



# REQUEST FOR PROPOSALS

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SUPERIOR COURT OF CALIFORNIA  
COUNTY OF VENTURA

**REGARDING:**

OFF-SITE DATA STORAGE SERVICES

**RFP: 1718-194**

**PROPOSALS DUE:**

~~**August 31, 2017**~~

**Extended to September 19, 2017**

No later than 4:00 P.M.

## 1.0 BACKGROUND INFORMATION

- 1.1 The Superior Court system in California is comprised of 58 trial courts, one (1) in each county. Superior Courts provide a forum for resolution of criminal and civil cases under state and local laws.
- 1.2 This RFP is being issued by the Ventura Superior Court (Court). The Bid process and the content and form of this Agreement are in full accordance with the rules, regulations and requirements of the California Judicial Branch Contract Manual. Other California courts or any government agency located in the State of California can “piggyback” on this Agreement to utilize Contractor for services as specified in this Agreement. The pricing in this Agreement is only applicable to the Court. California government entities outside of the California Judicial Branch of government are permitted to “piggyback” off the terms and conditions of this Agreement; however, pricing may vary based on the government/agency type and may vary based on usage, features, etc. Each government entity is responsible for negotiating its own pricing with Contractor.
- 1.3 The Court assumes absolutely no liability or responsibility of any type or any fashion related to any courts, or any other government agencies use of this Agreement or such court’s/agency’s business

## 2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

- 2.1 The Court seeks to identify and retain a qualified service provider that is able to provide off-site data storage and related services to the JBE as delineated in Appendix A of Attachment 2.
- 2.2 The services are expected to be performed by the selected service provider between **January 1, 2018** and **December 31, 2020 (“Initial Term”)** with **two (2) possible consecutive one-year option terms**, to extend the Agreement under the same terms and conditions in effect for the Initial Term. The consecutive one-year options shall be exercised at the sole discretion of the Court. If the Court elects to extend the Agreement, the Proposer may negotiate price adjustments applicable during the option period(s) and any agreed-upon price adjustments will be set forth in a written amendment to the Agreement. Any agreed upon price adjustment (whether an increase or decrease in price) may not exceed during any one-year option period the previous 12 months’ change in the JBE’s County Region Consumer Price Index as published by the U.S. Bureau of Labor Statistics at <http://www.bls.gov/ro9/cpisanf.htm>.

- 2.3 Proposals should include reference to additional services available from the service provider that may be of value to the VSC even if they are outside of the scope of this RFP. Examples include the ability to provide consulting services, cloud/online-backup services, and/or media destruction.
- 2.4 The total for all services and expenses payable under the initial term of the contract and then next four (2) option years is **not to exceed \$40,000.00**.
- 2.5 Additional information about the documents pertaining to this solicitation, including electronic copies of the solicitation documents, can be found on the Ventura Court’s website, at <http://www.ventura.courts.ca.gov/vendors.html>.

**3.0 TIMELINE FOR THIS RFP**

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

EVENT	DATE
RFP issued	August 15, 2017
Deadline for questions to Solicitations@jud.ca.gov	September 12, 2017
Questions and answers posted ( <i>estimate only</i> )	August 24, 2017
Latest date and time proposal may be submitted	September 19, 2017 no later than 4:00 PM (PT)
Evaluation of proposals. ( <i>estimate only</i> )	September 20, 2017
Notice of Intent to Award ( <i>estimate only</i> )	October 2017
Negotiations ( <i>estimate only</i> )	October 2017
Notice of Award ( <i>estimate only</i> )	October 2017
Execution of contract ( <i>estimate only</i> )	October/November 2017
Contract start date ( <i>estimate only</i> )	January 2018

**4.0 RFP ATTACHMENTS**

The following attachments are included as part of this RFP:

<b>ATTACHMENT</b>	<b>DESCRIPTION</b>
Attachment 1: Administrative Rules	These rules govern this solicitation.
Attachment 2: Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the "Proposer") must sign this Standard Form agreement.
Attachment 3: 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	The Proposer must complete and submit the completed certification with its proposal.
Attachment 5: Darfur	The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 6: Payee Data	This form contains information the Court requires in order to process payments and must be submitted with the proposal.
Attachment 7: Cost Matrix	Proposer must fill in the Cost per Unit or Service Performed.

**5.0 PAYMENT INFORMATION**

The vendor will provide a monthly invoice to the Court’s fiscal department as directed by the Court showing a line item for all the departments’ storage and activity costs. The invoice will include a detailed list of all transactions for each department and a summary page listing division/department totals for each department/cost center. The total monthly cost for each department will be billed to and paid by the Court as assigned.

