

EXHIBIT 4

PROPOSER RESPONSE TEMPLATE

[Insert Company Name Here]

for

PAYROLL SERVICES

***Proposals Due October 24, 2022, no later than 3:00 P.M. PACIFIC
TIME***

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1.0 Proposer Information

(RFP Section 10.1)

Company name:
 Address:
 Phone:
 Fax:
 Federal Tax ID:

Representative Name:
 Title:
 Address:
 Phone:
 E-mail:

2.0 Company Overview and Financial Information

(RFP Section 10.2)

Table 1. Company Overview

Information	
Company name	
Headquarters location	
Date founded	
Company ownership (i.e., private/public, joint venture)	
Provide a brief company overview and history. Include number of years you have been providing the proposed application, service, user training, and maintenance and support. Also, describe the solution you propose to supply to the JBEs (e.g., model numbers, specifications, and warranty information).	
Number of employees by department. Provide an organizational chart including total of employees by department or list as described: Department Name: Total Employees:	
Service locations in the continental United States	
End of Table	

Table 2. Financial Information

U.S. \$	
Company overall financial status in United States	
Revenue, Net Income, and Research & Development (R&D) spending for the last 5 years	
Fiscal 2016	
Revenue:	
Net Income:	
R&D:	
Fiscal 2017	
Revenue:	
Net Income:	
R&D:	
Fiscal 2018	
Revenue:	
Net Income:	
R&D:	
Fiscal 2019	
Revenue:	
Net Income:	
R&D:	
Fiscal 2020	
Revenue:	
Net Income:	
R&D:	
End of Table	

3.0 Audited Financial Statements

(RFP Section 10.3)

Instructions: Attach and reference audited financial statements for the last five years, together with a current certification made by the chief financial officer stating that statements are current, accurate, and complete with the exception of any material adverse changes specifically described that have occurred in the status and/or prospects of Proposer since the effective date of the most recent financial statements.

Response:

4.0 Road Map

(RFP Section 10.4)

Response:

5.0 Executive Summary

(RFP Section 10.5)

Response:

6.0 Business Disputes

(RFP Section 10.6)

Response:

7.0 Overview of Proposer Qualifications

(RFP Section 10.7)

6.1 Résumés

(RFP Section 10.7.1)

Instructions: For the key roles listed below, provide résumés of Proposer's proposed personnel including years of experience in role, last two accounts in role, references from those account, and experience with deployment of case management systems.

- (1) Account Executive

Response:

- (2) Deployment Project Manager

Response:

- (3) Implementation Resources

Response:

- (4) Business Resources

Response:

- (5) Testing Resources

Response:

(6) Training Resources

Response:

(7) Client Service Representative

Response:

(8) Client Service Manager

Response:

(9) Account Billing Representative

Response:

(10) Other Relevant Personnel

Response:

6.2 Certifications

(RFP Section 10.7.2)

Instructions: Use the table below to describe your certifications relating to the proposed services.

Table 3. Certifications

Proposer's Certifications			
ITEM #	Certification or Training	Certification or Training Date (MM/DD/YY)	Proposer Response (include training information for any proposed individual staff members)
1.	CDIA+		
2.	AIIM ECM Practitioner		
3.	ISO/IEC 20000		
End of Table			

6.3 References

(RFP Section 10.7.3)

Instructions: Use the tables below to provide at least five references of customers with comparable size and scope of service. Include a detailed overview of each contract, including the project plan used to deliver the service.

Table 4. Reference 1

Reference 1	
Customer Name	
Industry	
Contact Name and Title	
Address	
Telephone	
Proposer’s Project Manager Name	
Average Annual Contract Value	
Contract Value of each of the following services:	
Deployment Services	
Others	
Contract Durations (in months)	
Subcontractors and services provided by each:	
<i>(list)</i>	
End of Table	

Table 5. Reference 2

Reference 2	
Customer Name	
Industry	
Contact Name and Title	
Address	
Telephone	
Proposer’s Project Manager Name	
Average Annual Contract Value	
Contract Value of each of the following services:	
Deployment Services	
Others	

Reference 2	
Contract Durations (in months)	
Subcontractors and services provided by each:	
<i>(list)</i>	
End of Table	

Table 6. Reference 3

Reference 3	
Customer Name	
Industry	
Contact Name and Title	
Address	
Telephone	
Proposer’s Project Manager Name	
Average Annual Contract Value	
Contract Value of each of the following services:	
Deployment Services	
Others	
Contract Durations (in months)	
Subcontractors and services provided by each:	
<i>(list)</i>	
End of Table	

Table 7. Reference 4

Reference 4	
Customer Name	
Industry	
Contact Name and Title	
Address	
Telephone	
Proposer’s Project Manager Name	
Average Annual Contract Value	
Contract Value of each of the following services:	
Deployment Services	
Others	

Reference 4	
Contract Durations (in months)	
Subcontractors and services provided by each:	
<i>(list)</i>	
End of Table	

Table 8. Reference 5

Reference 5	
Customer Name	
Industry	
Contact Name and Title	
Address	
Telephone	
Proposer’s Project Manager Name	
Average Annual Contract Value	
Contract Value of each of the following services:	
Deployment Services	
Others	
Contract Durations (in months)	
Subcontractors and services provided by each:	
<i>(list)</i>	
End of Table	

6.4 Use of Subcontractors

(RFP Section 10.7.4)

Instructions: Use the table below to provide a listing of proposed subcontractors, if any. Provide a table for each subcontractor proposed.

Table 9. Proposed Subcontractors

Proposed Subcontractors	
Subcontractor name	
Fiscal 2019 company revenue	
Fiscal 2019 company net income	
Company ownership <i>(i.e., private/public, joint venture)</i>	
Headquarters location	

Proposed Subcontractors	
Date founded	
Number of employees	
Products or services to be provided to JBEs	
Experience of subcontractor in performing the services to be provided	
Experience Proposer has partnering with this subcontractor in the past	
Locations where work is to be performed	
End of Table	

7.0 Response to Requirements

(RFP Section 10.8)

7.1 Exhibit 1—Business and Technical Requirements

(RFP Section 10.8, a.)

Proposer will submit response to Exhibit 1.

7.2 Exhibit 2—Implementation and Deployment Requirements

(RFP Section 10.8, b.)

Proposer will submit response to Exhibit 2.

8.0 Exhibit 3—Cost Proposal Sheet

(RFP Section 10.11, s.)

Proposer will submit response to Exhibit 3.

9.0 Disentanglement Plan

(RFP Section 10.9)

Proposer must describe an approach and methodology for disentanglement and detail a plan for and schedule of activities following termination of a Master Agreement awarded as a result of this RFP and an individual Participating Agreement, including all related costs.

Response

10. Proposer's Acceptance of Terms and Conditions

(RFP Section 10.10)

Insert Attachment 3.

11. Certifications, Attachments, and Other Requirements

(RFP Section 10.11)

- 11.1 California Seller's Permit
- 11.2 Proof of Good Standing
- 11.3 Business License
- 11.4 Administrative Rules Governing RFPS (Attachment 1)
- 11.5 JCC Standard Terms and Conditions (Attachment 2)
- 11.6 Proposer's Acceptance of Terms and Conditions (Attachment 3)
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- 11.22 Usage and Cost Reporting (Exhibit 5)

12. Judicial Council Negotiations

(RFP Section 10.12)

- Proposer shall **check the box** to certify to the JCC that the Proposer agrees to and will comply with the Negotiation Rules and Procedures as specified in Section 10.12 of the RFP.