



REQUEST FOR PROPOSALS

ADMINISTRATIVE OFFICE OF THE COURTS (AOC)

Regarding:

Non-sworn, unarmed, uniformed Security Guard Services, RFP No. OERS-201101-RB

PROPOSALS DUE:

April 27, 2012 no later than 1:00 p.m. Pacific time

1. BACKGROUND INFORMATION

- 1.1. Judicial Council of California – AOC. The Judicial Council of California, chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system. The California Constitution directs the 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 council also adopts rules for court administration, practice, and procedure, and performs other functions prescribed by law. The AOC is the staff agency for the council and assists both the council and its chair in performing their duties.
- 1.2. Objective. The Judicial Council is charged with managing certain administrative functions for the courts in California’s justice system. Among these is arranging for building security and security of the courtrooms and chambers at certain court locations through the Administrative Office of the Courts’ Office of Emergency Response and Security (OERS). The services contemplated in this RFP are intended to complement and coordinate with security services already provided by the California Highway Patrol (CHP) from its Judicial Protection Section.
- 1.3. Website. For additional information about this solicitation, including electronic copies of the solicitation documents, see the California Courts Website located at courts.ca.gov/rfps. (“Courts Website”).

2. DESCRIPTION OF SERVICES AND DELIVERABLES

- 2.1. The Judicial Council/AOC (the “State”) seeks the services of a qualified contractor to perform non-sworn, unarmed, uniformed security guard services for the offices of the Judicial Council/AOC, the California Supreme Court, and the California Courts of Appeal, at a total of nine (9) sites across the State, as more specifically set forth and described in Exhibit A, Statement of Work & Responsibilities, Site Coverage Requirements and Proposer Responses & Cost Information (the “Sites”). One contractor is to provide this service statewide. The OERS shall schedule and post the Contractor’s personnel at the Sites, in compliance with the OERS Post & Operation Orders and Directives; however the Contractor is directly responsible for supervising and instructing its own staff. The Contractor may also recommend to OERS and the Court either on-site or roving supervisory staff of its own at the Sites without further cost. The estimated annual value for the services in this RFP will be between \$900,000 and \$1,000,000.
- 2.2. The Judicial Council of California and the California Appellate Courts are exempt from the personal services contracting requirements in Government Code Sections 19130-19134. Timesheets noting each day worked will be required from each guard at each location and be submitted with the contractor’s invoice. Coverage for an absent guard must be at the originally posted guard’s billing rate. The State will not be charged for overtime if the Contractor’s relief guard is late for any reason and the current guard’s

shift is expended past eight (8) hours or a 40-hour week. The contractor shall absorb such overtime costs. Hourly billing rates will be flat rates which include all wages, benefits, allowances, differentials, and are billable for time worked.

2.3. Specifications

Specifications are set forth in detail in Attachment 2, AOC Standard Terms and Conditions, and include:

1. Overview
2. Tasks To Be Performed
3. Guard Requirements
 - A. Application Approval
 - B. Supervision
 - C. Experience
 - D. Current Permanent Registration Card
 - E. Physical Qualifications
 - F. Mental Qualifications
 - G. Literacy
 - H. Training
 - I. Post Instructions
 - J. Uniform
 - K. Required and Prohibited Activities
 - L. Reporting
 - M. Cooperation
4. Performance
5. Background Checks
6. License and Permits
7. Holidays

The above list is not an all inclusive list of work to be performed. Proposers are to thoroughly review Attachment 2, AOC Standard Terms and Conditions prior to submitting a proposal.

- 2.4. Incumbent Personnel: Successful bidders will be encouraged to work with OERS and the courts on incumbent personnel transfer, if the court indicates that the incumbent meets or exceeds their requirements. Proposers will detail their plans to include this process in their hiring policies if they are successful in gaining this contract.

2.5. Site Coverage

Brief description of site coverage is set forth in Attachment 2, Exhibit E. Detailed information regarding site coverage will be provided after the State receives a signed Non-Disclosure Agreement. Unless expressly required, no work will be performed on State holidays and all overtime must be approved by the judiciary representative in each location in writing in advance.

3. TIMELINE FOR THIS RFP

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

EVENT	DATE
RFP issued	April 9, 2012
In order to attend the Pre-Proposal Conference, Non-Disclosure Agreements must be signed and submitted to @jud.ca by:	Close of business April 12, 2012
Pre-Proposal Conference	April 16, 2012 <i>Logistics will be provided upon receipt of a signed Attachment 8, Non-Disclosure Agreement.</i>
Deadline for questions to @jud.ca .	April 17, 2012
Questions and answers posted (<i>estimate only</i>)	April 19, 2012
Proposal Due Date - Latest date and time proposals may be submitted	April 27, 2012 1:00 pm Pacific Time
Anticipated interview dates and evaluation of proposals (<i>estimate only</i>)	Week of April 30, 2012
Notice of Intent to Award (<i>estimate only</i>)	May 7, 2012
Negotiations and execution of contract (<i>estimate only</i>)	May 7, 2012 to May 25, 2012
Contract start date (<i>estimate only</i>)	June 1, 2012
Contract end date (excludes renewal option term) (<i>estimate only</i>)	May 31, 2014

4. 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: AOC Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign an AOC Standard Form agreement containing these terms and conditions (the “Terms and Conditions”). <u>The provisions marked with an (*) within the Terms and Conditions are minimum contract terms and conditions (“Minimum Terms”). A material exception to a Minimum Term will render a proposal non-responsive.</u>
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: Payee Data Record Form	This form contains information the AOC requires in order to process payments and must be submitted with proposal.
Attachment 5, Cost/Fee Proposal Form	Proposer must use only this form to propose its pricing necessary to perform of the work set forth in Attachment 2, AOC Standard Terms and Conditions.
Attachment 6: Darfur Contracting Act Certification	Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 7: No Conflict of Interest Certification	Proposer must complete the No Conflict of Interest Certification and submit the completed certification with its proposal.
Attachment 8, Non- Disclosure Agreement (NDA)	Persons wishing to attend the mandatory Pre-Proposal Conference must submit a completed NDA by the date set forth in Section 3, Timeline For This RFP. In addition, proposals must include signed NDA’s by all persons who received AOC confidential information and worked on the proposal for proposer.
Attachment 9, References Form	Proposers must use this form to provide their references.

