

RFP Title: Porterville Courthouse Audio Visual Software System Configuration, Development and System Repair Services
RFP Number: JBCP-2016-07-CP

REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA

REGARDING:

Porterville Courthouse Audiovisual System Software Configuration, Development and System Repair Services

RFP# JBCP-2016-07-CP

PROPOSALS DUE:

SEPTEMBER 12, 2016 NO LATER THAN 3:00 P.M. PACIFIC TIME

1.0 BACKGROUND INFORMATION

The Judicial Branch of California is part of California state government, independent from the executive and legislative branches, and includes the Superior and Appellate Courts of California, including the Supreme Court. A part of the Judicial Branch is the Judicial Council of California (“Judicial Council”), chaired by the Chief Justice of California and providing staff support to all Appellate and Superior Courts, including responsibility for the planning, design, construction, real estate and asset management of facilities for the court system of California.

A courthouse AV system includes systems installed in both courtrooms and ancillary rooms like conference rooms, training rooms, jury deliberation rooms and jury assembly rooms. In courtrooms, microphones and evidence presentation systems are installed to allow participants to be heard within the courtroom and evidence to be presented to the jury on a screen large enough for all to read it clearly. Optionally, annotation capabilities are provided to allow attorneys and expert witnesses to “mark-up” evidence. In order to meet the requirements of the Americans with Disability Act (ADA), assistive listening system are required in all rooms with audio amplification. Provisions are included to make audio recordings if allowed by the judge. Because those who are not fluent in English have a right to understand courtroom proceedings, language translation capabilities are included, either using local or remote translators. If participants are not able to be present in the courtroom, facilities are included to allow them to participate remotely, using either teleconference or videoconference systems. Arraignment courtrooms use videoconference systems to allow persons in custody to be arraigned without requiring the court to bear the cost of secure transportation.

Jury assembly rooms are equipped with projection systems to educate prospective jurors on the task they may be asked to perform. While waiting, prospective jurors may be able to view TV to keep them occupied and/or entertained. Conference rooms, jury deliberation rooms and training rooms may have AV systems to allow the presentation of electronic media. Other systems which may be provided are queuing systems for an organized access to court clerks for such things as parking tickets and fines along with wayfinding systems which direct the public to location of various courthouse activities and show the court docket for that day.

2.0 DESCRIPTION OF GOODS AND/OR SERVICES

- 2.1 The Judicial Council seeks the services of a person or entity (hereafter, “vendor”, “proposer”, “contractor” or “bidder”) with expertise in courthouse audiovisual system software configuration, development and system repair and maintenance.
- 2.2 The Porterville courthouse has an existing audio visual system detailed in Attachment 1. The system requires repairs/servicing for the following rooms: three (3) conference rooms, one (1) jury assembly room, one (1) mediation-workshop room, and nine (9) courtrooms. The following rooms shown in Attachment 1 are not included in the scope: six (6) jury deliberation rooms, one (1) child waiting room, and one (1) briefing-break room. It is desired and

