responsible for the cost of preparing the proposal. Submitted proposals may be retained for official files and may become public record.
- 6.5 The rules governing this solicitation are found in **Attachment 1**,

Administrative Rules Governing RFPS (Non-IT Services).

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.
- 7.1.1 A cover letter containing 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.
 - 7.1.2 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.
 - 7.1.3 Describe the organization of the key staff (including the dedicated Program Manager) that would service the contract. Provide a listing of the staff, including name, title, and length of service within the organization along with a resume for each staff member. Other staff should be identified by name and title; additional qualifications and experience on similar projects may be included. A separate section covering the Proposer's Background, Principal Officers, and Staff Qualifications and Experience is also required.
 - 7.1.4 A resume must be provided for each individual proposed to service the contract. An acceptable resume shall include the person's education, any applicable credentials and/or certifications, current work history and a summary of experience and any knowledge to support the skills outlined in Section 2.2 as well as the individual's ability and experience in conducting the proposed activities. Sufficient detail must be included in each resume to allow the Judicial Council to verify the experience cited.
 - 7.1.5 Proposed Work Plan based on the Description of Services and Deliverables as defined in Section 2.4 and Section 2.5, including a timeframe for the completion of all proposed tasks and deliverables, using the estimated due dates provided.
 - 7.1.6 A minimum of two (2) clients may be contacted for whom the Proposer has conducted similar services. The Proposer must complete the Reference Form (**Attachment 11**). References are to include names, addresses, telephone numbers and the email address of a contact person. The Judicial Council staff may contact referenced clients when reviewing an offer to verify the information provided. A reference must be external to a Proposer's organization and corporate structure.

7.1.7 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.

Note: A material exception (addition, deletion, or other modification) to a Minimum Term will render a proposal non-responsive. The Judicial Council, in its sole discretion, will determine what constitutes a material exception.

7.1.8 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 Bidder Declaration form (**Attachment 5**) and submit the completed form with its proposal if they wish to claim the DVBE incentive.
- iii. The Proposer must complete the DVBE Declaration form (**Attachment 6**) and submit the completed form with its proposal if they wish to claim the DVBE incentive.
- iv. 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 proposal.
- v. The Proposer must complete the Darfur Contracting Act Certification (**Attachment 8**) and submit the completed certification with its proposal.
- vi. The Proposer must complete the Iran Contracting Act Certification (**Attachment 9**) and submit the completed certification with its proposal.
- vii. The Proposer must submit the completed Payee Data Record Form

(STD 204) with its proposal. Form and instructions are in fillable PDF format available in the link below:

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>

- viii. Payee Data Record Supplement (STD 205), if applicable. The STD 205 is optional, and it is required only if the remittance address information is different than the mailing address on the STD 204 form. Form and instructions are in fillable PDF format available in the link below:

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std205.pdf>

- ix. By submitting the Proposal, the Proposer certifies that: (i) it is in compliance with economic sanctions imposed pursuant to applicable laws by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law (collectively, “Economic Sanctions”); and (ii) it is not a target of Economic Sanctions. If the Judicial Council determines that the Proposer is not in compliance with Economic Sanctions or is a target of Economic Sanctions, that shall be grounds for rejection of its Proposal.
- x. If the Proposer is a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), then the Proposer shall include in their Proposal a copy of their Certificate of Status from the Secretary of State of California that Proposer is in good standing in California.

If the Proposer is a foreign corporation, LLC, LP, or LLP, and Proposer conducts or will conduct (if awarded the contract) intrastate business in California, proof that Proposer is qualified to do business and in good standing in California. If Proposer is a foreign corporation, LLC, LP, or LLP, and Proposer does not (and will not if awarded the contract) conduct intrastate business in California, then Proposer shall include in their Proposal proof that Proposer is in good standing in its home jurisdiction.

Note: Proposer may be required to register with the California Secretary of State if it meets the definition of transacting intrastate business or “doing business” under the California Corporations Code. As there is no easy definition for what constitutes “doing business”, it is important for Proposer to carefully evaluate their own connections—even indirect—to California. Proposers with concerns regarding the Secretary of State registration requirements are encouraged to consult with their legal counsel.

You can find out information regarding the steps on how to register a business with the California Secretary of State at:

<https://bizfileonline.sos.ca.gov/>

- xi. Copies of the Proposer's (and any subcontractors') current business licenses, professional certifications, or other credentials.

