



Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

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FROM: Administrative Office of the Courts
Finance Division

DATE: May 24, 2010

SUBJECT/PURPOSE OF MEMO: Request For Proposals: Implementation contractor for trial court html web templates.

ACTION REQUIRED: You are invited to review and respond to the attached Request for Proposals (“RFP”):
Project Title: Trial Court Web Template Implementation
RFP Number: EOP-200902-RB

PROPOSAL DUE DATE: Proposals must be received by no later than 1 p.m. Pacific Time, June 11, 2010

SUBMISSION OF PROPOSAL: **Proposals must be sent to:**
Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden
455 Golden Gate Avenue, EOP-200902-RB
San Francisco, CA 94102

FOR FURTHER INFORMATION: E-MAIL:
Solicitations@jud.ca.gov

1. GENERAL INFORMATION

- 1.1. The Judicial Council of California, 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 Administrative Office of the Courts (AOC) is the staff agency for the Council and assists both the Council and its chair in performing their duties.
- 1.2. In conjunction with a large-scale redesign of all AOC-maintained Web sites, a parallel project was undertaken to provide visual design guidelines and html templates for all California trial courts. The trial court visual designs are based on the AOC redesign and share many similar attributes, such a color palette, layout, and fonts.
- 1.3. The AOC is currently seeking a single qualified Web development entity to provide work on an as needed basis under Work Orders issued under a Master Agreement to assist selected trial courts install their html templates, deploy all Cascading Style Sheets (CSS), migrate existing content, and successfully re-launch their Web sites.
- 1.4. IMPORTANT: The scope of work outlined in this RFP pertains to the technical installation of html templates, CSS and .JS files, plus migration of legacy content.
- 1.5. **THIS IS NOT A REDESIGN OR WEB GRAPHIC DESIGN PROJECT.**

2. TIMELINE FOR THIS RFP

- 2.1. The AOC has developed the following list of key events from RFP issuance through intent to award contract. All key dates are subject to change at the AOC's discretion.

EVENT	KEY DATES
RFP issued	May 24, 2010
Deadline for Questions	June 1, 2010
Posting of Answers To Questions (<i>estimate only</i>)	June 4, 2010

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EVENT	KEY DATES
Latest date and time proposal may be submitted	1:00 p.m. Pacific Time June 11, 2010
Notice of Intent to Award (<i>estimate only</i>)	June 17, 2010

3. PURPOSE OF THIS RFP

- 3.1. The purpose of this RFP is to identify a single Web development entity to enter into a one-year Master Agreement, with two optional consecutive one-year terms with the AOC to upload and install html Web templates, CSS files, and other site assets for selected California superior court Web sites.
- 3.2. The AOC will be requesting trial courts to provide detailed information about the size of their Web site (number of html pages, PDFs, .DOCs, etc) readiness to migrate content, and any special application integration needs with third-party vendors, if applicable. The information received may be used by the AOC to develop Work Orders.
- 3.3. There are a total of 58 individual county courts within California and each individual court's participation to use the AOC's Web templates is strictly voluntary. At this time, the AOC has received inventory of HTML pages, PDFs, and DOCs ("Site Assets") from 10 individual county courts. There is no established schedule to obtain Site Assets for the remaining 47 courts and there is no guarantee of the amount of Work that may result from this RFP, any awarded Master Agreement, or any Work Order. Future Work Orders to install templates at other individual county courts may be executed against a Master Agreement as required by the AOC, pending availability of funds.
- 3.4. At this time, the fund allocation for this project is anticipated to be approximately \$150,000.00. Proposers must submit their hourly rates, unit price and not-to-exceed amounts for installing html templates, migrating content, providing project management, quality assurance and testing of each of the 10 courts' Web sites. Should the \$150,000 be insufficient to complete all of the work of the 10 courts, the AOC, at its sole discretion will make a determination as to which of the 10 courts the contractor will perform work.
- 3.5. The State does not guarantee that the contractor will receive a specific volume of work, a specific total Work Order Amount, or a specific order value under the awarded Master Agreement. Additionally, there will be no limit on the number of Work Orders the State may issue under the Master Agreement, nor will there be

any specific limitation on the quantity, minimum and/or maximum value of individual Work Orders.