- anticipated that a contract will be issued to one business entity. Issues with the current system are shown in Attachment 3.
- 2.3 The selected vendor will (re)write the software for the Crestron and Biamp system in 3 conference rooms, one jury assembly room, one Mediation-Workshop room and 9 courtrooms to run the existing system.
 - 2.4 Software to run the system will need to be developed, i.e., written, installed, tested and put into production to meet the functional requirements of deliverables detailed in Attachments 3, 4 & 5.
 - 2.5 The desired approach is detailed in Attachment 4.
 - 2.6 The installation, testing, and deployment to production will be performed in the Porterville courthouse located at 300 E Olive Avenue, Porterville, CA 93257.
- 2.7 Onsite work must be scheduled with the Director, Information Technology Department Superior Court of California, County of Tulare or his designee. Onsite work must be completed in rooms when they are not being used or outside of court operating hours which are 8:00 am – 5:00 pm, Monday – Friday.
- 2.8 During testing, the selected vendor will pull, pack, and ship to the manufacturer for testing any equipment (under an existing warranty) that may not be functioning properly.
 - 2.8.1 The selected vendor will contractually agree that the manufacturer's opinion that equipment is functional will govern and constitute conclusive proof that the equipment is in fact functional.
 - 2.8.2 Equipment will be reinstalled by the selected vendor as required and the system re-tested.
 - 2.9 The selected vendor will demonstrate that all Functional Deliverables, and the system are fully operational, in order to satisfy acceptance criteria. The Judicial Council's Project Manager and Director, Information Technology Department, Superior Court of California, County of Tulare or their designees will provide acceptance of the Functional Deliverables and the system measured against the acceptance criteria.
 - 2.10 The selected vendor will provide written documentation of all work that has been done, including software.
 - 2.11 The Judicial Council's Project Manager and Tulare Superior Court Director of Information Technology or their designees will sign off on the completion and acceptance of deliverables.
 - 2.12 Project Schedule: The project is anticipated to begin September 2016, with completion of all documentation by October 31, 2016.
 - 2.13 The selected vendor will furnish all labor and services, and additional equipment necessary for completion of the services outlined throughout this RFP with the following exceptions:
 - 2.13.1 Manufacturer-conducted testing of any pre-existing equipment thought to be not functioning properly; and
 - 2.13.2 Replacement equipment found by the manufacturer to be non-functioning.

2.14 **VENDOR(S) AND SUBCONTRACTOR(S) PERSONNEL:**

While on State and County premises of the Judicial Council:

- 2.14.1 All vendor(s), and/or subcontractor(s) personnel shall observe all rules and regulations in effect at work sites, whether State or County owned, governing safety and personal conduct.
- 2.14.2 Vendor(s), and/or subcontractor(s) employees shall be subject to the authority of the Judicial Council, but under no circumstances, shall such persons be deemed employees of the Judicial Council.
- 2.14.3 Vendor(s), and/or subcontractor(s) shall provide proper identification for all of their employees. While on State and County premises, all vendor(s), and/or subcontractor(s) must wear attire that identifies their employees with identification visible from both the front and back. Vehicles shall be clearly identified as company vehicles. Vendors, and/or subcontractor shall be responsible to ensure their employees render quiet and courteous service.
- 2.14.4 **CRIMINAL BACKGROUND CHECKS:** Vendor(s) and their employees and/or subcontractors may be required to complete and pass a background check and be “green badged” to work in and around State or County premises. Badges are to be visible when working on site.

3.0 CONTRACTUAL AGREEMENT

- 3.1 A contract with a successful bidder will be executed by the parties on a Judicial Council Standard Agreement form. A sample, blank Judicial Council Standard Agreement is included as Attachment 7 to this RFP.
- 3.2 The Judicial Council reserves the right to propose to modify or update the Standard Agreement in the interest of the Judicial Council, in whole or in part at any time prior to the execution of the agreement with the successful bidder. By responding to this RFP, the bidder and its key subcontractors agree and represent that a) the project team can and will provide the services required in the contract, and b) will memorialize any resulting contractual agreement using the Standard Agreement.
- 3.3 If a satisfactory contractual agreement cannot be executed by the Judicial Council and a selected bidder within 30 calendar days of notification of selection, the Judicial Council reserves the right to terminate negotiations with that bidder and pursue a contractual agreement with another qualified bidder.
- 3.4 **Fee Structure:** Fee proposals for the services and work described herein shall be based on Fixed Price. The pulling, packing, and shipping of equipment the vendor believes to be non-functioning may be bid on an hourly basis, plus actual shipping costs; however, the Judicial Council will not be liable for these items if the piece of equipment is deemed functional by the manufacturer.

- 3.5 Term of Contract: The term of the contract to be awarded as a result of this RFP is anticipated to be two years with the possibility of three annual extensions (“Option to Extend”) at the sole discretion of the Judicial Council.

