

RFP Title: On-Site Catering Sacramento
RFP Number: LSS-2025-08-DM

REQUEST FOR PROPOSALS

**JUDICIAL COUNCIL OF CALIFORNIA
LEADERSHIP SUPPORT SERVICES**

REGARDING:

On-Site Catering Sacramento

RFP NO: LSS-2025-08-DM

PROPOSALS DUE:

APRIL 25, 2025, NO LATER THAN 1:00 P.M. PACIFIC TIME

1.0 BACKGROUND INFORMATION

- 1.1 The Judicial Council of California (JCC), chaired by the Chief Justice of California, is the chief policy making agency of the California judicial branch. 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.
- 1.2 As an internal services organization, the Conference Center & Reception Services Unit (located within the office of Conference & Print Production) is tasked with placing catering orders in conjunction with meetings taking place in the conference rooms that are located within the buildings at **2850 Gateway Oaks Drive, Sacramento, California** and orchestrating the logistical needs of meetings, conferences, trainings, etc. taking place on site. **Occasionally a JCC catering order will be required for delivery to another location within Sacramento of California.**
- 1.3 This Request for Proposals (“RFP”) is being issued by the Judicial Council (“Establishing Judicial Branch Entity” or “Establishing JBE”), on behalf of itself and other Judicial Branch Entities, which include but may not be limited to the **Courts of Appeals**.

Any of the above Judicial Branch Entities shall have the right to place orders under the resulting Master Agreement(s) by entering into a Participating Addendum with the Contractor(s). **For the Establishing JBE, no additional Participating Addendum is necessary.** Any of the above Judicial Branch Entities that enters into a Participating Addendum with the Contractor(s) pursuant to the resulting Master Agreement(s) is a “Participating Entity” (collectively, “Participating Entities”). The Establishing JBE and the Participating Entities are collectively referred to as Judicial Branch Entities (“JBEs”) and individually as Judicial Branch Entity (“JBE”).

- 1.4 The Judicial Council seeks to identify and **retain one or more qualified Provider(s) with expertise in the day-to-day business of catering** to prepare, deliver, set-up and tear-down catered meals, in a professional manner with the utmost attention to detail. This RFP is the means for Proposers to submit their qualifications and request selection as Provider(s) for these services.

RFP Title: **On-Site Catering Sacramento**

RFP Number: **LSS-2025-08-DM**

- 1.5 The Judicial Council anticipates awarding **one or more master agreement(s)** for a **two-year term**. The term of the resulting master agreement(s) is anticipated to commence on or about **July 1, 2025** and run for two years.

- 1.6 The Judicial Council does not guarantee that the Selected Provider(s) will receive a specific volume of work, a specific total amount, or a specific order value under the awarded master agreement(s) for these services. Additionally, there will be no limit on the number of orders the Judicial Council may issue under the Master Agreement(s), nor will there be any specific limitation on the quantity, and maximum value of individual orders.

- 1.7 Background information on historic catering needs and expenditures (for reference only; not a guarantee of future expenditures):

1.7.1 Fiscal year 2022/2023:	\$49,116.75
1.7.2 Fiscal year 2023/2024:	\$69,457.49
1.7.3 Fiscal year 2024/2025:	\$22,114.33 *

* (YTD as of March 2025)

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

Meetings are catered within the **greater Sacramento area**, on an average ranging from 0-2 catering orders per week, which amounts to some weeks having no orders, alternated by weeks with multiple orders and with the occasional week of 5 or more catering orders. **One catering order is meals served for one day's meeting**. One catering order may contain just coffee, or breakfast and lunch. Peak numbers of meals served is Tuesday through Friday. The meals served most often are either some variation of a continental breakfast and/or a morning coffee service, and lunch. The average breakfast per catering order covers **35 people** and the average lunch per catering order covers **25 people**. Receptions and dinners are rarely to never served.

