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| RC2 | REQUEST FOR PROPOSALS   |
| **JUDICIAL COUNCIL OF CALIFORNIA****Regarding** **Daily Pick-up and Delivery of Mail****PROPOSALS DUE:****January 8, 2018****no later than 3:00p.m. Pacific Time** |

**1.0 BACKGROUND INFORMATION**

* 1. The vendor chosen will be expected to provide services with the utmost integrity, confidentiality and responsiveness. Services will be provided on a daily basis, with the exception of Judicial Branch holidays.
	2. Judicial Council of California (“Judicial Council” or “JBE”) located at **2850 Gateway Oaks Dr., Suite 300, Sacramento, CA 95833** **and deliver to the USPS Bulk Mail facility located at 3775 Industrial Blvd, West Sacramento, CA.**
	3. This contract service period is for one year with four additional one year options to renew.

**2.0 DESCRIPTION OF SERVICES AND DELIVERABLES**

The JBE seeks the services of a person or entity with expertise in:

### Mail pick up 1 to 20 sleeved trays (1’ & 2’ trays) of bulk mail from Judicial Council located at 2850 Gateway Oaks Dr., Suite 300, Sacramento, CA 95833 and then deliver to the USPS Bulk Mail facility located at 3775 Industrial Blvd, West Sacramento, CA. Contractor will wait for postal acceptance and obtain Mailing Transaction Receipt for same day return to Judicial Council at 2850 Gateway Oaks Drive, Suite 300, Sacramento, CA 95833 every day, excluding weekends and Judicial Council holidays see below:

### In addition, pick up 1 to 2 tubs of first class mail from Judicial Council at 2850 Gateway Oaks Dr., Suite 300, Sacramento, CA 95833 and deliver to the main customer mail counter at located USPS facility at 3775 Industrial Blvd, West Sacramento, CA.

* Pick up contents of Judicial Council mail at the same USPS facility listed above and deliver to Judicial Council at 2850 Gateway Oaks, Suite 300, Sacramento, CA 95833 on the same day.
* Contractor will provide to the Project Manager, proof of service delivery to postal sort facility when requested. Mail cannot be deposited in mailbox at post office but USPS must take possession of mail directly.
* Vendor will charge a flat, monthly fee for service provided.
* Contractor will bill Judicial Council monthly, in arrears.
* Judicial Branch Holidays include: New Year’s Day, Martin Luther King, Jr., Day, Lincoln’s Birthday, Washington’s Birthday, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans’ Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

**3.0 TIMELINE FOR THIS RFP**

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

| **EVENT** | **DATE** |
| --- | --- |
| RFP issued**:** | December 8, 2017 |
| Deadline for questions | December 12, 2017no later than 3:00 PM (PT) |
| Questions and answers posted *(estimate only)* | December 13, 2017 |
| Latest date and time proposal may be submitted | January 8, 2018No later than 3:00 PM (PT) |
| Anticipated interview dates (*estimate only*) | N/A |
| Evaluation of proposals. This period includes interviews. (*estimate only*) | January 9 through 12, 2018 |
| Notice of Intent to Award (*estimate only*) | January 15, 2018 |
| Negotiations and execution of contract (*estimate only*) | January 16 through 24, 2018 |
| Contract start date (*estimate only*) | February 1, 2018 |
| Contract end date (*estimate only*) | January 31, 2019 |

**4.0 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:** JBE Standard Terms and Conditions | If selected, the person or entity submitting a proposal (the “Proposer”) must sign a JBE Standard Form agreement containing these terms and conditions(the “Terms and Conditions”). |
| **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.**Note: A material exception to a Minimum Term will render a proposal non-responsive.**  |
| **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 JBE requires in order to process payments and must be submitted with the proposal. |
| **Attachment 7:** DVBE Declaration | The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification. |

**5.0 PAYMENT INFORMATION**

* Vendor will charge a flat, monthly fee for service provided.
* No fuel surcharges or any other surcharges shall apply.
* Contractor will bill Judicial Council monthly, in arrears.

**6.0 Pre-proposal Conference**

The JBE will **not** hold a pre-proposal conference.

**7.0 SUBMISSIONS OF PROPOSALS**

7.1 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.

7.2 The Proposer must submit its proposal in two parts, the technical proposal and the cost proposal.

a. The Proposer must submit **one (1) original and three (3) copies** of the technical proposal. The original must be signed by an authorized representative of the Proposer. The original technical proposal (and the copies thereof) must be submitted to the JBE 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.

b. The Proposer must submit **one (1) original and three (3) 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 JBE 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.

c. The Proposer must 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.

7.3 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#: NCRO-2017-11-PSK**

**455 Golden Gate Avenue, 6th Floor**

**San Francisco, CA 94102-3688**

7.4 Late proposals will not be accepted.

7.5 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.

**8.0 PROPOSAL CONTENTS**

8.1 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.

a. 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.

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. Names, addresses, and telephone numbers of a minimum of three (3) clients for whom the Proposer has conducted similar services. The JBE may check references listed by the Proposer.

d. Acceptance of the Terms and Conditions.

i. 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.

ii. 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.

iii. **Note: A material exception to a Minimum Term will render a proposal non-responsive.**

e. Certifications, Attachments, and Other Requirements.

i. The Proposer must complete the General Certifications Form (Attachment 4) and submit the completed form with its proposal.

ii. The Proposer must complete the Darfur Contracting Act Certification (Attachment 5) and submit the completed certification with its proposal.

iii. 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.

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

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

vi. (Conditional) A signed Attachment 8, DVBE Declaration if proposer seeks the Disabled Veteran Business Enterprise preference.

8.2 Cost Proposal. The following information must be included in the cost proposal.

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

ii. A full explanation of all budget line items in a narrative entitled “Budget Justification.”

iii. A “not to exceed” total for all work and expenses payable under the contract, if awarded.

**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.

**9.0 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 JBE reserves the right to negotiate extensions to this period.

**10.0 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 JBE 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 JBE will post an intent to award notice at [www.courts.ca.gov](http://www.courts.ca.gov).

| **CRITERION** | **maximum number of points** |
| --- | --- |
| Experience on similar assignments/Professional References | 20 |
| Cost  | 50 |
| Acceptance of the Terms and Conditions | 15 |
| Ability to meet timing requirements | 10 |
| (“DVBE”) Incentive Disabled Veterans Business Enterprise incentive is available to qualified proposers. | 5 |

**11.0 INTERVIEWS**

The JBE 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 likely be held at the JBE’s offices. The JBE will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The JBE will notify eligible Proposers regarding interview arrangements.

**12.0 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 JBE 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 JBE’s right to disclose information in the proposal, or (b) requiring the JBE 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.

**13.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE**

13.1 Qualification for the DVBE incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a proposal non-responsive.

13.2 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 10 above.

13.3 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”).

13.4 If Proposer wishes to seek the DVBE incentive:

Proposer must submit with its proposal a **DVBE Declaration (Attachment 7)** 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.

13.5 Proposer must complete and submit with its proposal the Bidder Declaration (Attachment 9). Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.

13.6 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.

13.7 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.

13.8 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 MISREPREPRETATION 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.**

**14.0 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 JBE to receive a solicitation specifications protest is: The Proposal Due Date.** Protests must be sent to:

 Judicial Council of California

 Attn: Protest Hearing Officer

 RFP#: **NCRO-2017-11-PSK**

 Branch Accounting and Procurement | Administrative Division

 455 Golden Gate Avenue, 6th Floor

 San Francisco, CA 94102-3688