



REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA,
COURT OPERATIONS SERVICES

**REGARDING: 2018 LANGUAGE ACCESS
IN THE CALIFORNIA COURTS**

**RFP NUMBER: COSSO-2018-01-Language
Access-in-the-CA-Courts-PSK**

**PROPOSALS DUE: May 14, 2018
NO LATER THAN 3:00
P.M. PACIFIC TIME**



JUDICIAL COUNCIL
OF CALIFORNIA

OPERATIONS AND PROGRAMS DIVISION
COURT OPERATIONS SERVICES

1 BACKGROUND INFORMATION

- 1.1 The Judicial Council of California (“Judicial Council”), chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system. 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. The Judicial Council of California is the staff agency for the council and assists both the council and its chair in performing their duties.
- 1.2 The Judicial Council’s main office is in San Francisco, California. Within the Operations and Programs Division is Court Operations Services, which houses the Language Access Services and Court Interpreters Program (CIP) units. The Language Access Services unit works to ensure language access for all limited English proficient (LEP) court users in California in all 58 Superior Courts. The CIP oversees the testing, certification and registration process for statewide qualification of court interpreters, as well as other administrative functions such as statewide recruitment to expand the pool of interpreters available in the courts.
- 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), chaired by Supreme Court Justice Mariano-Florentino Cuéllar. Among other responsibilities, the Task Force has been charged with assisting California’s Superior Courts with the implementation of the LAP’s recommendations, of which there are 75. The Language Access Services unit supports the efforts and work of the Task Force.
- 1.4 The Task Force is now comprised of three subcommittees that are currently assisting with LAP implementation: Budget and LAP Monitoring Subcommittee; Technological Solutions Subcommittee; and Translation, Signage and Tools for the Courts Subcommittee.

2 DESCRIPTION OF SERVICES

- 2.1 The Judicial Council seeks the services of a Contractor with experience to assist the Judicial Council with the implementation of LAP recommendations related to the following (“the Project”): development of a public outreach campaign (LAP Recommendations #53-55); developing a video remote interpreting (VRI) web-based resource center and establishing VRI technical standards for courts (#12-16; #46); taking previously developed curriculum to build and implement an online training for court interpreters working in civil matters (#46); and to make improvements to and develop recommendations for the Language Access Toolkit (#66);

(<http://www.courts.ca.gov/lap-toolkit-courts.htm>). See Section 3 for desired Project deliverables under this proposal.

The Proposed Contract is estimated to be effective **June 29, 2018 through June 28, 2019.**

The estimated funds available for this Project will not exceed \$240,000.00.

2.2 The Proposed Bidder 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 Laws (including statutory and case law) related to language access in the California Superior Courts, as well as California Rules of Court, Standards of Judicial Administration, and Judicial Council Forms related to language access;
- 2.2.3 Education resources and training for court staff (including bilingual staff), 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 designed to assist court personnel and LEP court users.
- 2.2.4 Research and writing for court-related audiences;
- 2.2.5 Court interpreting principles and how court interpretation services are organized in the California Superior Courts;
- 2.2.6 Preparation of written, web or recorded communication materials and other language access tools to assist the courts;
- 2.2.7 Development of public outreach materials and tools to ethnic/cultural communities, including engagement with ethnic and racial minorities about language access resources, including strategy and messaging to target audiences, multilingual print materials (notices and signs) and non-print materials (audio recordings).
- 2.2.8 Systems to help statewide monitoring of the implementation of the LAP;
- 2.2.9 Methods to evaluate Program effectiveness and the quality of language access services;
- 2.2.10 Web content design and web implementation, including knowledge of web and courthouse accessibility for LEP court users, including signage

and wayfinding strategies and other web-based resources (online presence, e.g. resource center) regarding language access services.

2.2.11 Analysis, display and re-engineering of content for LEP court users, including: multilingual optimal design and display of information and resources for any platform.

2.2.12 Familiarity with video remote interpreting (VRI) best practices and resources.

2.3 Implementation of the 75 recommendations of the *Strategic Plan for Language Access in the California Courts* has occurred over three phases since 2015. We are currently in Phase 3 of LAP implementation.

2.4 Contractor will assist the Judicial Council to produce LAP-related products, including but not limited to product items identified in Section 2.1 and the deliverables below. This also includes drafting reports on status, developing strategies, and making recommendations to help ensure progress on LAP implementation and the desired products in this proposal, under staff direction.

3 DELIVERABLES

3.1 The Judicial Council seeks a Contractor with expertise in improving access to the courts for LEP court users (See Section 2.2 above for desired areas of expertise).