2.1 Scope of Services

The selected Provider(s) will be asked to provide the JBE with the following work:

2.1.1 Order Placement Process

- 2.1.1.1 Catering orders may be placed Monday through Friday until 3:00 pm, at least one day prior to the event.
- 2.1.1.2 Menu selection changes may be made to a previously placed order up to 24 hours in advance of the event time/date.

RFP Title: **On-Site Catering Sacramento**

RFP Number: **LSS-2025-08-DM**

- 2.1.1.3 Change in the number of meals (increase or decrease) specified in an order may be made by 3:00 pm on the business day preceding the scheduled delivery without penalty.
- 2.1.1.4 Full cancellation of orders previously placed may be made up to one (1) business day in advance of event time/date, without charge.
- 2.1.1.5 Orders should be placed by the JBEs to selected Provider(s) using the Catering Menu Order Form (**Attachment 8**) which can be customized by each JBEs based on their service needs. Each JBE and in the case of the Judicial Council, is responsible for submission of their own Catering Menu Order form to place orders. The Authorized JBEs personnel will work with the selected Provider(s) on each order.
- 2.1.1.6 Upon receipt of a Catering Menu Order Form, the selected Provider(s) shall email a sales order to be confirmed by the JBEs' authorized user before the order is considered authorized.
- 2.1.1.7 A set list of authorized Judicial Council personnel that may place catering orders will be provided after the award of the Master Agreement(s).
- 2.1.1.8 Any JBE shall have the right to request goods and services by entering into a Participating Addendum under the Master Agreement(s) that results from this RFP, in the form attached to **Attachment 2** ("Participating Addendum"). Pricing for goods and services shall be in accordance with the prices and fees set forth in any executed Master Agreement(s). After a Participating Addendum has been presented to the selected Provider(s) by a JBE, the selected Provider(s) shall acknowledge, sign, and perform under the Participating Addendum in a timely manner. Each Participating Addendum will constitute and will be construed as a separate, independent contract between selected Provider(s) and the JBE signing such Participating Addendum, subject to the following: each Participating Addendum shall be governed by the Master Agreement(s) and the terms of the Master Agreement(s) are incorporated into each Participating Addendum; (i) the Participating Addendum may not alter or conflict with the terms of the Master Agreement(s); and the (ii) the term of the Participating Addendum may not extend beyond the expiration date of the Master Agreement(s). The JBEs may provide their own list of authorized personnel to the selected Provider(s) after the Participating Addendum is signed. The selected Provider (s) shall not work with any non-authorized personnel, and the JBE will not be financially responsible for orders the selected Provider(s) accepts by non-authorized personnel.

2.2 Delivery, Set-up and Pick-up

2.2.1 All orders are to be delivered and set-up by the specified “Delivery Time” on the **Catering Menu Order Form** provided by the authorized user. The delivery schedule is:

- Breakfast is before 8:30 am
- Coffee only before 10:00 am
- Lunches around 11:30 am
- Dinner is very rare, and around 5:00 pm

2.2.2 **Any orders delivered late by 30 minutes or more will be at no charge to the JBE.**

2.2.3 If the selected Provider(s) anticipates a late delivery, they will immediately call the JBE’s authorized representative with an estimated time of arrival.

2.2.4 Prior to room set-up, the selected Provider(s) will always check in at the reception desk upon arrival at the JBE location, to receive any last-minute information or instructions (i.e., room changes).

2.2.5 All catering equipment (serving utensils, etc.) must be cleared from the building no earlier than 3:30 pm and no later than 6:00 pm on day of delivery (with the exception of days when late afternoon or early evening receptions are scheduled to take place).

2.2.6 All meals must be delivered fully prepared and ready to serve (there are no onsite kitchen facilities).

2.3 Presentation

2.3.1 The display of catered items will be placed on JBE-provided tables and must include at a minimum all the following items:

- 2.3.1.1 Carafes are used for orange juice service
- 2.3.1.2 Linen tablecloths are used on buffet surfaces
- 2.3.1.3 Professionally printed food labels are used on buffets for indication of coffee type, and vegetarian and gluten-free selections.