**6.0 SUBMISSIONS OF PROPOSALS**

6.1 Proposals should provide straightforward, concise information that satisfies the requirements of Section 7, Proposal Contents. Expensive bindings, color displays, marketing or sales materials do not add value to the evaluation process. Emphasis should be placed on conformity to the RFP’s instructions and requirements,

completeness and clarity of content.

6.2 The Proposer must submit a cover letter and its proposal in two parts, the Technical Proposal and the Cost Proposal.

6.2.1 The cover letter will identify the name, title, address, telephone number, and email address of the individual who will act as Proposer's designated representative for purposes of this RFP.

6.2.2 The Proposer will submit **one (1) original and two (2) copies** of the Technical Proposal. The original must be signed by an authorized representative of the Proposer and submitted (with the copies thereof) in a single sealed envelope, separate from the Cost Proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.

6.2.3 The Proposer will submit **one (1) original and two (2) copies** of the Cost Proposal. The original must be signed by an authorized representative of the Proposer. The original Cost Proposal (and the copies thereof) must be submitted to the Court in a single sealed envelope, separate from the Technical Proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.

6.2.4 In addition to the Technical Proposal and Cost Proposal, submit one (1) original and required copies of the original signed documents of those enumerated in Section 4.0 above.

6.2.5 The Proposer must submit a complete electronic version of each proposal on a USB memory stick/flash drive. The files must be in PDF as well as editable/unprotected Word or Excel formats.

6.3 Only hard copy proposals will be accepted. Proposals must be submitted by registered or certified mail, courier service (e.g. FedEx), or delivered by hand to the following address. Proposals may not be submitted by facsimile or email.

Superior Court of California  
County of Ventura  
Finance and Planning, Attn: Jill Barrios  
**RFP: 1718-194**  
800 S. Victoria Ave.  
Ventura, CA 93009

6.4 Proposals must be received by the date and time listed on the coversheet of this RFP. Late proposals will not be accepted.

## 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 General information about the Proposer

Proposer's name, address, telephone and fax numbers, and federal tax identification number. **NOTE:** If Proposer is a sole proprietor using their social security number, the social security number will be required before finalizing a contract.

7.1.2 Proposer's experience and ability to meet RFP deliverable requirements

7.1.2.1 An overview of the Proposer's business activities, including a description, and the duration and extent, of the Proposer's activities, which are relevant to this proposal including a description, and the duration and extent, of the Proposer's experience conducting the proposed activities.

7.1.2.2 A description of five (5) similar projects that the Proposer has completed.

7.1.2.3 Names, addresses, and telephone numbers of five (5) clients for whom the Proposer has conducted similar projects. The Court may check references listed by Proposer.

7.1.2.4 For each key staff member who would work on this project, describe the individual's background, training, and experience, including the individual's ability and experience in conducting similar projects.

7.1.3 Management Summary

7.1.3.1 The management summary should be a non-technical, high-level summary of the proposed services. The management summary must be brief, not extending to more than three (3) pages, (excluding any screen shots or samples).

7.1.3.2 The management summary should contain the following items:

- a. A description of Proposer's document storage process. Include data on storage handling capability, transportation assets/capabilities, security of documents, facilities available. Also, include information on proximity of storage facilities to San Francisco and average response times to requests for service.
- b. A description of the chronology for completing the work, including a timeline and deadlines for each task.

- c. If proposed as part of the services offered, screenshot samples and navigation information for the Proposer's online inventory control system, including sample request forms, look-up queries and other account management tools.
- d. Sample inventory reports, activity reports, and itemized monthly billing statements.
- e. Any business benefits to be gained from the proposed system.
- f. Summary of all costs associated with the initial implementation and ongoing charges, as well as any options.

#### 7.1.4 Acceptance of the Terms and Conditions

7.1.4.1 On Attachment 3, Proposer's Acceptance of Terms and Conditions, the Proposer must either indicate acceptance of the Terms and Conditions or clearly identify exceptions to the Terms and Conditions. An "exception" includes any addition, deletion, qualification, limitation or other change.

7.1.4.2 If exceptions are identified, the Proposer must also submit a redlined version of the Terms and Conditions that clearly tracks proposed changes, and a written explanation or rationale for each exception and/or proposed change.

NOTE: A proposal that takes a material exception (addition, deletion, or other modification) to a Minimum Term will be deemed nonresponsive. The Court, in its sole discretion, will determine what constitutes a material exception.