3.1.1 After consulting with the Judicial Council staff by conference call to determine initial Project needs, Contractor should submit a draft Strategy Document and Timeline regarding completion of all Project deliverables covered under the Proposed Contract. Shall occur by **June 29, 2018**.

3.1.2 By this date, Contractor to meet by conference call with the Task Force's Budget and LAP Monitoring Subcommittee and Judicial Council staff to discuss the draft Strategy Document and Timeline, including the proposed Public Outreach Campaign for LEP Court Users (statewide strategy, messaging to target audiences, multilingual print and non-print materials, including notices, signs and recordings). Based on subcommittee and Judicial Council staff input, Contractor to prepare a revised Strategy Document and Timeline regarding the Public Outreach Campaign. Shall occur by **August 31, 2018**.

3.1.3 By this date, Contractor to meet by conference call with the Task Force's Translation, Signage and Tools for Courts Subcommittee and Judicial Council staff to discuss the draft Strategy Document and Timeline, including the proposed build out of the Language Access Toolkit (improved organization and delivery of content, creation of a glossary, and creation of modules for LEP court users), and identify the two new videos to be created for LEP court users. Under this Project, Contractor, will develop a new module for LEP Court Users for the Language Access Toolkit. This module should include a multilingual video or graphic interface to direct court users to content or court resources in their language, and should include a LEP Video Center for the Toolkit to

educate LEP court users on court practices. As part of this Toolkit buildout, the Contractor will also develop and submit to the Judicial Council two new videos for LEP Court Users (subject matter of videos to be identified in consultation with Task Force staff; text of videos to be translated into 8 languages), along with a multilingual glossary of common language access terms. Based on subcommittee and Judicial Council staff input, Contractor to prepare a revised Strategy Document and Timeline regarding completion of the Language Access Toolkit buildout. Shall occur by **August 31, 2018**.

- 3.1.4 By this date, Contractor to meet by conference call with the Task Force's Technological Solutions Subcommittee and Judicial Council staff to discuss the proposed web-based VRI Resource Center, and assistance to establish VRI Technical Standards for Courts. Based on subcommittee and Judicial Council staff input, Contractor to prepare a revised Strategy Document and Timeline regarding completion of the web-based VRI Resource Center, and establishment of VRI Technical Standards for Courts. Shall occur by **August 31, 2018**.
- 3.1.5 By this date, Contractor to provide the Judicial Council with a proposal regarding how to implement the online course regarding court interpreters in civil cases, including creation of online modules by Contractor. Shall occur by **September 28, 2018**.
- 3.1.6 Based on feedback from Judicial Council staff, Contractor to submit a revised Strategy Document and Timeline regarding completion of all Project deliverables covered under the Proposed Contract. Shall occur by **September 28, 2018**.
- 3.1.7 By this date, Contractor to provide Judicial Council staff with draft materials for the proposed Public Outreach Campaign for LEP Court Users (including statewide strategy, messaging to target audiences, multilingual print and non-print materials, including notices, signs and recordings). Contractor to also conduct a meeting, via conference call or WebEx (approximately one hour) with the Budget and LAP Monitoring Subcommittee and Judicial Council staff regarding the draft materials and next steps. **Shall occur by October 31, 2018/November 30, 2018**.
- 3.1.8 By this date, Contractor to conduct a meeting, via conference call or WebEx (approximately one hour) with the Translation, Signage and Tools for Courts Subcommittee and Judicial Council staff regarding the proposed Toolkit buildout and next steps. Contractor to also provide the Judicial Council staff with draft recommendations for the proposed build out of Language Access Toolkit, to address the following elements of the build out:
 - 1) Creation of multilingual general content and resource links for a LEP Court User module, to include a LEP Video Center on the Toolkit to

- educate LEP court users (content and design, including translations, to be delivered by Contractor under the Proposed Contract);
- 2) Creation of two new videos to assist LEP court users (to be delivered by Contractor under the Proposed Contract, including translations);
 - 3) Creation or purchase of a multilingual glossary with common language access terms to assist LEP court users (to be delivered by Contractor under the Proposed Contract);
 - 4) Report to be delivered by Contractor under the Proposed Contract for:
 - a. Best practices for the development of a future multilingual web interface for the Toolkit with multilingual search optimization and mobile-friendly design;
 - b. Strategy Document & Language Access Toolkit Buildout Blueprint, including costs of additional buildout items not covered by the Proposed Contract;
 - c. Recommendations regarding optimization of display for non-Latin languages; and
 - d. Any recommendations regarding LEP court user testing for future buildout of the Toolkit.