2.4 Inventory

2.4.1 The Successful Provider(s) agrees to keep an inventory of a minimum of the following in a supply closet at the Judicial Council:

RFP Title: **On-Site Catering Sacramento**
 RFP Number: **LSS-2025-08-DM**

- 2.4.1.1 100 paper plates, 100 sets of eating utensils (plastic forks, knives, spoons, and paper napkins, etc.)
- 2.4.1.2 Supply of seasonings, teas, sweeteners.
- 2.4.1.3 Successful Provider (s) will be responsible for monitoring and replenishing inventory as necessary

2.5 Problem Resolution

- 2.5.1 The JBE requires direct access to a management representative with the Successful Provider(s), in order to gain immediate and accurate information and problem resolution.
- 2.5.2 The Successful Provider(s) will ensure prompt problem resolution, with appropriate and concise follow-up to the JBE’s Project Manager within **7 business days** of receiving the JBE’s request for problem resolution.

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	March 24, 2025
Deadline for questions to solicitations@jud.ca.gov	April 4, 2025 No Later than 1:00 pm (Pacific Time)
Questions and answers posted (estimate only) https://courts.ca.gov/policy-administration/bidders-solicitations	April 11, 2025
Latest date and time proposal may be submitted to solicitations@jud.ca.gov	April 25, 2025 No Later than 1:00 pm Pacific Time
Anticipated interview dates and Menu Tasting (estimate only)	April 28, 2025 – May 2, 2025

RFP Title: **On-Site Catering Sacramento**
RFP Number: **LSS-2025-08-DM**

Evaluation of proposals (<i>estimate only</i>)	May 5, 2025 – May 16, 2025
Notice of Intent to Award (<i>estimate only</i>) https://courts.ca.gov/policy-administration/bidders-solicitations	May 22, 2025
Negotiations and execution of contract (<i>estimate only</i>)	May 29, 2025 – June 30, 2025
Contract start date (<i>estimate only</i>)	July 1, 2025
Contract end date (<i>estimate only</i>)	June 30, 2027

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: JBE Master Agreement Terms and Conditions	<p>If selected, the entity submitting a proposal (the “Proposer”) must sign a Judicial Council of California Master Agreement containing these terms and condition (the “Terms and Conditions”). If exceptions are identified or additional provisions proposed, the Proposer must also submit a redlined version of the Terms and Conditions that clearly identifies the benefit to the Judicial Branch from the proposed changes and provides a written explanation or rational for each proposed change.</p> <p>Notwithstanding any other provision in this RFP, the Council reserves the right at its discretion to negotiate any or all items with individual Proposers, including the right to propose or require additional terms and conditions for the agreement prior to agreement execution.</p>
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.
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: DVBE Declaration	Complete this form only if the Proposer wishes to claim the DVBE incentive associated with this solicitation.
Attachment 7: Bidders Declaration	Complete this form only if the Proposer wishes to claim the DVBE incentive associated with this solicitation.
Payee Data Record Form (STD204) at: https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf	This form contains information the JBE requires in order to process payments and must be submitted with the proposal.
Payee Data Record Supplement (STD205) at: https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std205.pdf	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.
Attachment 8 Catering Menu Order Form	For reference only, please see RFP Section 2.1.1.5.

5.0 BILLING AND PAYMENT INFORMATION

- 5.1 The selected provider(s) will be paid based on the terms in Attachment 2, Appendix B, Payment Provisions.
- 5.2 On weeks in which there’s an order, all invoices must be emailed to the JBE’s Project Manager on no less than a weekly basis in arrears.
- 5.3 Each invoice must have its own specific invoice number for tracking purposes.
- 5.4 Each invoice must include the following information:
 - Cost per meal, inclusive of preparation, set-up, tear-down of catered meals and use of linen tablecloth and service charge
 - Ancillary cost such as flatware and paper products
 - Delivery charge, if any
 - Number of meals served
 - Date of Service
 - Name of meeting
 - Room name
 - Sales tax
- 5.5 For multiple-day events within the same week, a single Master Invoice with a single unique invoice number may be utilized to cover the range of the event’s orders.
- 5.6 Any questions or concerns regarding payment of bills should be

RFP Title: **On-Site Catering Sacramento**

RFP Number: **LSS-2025-08-DM**

directed to the JBE's Project Manager.

