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| Exhibit 4Proposer Response Template[Insert Company Name Here]forRFP NUMBER – RFP-IT-2023-58-DM*JUDICIAL BRANCH DATA WAREHOUSE AND DATA INTEGRATION SERVICES*  |

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# Introduction

Below is an outline of the structure for the response to this RFP. The Proposer will replace the designator “[INSERT CONTENT HERE]” with]” with the Proposer’s response content.

All worksheets must be saved in both .xlsx **and** .pdf formats. Filenames must be in the following format: *[Worksheet name] – Exhibit x \_Company-Name*

# Proposer’s Information

Company name:

Address:

Phone:

Fax:

Federal Tax ID:

Representative Name:

Title:

Address:

Phone:

E-mail:

# Company Overview and Financial Information

|  |
| --- |
| **Company Information** |
| **Company name** |  |
| **Name of Account Executive Serving as Lead on RFP Response** **1a. Title of Account Executive Serving as Lead on RFP Response** **1b. Contact Information for Account Executive Serving as Lead on RFP Response**  |  |
| **Number of full-time employees** |  |
| **Total number of Data Services and Data Warehouse implementations** |  |
| **Industry (NAICS)** *(North American Industry Classification System)* |  |
| **Headquarters Location** |  |
| **Date Founded** |  |
| **Company Ownership***(i.e., private/public, joint venture)* |  |
| **Number of years Proposer has been providing Data Services and Data Warehouse Implementation and Maintenance and Support Services** |  |
| **Provide a list of at least 2 clients** |  |
| **End of Table** |

# Executive Summary

Provide a high-level summary of the response to this RFP. This part of the response is a free narrative section. The executive summary must describe the Proposer’s approach for the implementation of the Data Services – Data Warehouse software.

[INSERT CONTENT HERE]

# Experience and Qualifications

Provide a description of the team or teams that will deliver services. This should identify resources responsible for Project Management, Implementation, and Deployment

[INSERT CONTENT HERE]

## Résumés for Key Staff

For each Key Staff member, the Proposer must provide a résumé describing the individual’s background, experience, and ability in performing their proposed role and activities.

[INSERT CONTENT HERE]

# Response to Requirements

The Proposer must present the proposed method for implementing stated requirements, data migration, testing, training, and managed services requested.

## Statement of Work, Exhibit 1

**The Proposer must include its response to Exhibit 1.**

### **Statement of Work Overview (Exhibit 1)**

**The Proposer shall provide a recommended approach and a Project Schedule (i.e., project timeline in Gantt or WBS format) for implementation of the included Statement of Work (SOW).**

**The Proposer shall respond yes or no to the included SOW and optionally provide comments to its responses.**

### **Business and Technical Requirements, Exhibit 2**

**The Proposer shall respond with yes or no.**

**[CONTENT ATTACHED IN EXCEL FORM PROVIDED]**

# Cost Data

**The cost portion must be submitted in a separate file in the format .xlsx provided with the RFP.**

## Exhibit 3, Cost Workbook

The Proposer must complete all tabs in Exhibit 3, Cost Workbook.

[CONTENT ATTACHED IN EXCEL FORM PROVIDED]

#  Response Checklist

The Proposer should ensure all items listed below have been completed and included or addressed in the provided RFP response to be considered as a viable solution for the Judicial Council.

[ ]  Title Page

[ ]  Table of Contents

[ ]  Proposer’s Information

[ ]  Proposer’s Company’s Name, Address, Telephone, Fax, and Federal Identification Number

[ ]  Proposer’s Representative’s Name, Title, Address, Telephone, and Email Address

[ ]  Financial Statements (e.g., balance sheets and income statements for Proof of financial solvency or stability).

[ ]  Executive Summary

[ ]  Company Overview

[ ]  Proposer’s Experience and Qualifications

[ ]  Résumés

[ ]  Response to Exhibit 1: Statement of Work

[ ]  Exhibit 2: Business and Technical Requirements

[ ]  All Applicable Supplemental Documents (See RFP.IT-2023-58-DM-Data Warehouse and Integration Services Document)

[ ]  Proof of good standing and qualification to conduct business in California

[ ]  Current business license, professional certification, or other credentials

[ ]  Attachment 4: General Certifications

[ ]  Attachment 5: Small Business Declaration (*only if Proposer wishes to participate in the Small Business Incentive*)

[ ]  Payee Data Record (STD 204)

[ ]  Payee Data Record Supplement (STD 205) (*optional*)

[ ]  Attachment 6: DVBE Declaration

[ ]  Attachment 7: Iran Contracting Act Certification

[ ]  Attachment 8: Unruh and FEHA Certification

[ ]  Attachment 9: Darfur Contracting Certification

[ ]  Attachment 10: Proposer Submission Questions Form

[ ]  Attachment 11: Bidder Declaration

[ ]  Attachment 12: Qualifications Reference Sheet

[ ]  Cost Data

[ ]  Exhibit 3: Cost Workbook