4. RFP ATTACHMENTS

Included as part of this RFP are the following attachments:

- 4.1. Attachment 1, Administrative Rules Governing Request for Proposals. Proposers shall follow the rules, set forth in Attachment 1, in the preparation and submittal of their proposals.
- 4.2. Attachment 2, Master Agreement Terms and Conditions. Contracts with successful firms will be signed by the parties on a State of California Standard Agreement form and will include terms appropriate for this project. Terms and conditions for the requested services are attached as Attachment 2, which consists of Exhibits A through F.
- 4.3. Attachment 3, Proposer's Acceptance of the RFP's Contract Terms. Proposers must either indicate acceptance of Contract Terms, as set forth in Attachment 2, or clearly identify exceptions to the Contract Terms, as set forth in Attachment 2. If exceptions are identified, then proposers must also submit (i) a red-lined version of Attachment 2, that clearly tracks proposed changes to this attachment, and (ii) written documentation to substantiate each such proposed change.
- 4.4. Attachment 4, Payee Data Record Form. The AOC is required to obtain and keep on file, a completed Payee Data Record for each proposer prior to entering into a contract with that proposer. Therefore, proposer's proposal must include a completed and signed Payee Data Record Form, set forth as Attachment 4.
- 4.5. Attachment 5, Pricing Information and Conditions. Proposers must submit their pricing as set forth in Attachment 5, Pricing Information and Conditions.
- 4.6. Attachment 6, Pricing Proposal Template. Proposers must use the file named "EOP-200902-RB Pricing Proposal Template.xls" to submit their pricing.

5. SCOPE OF SERVICES

- 5.1. The contractor will collaborate with the AOC to ensure that the html templates, CSS stylesheets, and Site Assets are installed correctly and consistently across participating trial court sites specified in one or more Work Orders as set forth in more detail in Exhibit D of Attachment 2, Master Agreement Terms and Conditions. The AOC has 3 sets of templates of different color schemes, and

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each set has 16 different templates, dictating the layout of overview, landing, and content pages.

5.2 The following list represents a summary of the 10 individual courts' inventory of Site Assets provided to the AOC:

- Court #1: 700 html pages
- Court #2: 200 html pages, 785 PDFs, 44 DOCS
- Court #3: 29 html pages, 9 PDFs
- Court #4: 67 html pages, (44 html + 10 aspx + 13 asp)
- Court #5: 180 html pages, 270 PDF/DOCS
- Court #6: 504 html pages, 1, 257 PDF/DOCS
- Court #7: 500 html pages, 900 PDFs
- Court #8: 500 html pages, 400 PDFS/DOCS
- Court#9: 227 html pages, 445 PDFs/DOCS
- Court #10: 40 html pages, 259 PDFs/DOCS

6. EVALUATION OF PROPOSALS

Proposals will be evaluated by the AOC on a 100 point scale using the criteria set forth in the table below. Proposers must clearly demonstrate how it meets the requirements of the evaluation criterion.

Evaluation Category	Possible Points	Corresponding RFP Sections or Attachments
<p>Specialized experience and technical competence</p> <p>Experience programming and coding web functionality for Web sites and Web applications. The selected contractor will have a strong track-record building web sites utilizing all current coding languages and best practices and conventions.</p>	40	<p>7.1.1 Resumes</p> <p>7.1.2 Portfolio of Relevant Work History</p> <p>7.1.3 Customer References</p>
<p>Reasonableness of cost projections</p>	30	<p>4.5 Attachment 5, Pricing Information and Conditions</p> <p>4.6 Attachment 6, Pricing Proposal Template</p> <p>7.2.1 Cost Proposal</p>
<p>Proposed Implementation Plan and Methodology</p>	20	<p>7.3.1 Work Process Proposal</p> <p>7.3.2 Proposed Work Plan</p>

Evaluation Category	Possible Points	Corresponding RFP Sections or Attachments
Company Information, Contract Compliance and Resource Availability	10	4.3 Attachment 3, Proposer’s Acceptance of the RFP’s Contract Terms. 4.4 Attachment 4, Payee Data Record Form 7.4.1 Proposer Information 7.4.2 Statement of Availability 7.4.3 Compliance with Contract Terms

7. SPECIFICS OF A RESPONSIVE PROPOSAL

The proposal must include and be organized into the following major sections:

7.1. Specialized Expertise and Technical Competence:

- 7.1.1. Resumes describing the background and experience of key staff, as well as each individual’s ability and experience in conducting the proposed activities.
- 7.1.2. Portfolio of Relevant Work History - A visual and descriptive portfolio detailing applicable Web sites that the respondent has developed, including links to the applicable Web sites, which demonstrate how his or her work experience meets the qualifications required for this project.
- 7.1.3. Customer References - Names, addresses, and telephone numbers of a minimum of 5 clients for whom the consultant has conducted similar services. The AOC may check such references.