All of the above items 1) through 4) shall occur by **October 31, 2018/November 30, 2018.**

- 3.1.9 By this date, Contractor to provide the Technological Solutions Subcommittee and Judicial Council staff with draft materials for the proposed web-based VRI Resource Center, and establishment of VRI Technical Standards for Courts. Contractor to also conduct a meeting, via conference call or WebEx (approximately one hour) with the Technological Solutions Subcommittee and Judicial Council staff regarding the draft materials and next steps. Shall occur by **November 30, 2018/December 28, 2018.**
- 3.1.10 By this date, Contractor to provide the Judicial Council with functional web modules for the online course regarding court interpreters in civil cases. Shall occur by **December 28, 2018.**
- 3.1.11 Based on feedback received from the Budget and LAP Monitoring Subcommittee and Judicial Council staff, Contractor to submit final materials for the Public Outreach Campaign for LEP Court Users (including the statewide strategy, messaging to target audiences, multilingual print and non-print materials, including notices, signs and recordings). Contractor to also conduct a meeting, via conference call or WebEx (approximately one hour) with Judicial Council staff regarding the final materials and next steps. Shall occur by **March 29, 2019.**
- 3.1.12 Based on feedback received from the Translation, Signage and Tools for Courts Subcommittee and Judicial Council staff, by this date, Contractor to provide the Judicial Council with final materials for the proposed build

out of Language Access Toolkit (including the improved organization and delivery of content, the glossary, and modules for LEP court users), and the two new videos to be created for LEP court users. Contractor to also conduct a meeting, via conference call or WebEx (approximately one hour) with Judicial Council staff regarding the final materials and next steps. Shall occur by **April 30, 2019/May 31, 2019**.

3.1.13 Based on feedback received by the Technological Solutions Subcommittee and Judicial Council staff, by this date, Contractor to provide the Judicial Council with the final web-based VRI Resource Center, and establishment of VRI Technical Standards for Courts. Contractor to also conduct a meeting, via conference call or WebEx (approximately one hour) with Judicial Council staff regarding the final materials and next steps. Shall occur by **May 31, 2019**.

3.1.14 By this date, Contractor to provide the Judicial Council with a final report, a meeting, via conference call (approximately one hour) with Judicial Council staff, and any outstanding materials for the contract deliverables identified above. Shall occur by **June 28, 2019**.

3.2 Refer to Attachment 7, *Language Access in the California Courts Project Requirements Answer Form*, and provide Yes or No answers to indicate proposer's capabilities of meeting the specifications listed above.

4 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 3, 2018
Deadline for submitting questions	April 23, 2018 Due no later than 3:00PM, Pacific Standard Time.
Questions and answers posted (<i>estimate only</i>)	April 26, 2018
Latest date and time proposal may be submitted	May 14, 2018 Due no later than 3:00PM, Pacific Standard Time.
Anticipated interview dates (<i>estimate only</i>)	May 21 through 23, 2018
Evaluation of proposals (<i>estimate only</i>)	May 24 through 31, 2018
Notice of Intent to Award (<i>estimate only</i>)	June 1, 2018
Negotiations and execution of the Final Contract (<i>estimate only</i>)	June 8, 2018
The Final Contract start date (<i>estimate only</i>)	June 29, 2018
The Final Contract end date (<i>estimate only</i>)	June 28, 2019

5 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 the 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.
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: Payee Data Record Form	This form contains information the Judicial Council requires in order to process payments and must be submitted with the proposal.
Attachment 7: Language Access In The California Courts Project Requirements Answer Form	The Proposer must complete this form to indicate proposed solution’s capabilities of meeting the Language Access In The California Court’s specifications.
Attachment 8: California Judicial Council Branch, Strategic Plan for Language Access in the California Courts.	This summary contains the Language Access Plan (LAP) recommendations. The Proposer is encouraged to read this summary in detail.
Attachment 9: DVBE Declaration	Complete this form only if Proposer wishes to claim the DVBE incentive associated with this solicitation.
Attachment 10: Bidders Declaration	Complete this form only if Proposer wishes to claim the DVBE incentive associated with this solicitation.
Attachment 11: Cost Breakdown	On this form the Proposer responds to the Cost Portion of the proposal.

6 SUBMISSIONS OF PROPOSALS

6.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Expensive bindings, color displays, and the like are not necessary or desired. 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**.

The Proposer must submit one (1) original, four (4) copies, and one (1) electronic version on CD-ROM or USB memory stick/flash drive of both the technical and cost proposals. The original must be signed by an authorized representative of the Proposer. The original technical and cost proposals (and the copies thereof) must be submitted to the Judicial Council in a single sealed envelope. The Proposer must write the RFP title and number on the outside of the sealed envelope.

6.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

Judicial Council of California
Attn: Lenore Fraga-Roberts, Bid Desk
RFP #: COSSO-2018-01-Language-Access-in-the-CA-Courts-PSK
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688

6.4 Late proposals will not be accepted.

6.5 Only written proposals will be accepted. Proposals must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Proposals may not be transmitted by fax or email.