- 5.7 Selected Provider(s) must provide the JBE with a monthly statement listing all outstanding (unpaid) invoices.
- 5.8 Any orders delivered **late by 30 minutes** or more will be at no charge to the JBE.
- 5.9 The Service and Deliverables must meet the following acceptance criteria or the JBE may reject the applicable Services or Deliverables:
 - Timeliness: timely delivery of the catering as requested on the Catering Menu Order Form
 - Edibility of the food or drink: the catering is delivered as measured against commonly accepted standards.
- 5.10 THE JUDICIAL COUNCIL DOES NOT MAKE ANY ADVANCE PAYMENT FOR SERVICES. The Contractor shall submit invoices to the Judicial Council upon satisfactory completion of services.
- 5.11 The Judicial Council standard business payment terms are **Net Sixty (60) days** after receipt of correct invoice, The JBE will make every effort to ensure each correct, itemized invoice received from the Successful Provider(s) is paid promptly but is unable to pay any late fees or interest payments on invoices past due.
- 5.12 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" in **Section 7.0** below. Emphasis should be placed on conformity to the RFP's instructions and requirements, and completeness and clarity of content.
- 6.2 The Proposer must submit its proposal in two parts, the Technical Proposal and the Cost Proposal.
 - a. The Proposer must submit **an electronic copy** of the Technical Proposal. The proposer must be signed by an authorized representative of the Proposer. **To fulfill this requirement, the proposer may include a signed cover letter for the Technical Proposal.** The Technical Proposal must be submitted via email to Solicitations@jud.ca.gov. The Technical Proposal must include all components required in **Section 7.1**. The Proposer must indicate the RFP title and number in the subject line of the

RFP Title: **On-Site Catering Sacramento**

RFP Number: **LSS-2025-08-DM**

email.

- b. The Proposer must submit **an electronic copy** of the Cost Proposal. The proposal must be signed by an authorized representative of the Proposer. **To fulfill this requirement, the proposer may include a signed cover letter for the Cost Proposal.** The Cost Proposal can be submitted in the same email as the Technical Proposal above via email sent to solicitations@jud.ca.gov, but should be a **separate attachment** marked "COST PROPOSAL," from the technical proposal. The Cost Proposal must include all components required in **Section 7.2**. The Proposer must indicate the RFP title and number in the subject line of the submission email.

- 6.3 Submission acceptance will be based on the date and time the emails are received by the Judicial Council of California. Both the Technical and Cost Proposals must be received prior to the due date and time, or the proposal will not be accepted. 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 Late proposals will not be accepted. However, as necessary, the Judicial Council of California may request clarification from Proposers after the submission of proposals.
- 6.5 For the purposes of this RFP, proposals shall be transmitted only by email.
- 6.6 The Judicial Council of California 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 or contract and does not create any obligation to form a contract. The Judicial Council of California and/or the State of California shall not be responsible for the cost of preparing a proposal. Submitted proposals may be retained for official files and may become a public record.

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.

RFP Title: **On-Site Catering Sacramento**

RFP Number: **LSS-2025-08-DM**

- c. Provide the physical address of the location where catering service meals will be prepared for delivery to the JBE.
- d. Provide a brief history of your company. Include management philosophy, length of years in the catering business, annual volume of catering business, and industry associations to which your company belongs.
- e. Indicate staffing level and an organization chart identifying the members of your team, their roles, responsibilities, lines of authority and knowledge necessary to complete this project.
- f. For each key staff member: a resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities.
- g. Names, addresses, and telephone numbers of a minimum of four (4) clients for whom the Proposer has conducted similar services. The Judicial Council may check references listed by the Proposer.

h. **Methods and Plans**

- a. **Method.** Describe your proposed method to complete the work including catering order placement & order confirmation methods, as well as your proposed delivery and pick-up procedures.