4.0 MINIMUM QUALIFICATIONS

To be considered for an award, a proposal must justify, in the judgment of the Judicial Council, that the bidding contractor has the capability to manage and install a project of this size and complexity. It also must have the staff, financial backing and the necessary business and technical expertise to complete this installation and the subsequent warranty service in a timely manner. A bidder may be disqualified if the information in this submittal does not meet these and the following requirements. The qualifications submittal will be rejected if it does not address each of the following requirements individually:

- 4.1 The AV contractor's core business must be the engineering, installation, configuration and service of commercial audiovisual systems and has been in this business in its current geographical location for more than 5 years.
- 4.2 The AV contractor must be an authorized dealer for all major products to be supplied under this contract. The AV contractor must have successfully completed a minimum of three projects of similar scope in the past 2 years, and one project of similar scope more than 5 years ago. Indicate the location, type of system installed, total contract amount, date completed, and include end-user names, email addresses and telephone numbers so they can be contacted.
- 4.3 Include resumes and factory/industry certifications of all staff that will be assigned to this project. Provide an organizational chart specifically for this project listing the number of years (minimum of five) each person has been actively performing AV work with the contractor in their current position along with their areas of responsibility.
- 4.4 All members of the team assigned to this project must be dispatched from the same local office, which must be identified.
- 4.5 The AV contractor must use manufacturer certified programmers to write the code for the control systems and digital signal processors. These programmers must have been actively programming systems in commercial installations for at least two years after receiving their certification. Provide a list of at least one programming project similar in scope that the programmer has completed in the last two years with location, scope, contract amount, and include persons and telephone number to contact.
- 4.6 Any personnel assigned to design, implement and/or commission any system that requires factory training, i.e. the multi-format routing switcher, must hold the required certification.
- 4.7 The AV contractor must hold a current California C7 contractor's license.
- 4.8 Indicate if the AV contractor employs union or non-union installers.
- 4.9 Indicate if any subcontractors will be used on this project. No subcontract will be permitted, unless specifically identified in the qualifications submittal. Identify all subcontractors doing any work amounting to more than 1% of the total system

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price. It will be at the discretion of the Judicial Council whether or not the identified subcontractor(s) will be approved. The contractor shall have sole responsibility for the satisfactory implementation of each system, regardless of any subcontract arrangement.

5.0 TIMELINE FOR THIS RFP

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

EVENT	DATE
RFP issued	<i>August 29, 2016</i>
Deadline for questions	<i>September 1, 2016 At 3:00 p.m. (Pacific Time)</i>
Questions and answers posted (estimate only)	<i>September 6, 2016</i>
Latest date and time proposal may be submitted	<i>September 12, 2016 At 3:00 (Pacific Time)</i>
Evaluation of proposals (<i>estimate only</i>)	<i>September 14, 2016</i>
Public opening of cost portion of proposals	<i>September 16, 2016</i>
Notice of Intent to Award (<i>estimate only</i>)	<i>September 19, 2016</i>
Negotiations and execution of contract (<i>estimate only</i>)	<i>September 30, 2016</i>
Contract start date (<i>estimate only</i>)	<i>October 3, 2016</i>

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6.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1	Diagrams of the Current Audiovisual System
Attachment 2	Contemplated System Screens
Attachment 3	Issues with Current Audiovisual System and Associated Deliverables
Attachment 4	Porterville Courthouse Audiovisual Performance Specifications
Attachment 5	Porterville Courthouse Audiovisual System Additional Deliverables
Attachment 6	Administrative Rules Governing RFPs (IT Goods and Services) These rules govern this solicitation.
Attachment 7 JBE Standard Terms and Conditions	Standard Terms and Conditions If selected, the person or entity submitting a proposal (the "Proposer") must sign this Judicial Council's Standard Form agreement.
Attachment 8	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 9	General Certifications Form The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
Attachment 10	Payee Data Record Form This form contains information the Judicial Council requires in order to process payments and must be submitted with the proposal.

7.0 PRE-PROPOSAL CONFERENCE AND SITE WALK

The Judicial Council will not hold a pre-proposal conference; however, bidders are required to participate in a site walk prior to submitting a proposal. Site walks will take place at the Tulare County Superior Court, 300 East Olive Avenue, Porterville, CA 93257. Contact the courthouse by phone to arrange a site walk:

Deon Whitfield,
Director, Information Technology Department
Superior Court of California, County of Tulare
Desk phone: 559-730-5000, Ext 1248#
Cell phone: 559-779-7178

Attendance at a site walk is **MANDATORY**. Each proposer must specify in their proposal that they participated in a site walk. The Judicial Council will reject a proposal from any Proposer who did not attend a site walk.