7.2. Reasonableness of cost projections:

- 7.2.1. Cost Proposal - The cost proposal must be submitted as set forth in Attachment 5, Pricing Information and Conditions and Attachment 6, Pricing Proposal Template. It is expected that all service providers responding to this RFP will offer the service provider’s government or comparable favorable rates.

7.3. Proposed Implementation Plan and Methodology:

- 7.3.1. Work Process Proposal - A summary of proposer’s processes for this Web site development project, with projected time estimates, per deliverable.

7.3.2. Proposed Work Plan - a high-level estimate of time-to-completion, from concept to successful delivery of all desired project deliverables

7.4. Company Information, Contract Compliance and Resource Availability:

7.4.1. Proposer Information – Provide the following information about your firm:

- a. Proposer’s point of contact, including name, physical and electronic addresses, and telephone and facsimile numbers in a cover letter.
- b. Number of years your firm has been in the business of providing services similar in nature to the work set forth in this RFP.
- c. Number of full time employees.
- d. Disclose any judgments, pending litigation, or other real or potential financial reversals that might materially affect the viability of the proposer’s firm.
- e. Annual gross revenue from your most recent audited or reviewed profit and loss statement and balance sheet. State the audit/review year and the annual gross revenue. The AOC may request a copy of your most recent audited or reviewed profit and loss statement and balance sheet.

7.4.2. Statement of Availability - A list of existing professional time commitments.

7.4.3. Compliance with Contract Terms - Complete and submit Attachment 3, Proposer’s Acceptance of the RFP’s Contract Terms. Also, if changes are proposed, submit a version of Attachment 2, Contract Terms with all tracked changes, as well as written justification supporting any such proposed changes.

8. SUBMISSION OF PROPOSALS

8.1. Responsive proposals should provide straightforward, concise information that satisfies the requirements noted above. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the state’s instructions, requirements of this RFP, and completeness and clarity of content.

8.2. One (1) hard copy original and four (4) hard copy duplicates of the proposal signed by an authorized representative of the company, including name, title,

address, and telephone number of one individual who is the responder's designated representative. In addition to the hard copies, proposers must submit one (1) electronic version of the proposal on CD.

- 8.3. Proposals must be delivered to the individual listed in the Submission of Proposals section of the coversheet to this RFP by the due date.
- 8.4. Only written responses received by the due date will be accepted. Responses should be sent by registered or certified mail or by hand delivery.

9. ADDITIONAL REQUIREMENTS

- 9.1. A proposer may be required to clarify aspect of its submittal by responding in writing to written questions asked by the AOC. Such questions will be delivered to the proposer by e-mail and the proposer must submit its response within a reasonable time solely determined by the AOC. If the AOC requests written clarification, proposers may only provide the requested clarification. Proposers will not be permitted to modify its proposal.
- 9.2. A proposer may be required to participate in one or more interviews to clarify aspects of their submittal. If conducted, interviews will likely be conducted by telephone conference call. However, if conducted in person at the AOC in San Francisco, all expenses shall be borne by the proposer. The AOC will notify prospective service providers regarding the interview arrangements.

10. CONFIDENTIAL OR PROPRIETARY INFORMATION

- 10.1. The Administrative Office of the Courts is bound by California Rule of Court 10.500 (see: <http://www.courtinfo.ca.gov/rules/amendments/jan2010-2.pdf>) as to disclosure of its administrative records. If the information submitted contains material noted or marked as confidential and/or proprietary that, in the AOC's sole opinion, meets the disclosure exemption requirements of Rule 10.500, then that information will not be disclosed pursuant to a request for public documents.
- 10.2. If the AOC does not consider such material to be exempt from disclosure under Rule 10.500, the material may be made available to the public, regardless of the notation or markings. If a proposer is unsure if its confidential and/or proprietary material meets the disclosure exemption requirements of Rule 10.500, then it should not include such information in its proposal.

END OF FORM