For example:

The Proposer receives an order for catering services from the Judicial Council for an all day, on-site event with 40 attendees. Describe the method you would use to complete the work.

- b. **Customer Satisfaction Plan.** Describe the plan you will implement to ensure continued customer satisfaction throughout the engagement. Include items such as guarantees, client surveys, problem escalation procedures, and periodic meetings with the Judicial Council Project Manager.
- c. **Invoice process.** Describe your proposed invoicing process.
- d. **Menu options.** Submit an assortment of several cold lunch menu options, as well as any hot lunch menu options, several cold and hot breakfast menu options, coffee service options(s), Appetizer/Hors D'Oeuvre and dinner and/or evening reception hors d'oeuvres menu options. Menus should be creative and flexible. They should have the potential to rotate every **6 to 12 months** if the JBE opts for a fresh menu.

RFP Title: **On-Site Catering Sacramento**

RFP Number: **LSS-2025-08-DM**

- e. **Minimum Order.** The Proposer will clearly state in their proposal any and all minimum ordering and delivery requirements (e.g. The minimum order for delivery is \$60).
- f. **Dietary restrictions.** Packaged menu options must include selections that can accommodate dietary restrictions (e.g., diabetic, vegetarian, gluten-free, vegan, nut allergies, etc.)
- i. **Acceptance of the Terms and Conditions.**
 - a. 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 as noted below. An “exception” includes any addition, deletion, or other modification.
 - b. If exceptions are identified, the Proposer must also submit (i) a red-lined Microsoft Word 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, as determined by the Judicial Council in its absolute and sole discretion, to any of the terms and conditions (in Attachment 2) may render a proposal non-responsive.

- j. **Certifications, Attachments, and other requirements.**
 - a. The Proposer must complete the General Certifications Form (**Attachment 4**) and submit the completed form with its proposal.
 - b. The Proposer must complete the Darfur Contracting Act Certification (**Attachment 5**) and submit the completed certification with its proposal.
 - c. 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. **The Proposer shall provide a copy of their Certificate of Status with the Secretary of State of 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.

RFP Title: **On-Site Catering Sacramento**

RFP Number: **LSS-2025-08-DM**

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 – even indirectly – “doing Business” in 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/>

- d. Copies of the Proposer’s (and any subcontractors’) **current business licenses**, professional certifications, or other credentials.
- e. Proof of financial solvency or stability (e.g., balance sheets and income statements).
- f. Proposer must complete the **Payee Data Record form** (STD204) and submit the completed form with its proposal. Form and instructions are in fillable PDF format available in the following link:

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

- g. By submitting a 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 Council determines that Proposer is not in compliance with Economic Sanctions or is a target of Economic Sanctions, that shall be grounds of rejection of its proposal.

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

7.2.1 Pricing

7.2.1.1 Current meal prices (for use as reference) are listed below:

7.2.1.1.1 \$12.00 per person for continental breakfast options.

7.2.1.1.2 \$13.00 per person for hot breakfast entrees options.

7.2.1.1.3 \$4.00 per person for coffee service.

7.2.1.1.4 \$15.00 per person for lunch sandwich or salad options

7.2.1.1.5 \$16.00 per person for lunch hot entrée options

RFP Title: **On-Site Catering Sacramento**

RFP Number: **LSS-2025-08-DM**

7.2.1.1.6 \$20.00 per person for dinner options

7.2.1.2 The above pricing includes preparation, set-up and tear down of catered meals, use of linen tablecloths, service charge and sales tax.

7.2.1.3 Though the above pricing structure represent the current meal pricing utilized by the Judicial Council; lower cost option will be viewed favorably for the purpose of this RFP.

In the event that the above pricing cannot be met, all interested proposers are encouraged to submit their best available proposed pricing for consideration.

7.2.1.4 Delivery fees will be paid as a separate item. Proposer will clearly state in their proposal any and all delivery fees and their specifics within the greater Sacramento area, in addition to the JCC Conference Rooms location at 2850 Gateway Oaks Drive, Sacramento, CA. If there is an Additional delivery fee, it should be noted in your cost proposal.