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

- 7.2.1 Proposer must fill out **Attachment 10**, Cost Worksheet to provide a detailed line-item budget showing the per item cost for each deliverable specified in Section 2.5. The amount for each of the deliverables should be fully burdened and inclusive of all costs, including, but not limited to indirect costs, personnel, materials, overhead, and profits.

The detailed line-item budget should include a detailed explanation and justification of costs.

- 7.2.2 The total “not to exceed” amount for all deliverables specified in Section 2.5.

- 7.2.3 The available funding for the resulting contract **will not exceed \$500,000.00 per fiscal year, which includes all expenses.**

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 Judicial Council 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 Judicial Council 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 is awarded, the Judicial Council will post an intent to award notice at [Bidders / Solicitations | Judicial Branch of California](#).

CRITERION	MAXIMUM NUMBER OF POINTS
Quality of work plan submitted <i>Proposals should include a work plan that demonstrates an understanding of the scope of work in the RFP, including timeline, specific project approaches, and proposed staffing. Work plan should include concrete steps that will be taken by Proposer to timely meet all project deliverables and ensure high quality work products.</i>	20
Completeness of proposal submitted <i>Completeness and inclusion of required information in conformance with the RFP submission requirement; and clarity of the proposal content.</i>	5
Experience on similar assignments and credentials of staff to be assigned to the project <i>Proposals should indicate prior experience and/or examples of similar previous projects performed, including specific qualifications/experience for key personnel assigned to each project.</i>	20
Ability to meet timing requirements to complete the project <i>Proposals should demonstrate a firm capacity to perform all deliverables within the specific timeframes. Evaluation of ability to meet timing requirements will factor in previous work/projects that successfully met project time requirements and milestones.</i>	12
Cost <i>Proposals should include a detailed line-item budget (maximum firm fixed amount for each deliverable) with detailed explanation and justification to ensure timely, effective and efficient delivery of work. Proposal costs will be evaluated to determine whether the anticipated costs are reasonable and appropriate for completion of all project deliverables.</i>	30
Acceptance of the Terms and Conditions	10
Disabled Veteran Business Enterprise (“DVBE”)	3
TOTAL	100

10.0 INTERVIEWS

The Judicial Council 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, by phone, or utilizing remote meeting tools. If conducted in person, interviews will likely be held at the Judicial Council's offices. The Judicial Council will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The Judicial Council will notify eligible Proposers regarding interview arrangements.

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 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's right to disclose information in the proposal, or (b) requiring the Judicial Council 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, as set forth in this Section 11.0. **Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.**

12.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

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

Eligibility for and application of the DVBE incentive is governed by the Judicial Council's DVBE Rules and Procedures. Proposer will receive a DVBE incentive if, in the Judicial Council'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.

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”).

If Proposer wishes to seek the DVBE incentive:

- 1) Proposer must complete and submit with its proposal the Bidder Declaration (**Attachment 5**). Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.
- 2) Proposer must submit with its proposal a DVBE Declaration (**Attachment 6**) 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.

Failure to complete and submit these forms as required will result in Proposer not receiving the DVBE incentive. In addition, the Judicial Council may request additional written clarifying information. Failure to provide this information as requested will result in Proposer not receiving the DVBE incentive.

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 Judicial Council’s Small Business Preference Procedures for the Procurement of Information Technology Goods and Services.

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 Judicial Council 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.

If using DVBE subcontractors, the Proposer must complete and return to the Judicial Council a copy of the post-contract certification form <https://www.courts.ca.gov/documents/JBCM-Post-Contract-CertificationForm.docx> promptly upon completion of the awarded contract, and by no later than the date of submission of Proposer’s final invoice to the Judicial Council. If the Proposer fails to do so, the Judicial Council will withhold \$10,000 from the final payment, or withhold

the full payment if it is less than \$10,000, until the Proposer submits a complete and accurate post-contract certification form.

When a Proposer fails to comply with the post-contract certification requirement in this section and a payment withhold is applied to a contract, the Judicial Council shall allow the Proposer to cure the deficiency after written notice. Notwithstanding the foregoing or any other law, if after at least 15 calendar days, but no more than 30 calendar days, from the date of the written notice the Proposer refuses to comply with the certification requirements, the Judicial Council shall permanently deduct \$10,000 from the final payment, or the full payment if less than \$10,000.

FRAUDULENT MISREPRETATION 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 <https://courts.ca.gov/system/files/file/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 to receive a solicitation specifications protest is the proposal due date. In order to be considered valid, all such protests must be submitted by email to: Solicitations@jud.ca.gov. (Indicate in the email subject line “PROTEST”, RFP Number, and Name of Your Firm).