8.0 SUBMISSIONS OF PROPOSALS

- 8.1 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.
- 8.2 The proposer must submit its proposal in two parts, the non-cost portion and the cost portion.
- a. The proposer must submit **one (1) original and one (1) copy** of the non-cost portion of the proposal. The original must be signed by an authorized representative of the proposer. The original non-cost portion of the proposal (and the copies thereof) must be submitted to the JBE in a single sealed envelope, separate from the cost portion. The proposer must write the RFP title and number on the outside of the sealed envelope.
 - b. The proposer must submit **one (1) original and one (1) copy** of the cost portion of the proposal. The original must be signed by an authorized representative of the proposer. The original cost portion of the proposal (and the copies thereof) must be submitted to the JBE in a single sealed envelope, separate from the non-cost portion. The proposer must write the RFP title and number on the outside of the sealed envelope.
 - c. In addition to paper originals and copies as provided in 8.2.a and 8.2.b above, the proposer must also submit an electronic version of the entire proposal on CD-ROM or USB memory stick/flash drive. The files must be in PDF, Word, or Excel formats.
- 8.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:
- Judicial Council of California
Attn: Administrative Specialist, **JBCP-2016-07-CP**
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102
- 8.4 Late proposals will not be accepted.
- 8.5 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.

9.0 PROPOSAL CONTENTS

9.1 Non-Cost Portion.

The following information must be included in the non-cost portion of the 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.
- 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.
- c. Acceptance of the Terms and Conditions.
 - i. On Attachment 8, 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.
 - ii. If exceptions are identified, the proposer must also submit (a) a red-lined version of the Terms and Conditions that implements all proposed changes, and (b) a written explanation or rationale for each exception and/or proposed change.
- i. Certifications, Attachments, and other requirements.
 - i. The proposer must complete the General Certifications Form (Attachment 9) and submit the completed form with its proposal.
 - ii. 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 contract) conduct intrastate business in California, proof that contractor is in good standing in its home jurisdiction.

9.2 Cost Portion. The following information must be included in the cost portion of the proposal. Fee proposals for the services and work described herein shall be based on Fixed Price. The pulling, packing, and shipping of equipment the vendor believed to be non-functioning may be bid on an hourly basis, plus actual shipping costs; however, the Judicial Council will not be liable for these hourly rates if the piece of equipment is deemed functional by the manufacturer.

IT Services:

- i. A fixed price for the work contemplated.
- ii. An hourly rate for the pulling, packing, and shipping of equipment thought to be non-functional to the manufacturer; and for the unpacking and reinstallation of equipment received from the manufacturer.

10.0 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.

11.0 EVALUATION OF PROPOSALS

The cost portion of proposals will be publicly opened at the date and time noted in Section 5.0 at 455 Golden Gate Avenue, Sixth Floor, San Francisco, CA 94102.

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 Contractor determined to provide the “best value” to the Judicial Council and the Court. The best value will be determined in accordance with the selection criteria set forth herein.

If a contract will be awarded, the Judicial Council will post an intent to award notice at www.courts.ca.gov

CRITERION	MAXIMUM NUMBER OF POINTS
Experience of the Firm: Demonstrated experience of the firm in relation to the scope of work, and quality of service provided to customers in the past on similar projects;	25
Approach: Proposed approach to providing, the services set forth in this RFP.	25
Cost	50

12.0 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. Interviews may be conducted in person or by phone. If conducted in person, they will likely be held at the Judicial Council 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 interviews.

13.0 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.

14.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

The Judicial Council has waived the DVBE incentive in this solicitation.

15.0 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 September 9, 2016, 3:00 p.m. Pacific Time. Protests must be sent to:

Judicial Council – Branch Accounting and Procurement
ATTN: Manager, Contracts, **RFP# JBCP-2016-07-CP**
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102