7.2.1.5 Ancillary costs such as flatware and paper products will be paid separately.

7.2.1.6 Sales tax will be paid separately from cost per meal per person.

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 Judicial Council reserves the right to negotiate extensions to this period.

9.0 INTERVIEWS AND NEGOTIATIONS

9.1 The Judicial Council may conduct interviews with Proposers to clarify aspects set forth in their proposals to finalize the contract terms and conditions, including cost, or to assist in finalizing the ranking of top- ranked proposals. Interviews may be conducted in person or by phone or via remote meeting tools. If conducted in person, interviews will be held at the Judicial Council's office in Sacramento. The Judicial Council will not reimburse Proposers for any costs incurred in traveling to or from the interview

RFP Title: **On-Site Catering Sacramento**
 RFP Number: **LSS-2025-08-DM**

location. The Judicial Council will notify eligible Proposers regarding interview arrangements if an interview is requested.

9.2 **MENU TASTING:** The Judicial Council may conduct a Menu Tasting. If a Menu Tasting is necessary, it will be for the **top 3 ranked proposers only**, to present in person at the Judicial Council, a tasting of several items from the proposed breakfast and lunch menu options. Delivery presentation, and food quality and portion size will be assessed by the project management staff and this time.¹ All expenses associated with the tasting shall be borne by the proposer. The Judicial Council will notify the top-ranked Proposers regarding the tasting arrangements according to the scheduled date specified in Section 3.0, Timeline for this RFP.

¹ Note: Evaluators may request to taste samples of the proposed menu options.

10.0 EVALUATION OF PROPOSALS

10.1 At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents specified in **Section 7.0, Proposal Contents** above.

10.2 The Judicial Council will evaluate the proposals on a 100-point scale using the criteria set forth in the table below. As one or more Proposers may be selected, Awards, if made, will be to the highest scored proposals. Although some categories are weighted more than others, all are considered necessary, and a proposal must be technically acceptable in each area to be eligible for award.

If contract(s) will be awarded, the JCC will post an intent to award notice at:

<https://courts.ca.gov/policy-administration/bidders-solicitations>

CRITERION EVALUATION CRITERIA	MAXIMUM NUMBER OF POINTS
Completeness and inclusion of required information in conformance with the RFP submission requirement.	5
Cost	30
Proposed Methods and Plans Submitted and Ability to meet timing and delivery requirements to complete the catering services, i.e., fulfill catering orders, minimum order requirements, and flexibility.	12

RFP Title: **On-Site Catering Sacramento**

RFP Number: **LSS-2025-08-DM**

Appealing menu selections	15
Experience on similar assignments and positive feedback from references	10
Acceptance of Judicial Council Master Agreement Terms and Conditions	10
Proximity of catering operation relative to the Judicial Council's building	5
("DVBE") Incentive - Disabled Veterans Business Enterprise incentive is available to qualified proposers.	3
Total Possible Points before Menu Tasting	90

Top-ranked candidates only if interview/Menu Tasking is conducted

Presentation and quality of Menu Tasting (to be scheduled)	10
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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, pursuant to 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 JBE’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 10.0** 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 7)**. 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**)

RFP Title: **On-Site Catering Sacramento**

RFP Number: **LSS-2025-08-DM**

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 JBE 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 JBE'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 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.

If using DVBE subcontractors, the Proposer must complete and return to the JBE a copy of the post-contract certification form (<https://www.courts.ca.gov/documents/JBCM-Post-Contract-Certification-Form.docx>), promptly upon completion of the awarded contract, and by no later than the date of submission of Proposer's final invoice to the JBE. If the Proposer fails to do so, the JBE 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 JBE 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 JBE 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.

RFP Title: **On-Site Catering Sacramento**

RFP Number: **LSS-2025-08-DM**

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 of California 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 and must indicate the Solicitation Number and Name of Your Firm in the subject line of your email.