7 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 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.

7.1.2 Name, title, address, telephone number, and e-mail address of the individual who will act as the Proposer’s designated representative for purposes of this RFP.

- 7.1.3 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.
- 7.1.4 Names, addresses, and telephone numbers of a minimum of three (3) clients for whom the Proposer has conducted similar services. The Judicial Council may check references listed by the Proposer.
- 7.1.5 Proposed method to complete the work.
 - 7.1.5.1 Describe the proposed method to complete the work, including a detailed work plan with milestones and deliverables.
 - 7.1.5.2 Describe your plan to ensure continued customer satisfaction throughout this engagement. Including items such as guarantees, client surveys, escalation procedures, and periodic meetings with the Judicial Council Project Manager.
 - 7.1.5.3 Describe your proposed invoicing process. Please note that the Judicial Council will make every effort to ensure that invoices are paid promptly, but is unable to pay any late fees or interest payments on invoices past due.
- 7.1.6 Acceptance of the Terms and Conditions.
- 7.1.7 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.
- 7.1.8 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.
- 7.1.9 Certifications, Attachments, and other requirements.
 - 7.1.9.1 The Proposer must complete the General Certifications Form (Attachment 4) and submit the completed form with its proposal.
 - 7.1.9.2 The Proposer must complete the Darfur Contracting Act Certification (Attachment 5) and submit the completed certification with its proposal.
 - 7.1.9.3 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. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor does not (and will not, if awarded the Final Contract) conduct intrastate business in California, proof that Contractor is in good standing in its home jurisdiction.

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

7.1.9.5 Proof of financial solvency or stability (e.g., balance sheets and income statements).

7.1.9.6 (Conditional) A signed Attachment 9, DVBE Declaration Form if proposer seeks the Disabled Veteran Business Enterprise preference.

7.1.9.7 (Conditional) A signed Attachment 10, Bidders Declaration Form if proposer seeks the Disabled Veteran Business Enterprise preference.

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

7.2.1 A detailed line item budget showing total cost of the proposed services.

7.2.2 A full explanation of all budget line items in a narrative entitled "Budget Justification."

7.2.3 A "not to exceed" total for all work and expenses payable under the Final Contract, if awarded.

7.2.4 Completion of Attachment 11 – Cost Breakdown.

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 OFFER PERIOD

A Proposer's proposal is an irrevocable offer for one hundred twenty (120) 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 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 will be awarded, the Judicial Council will post an intent to award notice at www.courts.ca.gov/rfps.htm.

CRITERION	REFERENCE TO APPLICABLE RFP SECTIONS AND SUBMITTALS	MAXIMUM NUMBER OF POINTS
Ability to meet Project and timing requirements	2.1; 2.2.1 through 2.2.16; 2.3 through 2.9; 3.1.1 through 3.1.17; Attachments 7; and Attachment 8.	9
Quality and specificity of work-plan submitted	7.1; 8.1.5; 8.1.5.1 through 8.1.5.3.	29
Specialized expertise, technical competence, experience on similar projects, and reference checks.	8.1.3; 8.1.4; and 11.	19
("DVBE") Incentive. Disabled Veterans Business Enterprise incentive is available to qualified proposers.	12.1 through 12.7; Attachment 9; and Attachment 10.	3
Cost	2.1; 2.2.3; 6.1; 6.1.1 through 6.1.4; 7.2; 7.2.2 through 7.2.3; 8.2; 8.2.1 through 8.2.3; and Attachment 11.	30
Acceptance of Terms and Conditions	8.1.6 through 8.1.9; 8.1.9.1 through 8.1.9.3; Attachment 3; Attachment 4; and Attachment 5.	10

10 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 or by conference call. 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 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 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 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,” 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. Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

12 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

- 12.1 Qualification for the DVBE incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a proposal non-responsive.
- 12.2 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 above.
- 12.3 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").
- 12.4.1 If Proposer wishes to seek the DVBE incentive:
- 12.4.1 Proposer must submit with its proposal a DVBE Declaration (Attachment 9) 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.
- 12.4.2 Proposer must complete and submit with its proposal the Bidder Declaration (Attachment 10). Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.
- 12.5 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.
- 12.5.1 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.
- 12.5.2 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.

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 PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contracting Manual (see 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 Judicial Council to receive a solicitation specifications protest is the proposal due date. Protests must be sent to:

Judicial Council of California
Branch Accounting and Procurement
Administrative Division, Contracts Dept.
Attn: Protest Hearing Officer,
RFP # COSSO-2018-01-Language-Access-in-the-CA-Courts-PSK
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688

END OF REQUEST FOR PROPOSAL