#### 7.1.5 Certifications, Attachments, and other requirements

7.1.5.3 Proposer must include in its proposal a completed and signed Attachment 6, Payee Data Record Form, or provide a copy of a form previously submitted to the Court.

7.1.5.4 If Proposer is a corporation and the contract will be performed within California, Proposer must provide proof that it is in good standing and qualified to conduct business in California. Court may verify by checking with California's Office of the Secretary of State.

7.1.5.5 Proposer must provide copies of current business licenses, professional certifications, or other credentials.

- 7.2 Cost Proposal. The following information must be included in Attachment 7, Cost Matrix. A proposal lacking any of the following information may be deemed non-responsive.
- 7.2.1 Please provide firm fixed pricing detail for each category listed in Attachment 7. All charges, fees and rates must be entered in the applicable cells on the worksheet. Please list any additional charges for miscellaneous services such as initial setup. Every effort must be made to provide detailed information for routine and emergency services.
  - 7.2.2 A detailed cost proposal, including any travel costs or other expenses. Proposer's Cost Proposal should include an estimate of any possible cost increases projected through the life of the contract and any probable increases associated with the contract renewal provisions of their proposal. Proposer's Cost Proposal should include any reduction in storage cost for cartons temporarily removed from storage.
  - 7.2.3 Proposers should make their initial offer on the most favorable terms available.
  - 7.2.4 The pricing for Services will be on a pricing sheet in Attachment 7, Cost Matrix that covers the initial year and the remaining option years.
  - 7.2.5 It is expected that all service providers responding to this RFP will offer the service provider's government or comparable favorable rates.
  - 7.2.6 All pricing to be submitted in an unprotected Microsoft Excel format. No compressed files will be accepted. The pricing worksheet shall contain a detailed listing of all proposed solution components.
  - 7.2.7 Proposers would show their prices on how much each service they offer would cost. The scope of services requested are straightforward - weekly pickups and deliveries. However, in cases where the month has five (5) weeks, the storage of tape containers may also vary.
  - 7.2.8 There is a separate column for costing for emergency services on Attachment 7. However, the Proposer may provide costings using its own format for situations where non-regular scheduled pickups/deliveries may occur.
  - 7.2.9 Proposers can offer additional variety of services that are not subject of this RFP (backup to cloud, etc.). However, this will not mean that the Court is bound to engage such services, except if the Court see additional services that is in need and the cost is still within the yearly procurement budget.

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 ninety (90) day period, the Court 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 Court 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 of a responsible bidder.

<b>CRITERIA</b>	<b>MAXIMUM NUMBER OF POINTS</b>
Quality of work plan submitted as it relates to meeting the objectives outlined in the Description of Services and Deliverables.	20
Ability to meet time requirements to complete the project (Attachment 2, Appendix A, (Goods and Services)	25
Cost Proposal	30
Demonstrated experience and ability.	15
Acceptance of the Terms and Conditions	10

**10.0 INTERVIEWS**

The Court may conduct interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The interviews may be conducted in person or by phone. If conducted in person, interviews will be held at the Court. The Court will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The Court will notify eligible Proposers regarding interview arrangements.

### **11.1 CONFIDENTIAL OR PROPRIETARY INFORMATION**

PROPOSALS ARE SUBJECT TO DISCLOSURE PURSUANT TO APPLICABLE PROVISIONS OF THE CALIFORNIA PUBLIC CONTRACT CODE AND RULE 10.500 OF THE CALIFORNIA RULES OF COURT. The Court will not disclose social security numbers or balance sheets or income statements submitted by a Proposer that is not a publicly-traded corporation. All other information in proposals will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” and regardless of any statement in the proposal (a) purporting to limit the Court’s right to disclose information in the proposal, or (b) requiring the Court to inform or obtain the consent of the Proposer prior to the disclosure of the proposal (or portions thereof). Any proposal that is password protected, or contains portions that are password protected, may be rejected. Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

### **12.0 DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS**

The Court has waived the inclusion of DVBE participation in this solicitation.

### **13.0 PROTESTS**

Any protest will be handled in accordance with Chapter 7 of the Judicial Branch Contract Manual (see [www.courts.ca.gov/documents/jbcl-manual.pdf](http://www.courts.ca.gov/documents/jbcl-manual.pdf)). Failure of a Proposer to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive, and will result in rejection of the protest. The deadline for the Court to receive a solicitation specifications protest is the proposal due date. Protests should be sent to:

Superior Court of California  
County of Ventura  
Finance and Planning, Attn: Jill Barrios  
**Protest**  
800 S. Victoria Ave.  
Ventura, CA 93009

***END OF RFP***