5. PRE-PROPOSAL CONFERENCE AND NON-DISCLOSURE AGREEMENT

- 5.1. A Pre-Proposal Conference will be conducted at the AOC in San Francisco, CA. Persons wishing to attend or participate via conference call in the Pre-Proposal Conference or receive required confidential information related to this RFP must first submit a completed Attachment 8, Non-Disclosure Agreement. Additional logistics for the Pre-Proposal Conference will be provided to each person that submits a completed Non-Disclosure Agreement by the date and time set forth in Section 3, Timeline For

This RFP. Completed and signed Non-Disclosure Agreements must be scanned and sent via e-mail to @jud.ca. The AOC will acknowledge receipt and provide additional required information and logistics regarding the Pre-Proposal Conference.

- 5.2. Attendance at the Pre-Proposal Conference is **MANDATORY** for all Proposers. Each Proposer must be certain to check in at the pre-proposal conference, as the attendance list will be used to ascertain compliance with this requirement. The AOC will reject a proposal from any Proposer who did not attend the pre-proposal conference.

6. SUBMISSIONS OF PROPOSALS

- 6.1. Proposals should provide straightforward, concise information that satisfies the requirements of Section 7 (“Proposal Contents”). 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 the following in a sealed envelope: i) one (1) original proposal signed by an authorized representative of the Proposer and four (4) copies, and ii) an electronic version of the entire proposal on CD-ROM. The files contained on the CD-ROM should be in PDF, Word, or Excel formats. 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:
- Administrative Office of the Courts
Attn: Nadine McFadden, RFP #OERS-201101-RB
455 Golden Gate Avenue
San Francisco, CA 94102
- 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

The following must be included in the proposal. A proposal lacking any of the following information may be deemed non-responsive.

- 7.1. Proposer’s name, address, telephone and fax numbers, federal tax identification number, and a detailed description of existing offices and infrastructure in California.
- 7.2. Name, title, address, telephone number, and email address of the individual who will act as Proposer’s designated representative for purposes of this RFP.

- 7.3. For each key staff member: a resume describing the individual's background and experience, as well as the company's ability and experience in conducting the proposed activities.
- 7.4. Proposed method to complete the work.
 - 7.4.1. Proposer experience in providing unsworn, unarmed security service in an office, professional environment
 - 7.4.2. Proposer's methodology for hiring personnel, training and operating at the sites specified in Attachment 2, Exhibit E. Proposers will also detail their plans on incumbent personnel transfer in their hiring process if the Proposer is awarded a contract.
 - 7.4.3. Proposer's system of supervision, offices and Human resource support for their staff
 - 7.4.4. Methods to ensure all posts are staffed within one hour of a post vacancy for any reason.
 - 7.4.5. Type, fit of uniforms for both male and female employees, including company policy on uniform cleaning and appearance.
- 7.5. Proposers will describe their policies on First Aid, CPR, and AED training, frequency of training supplied to assigned personnel, pre-post non-billed training, post assignment training, and certifications that assigned personnel will receive and be required to maintain.
- 7.6. Proposer must include the following certifications, attachments, and other requirements in its proposal:
 - 7.6.1. Attachment 3: Proposer's Acceptance of the RFP's Contract Terms, and a redlined Attachment 2, if applicable.
 - 7.6.2. Attachment 4: Payee Data Record Form
 - 7.6.3. Attachment 6: Darfur Contracting Act Certification.
 - 7.6.4. Attachment 7: No Conflict of Interest Certification
 - 7.6.5. Attachment 8: Non-Disclosure Agreements (NDA). To be signed by all persons working on the proposal who had access to AOC's confidential information.
 - 7.6.6. If Proposer is a corporation, proof that Proposer is in good standing and qualified to conduct business in California.
 - 7.6.7. Attachment 9: Reference Form. Proposers shall use Attachment 9 Reference Form and provide the names, addresses, and telephone numbers of a minimum of

four (4) clients for whom the Proposer has conducted similar services. The AOC may check references listed by Proposer.

7.6.8. Copies of current business licenses, professional certifications, or other credentials.

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

7.7. Cost Proposal. Proposers must complete Attachment 5, Cost/Fee Proposal Form and included it in their proposal. This attachment will contain the proposer’s hourly rates for supervisor and guard personnel. The only costs that the AOC will evaluate are hourly personnel rates, which shall include any and all clerical support, Materials, fees, overhead, profits, and other costs and/or expenses incidental to the performance of the specified requirements under this Agreement.

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 ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this ninety (90) day period, the AOC 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 AOC 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.

CRITERION	REFERENCES TO APPLICABLE RFP SECTIONS AND SUBMITTALS	MAXIMUM NUMBER OF POINTS
Experience in similar professional environments	7.3, 7.4.1, 7.4.2, 7.4.3	20
Existing offices and infrastructure in California	7.1	15
Cost	Attachment 5, Cost/Fee Proposal Form, 7.7	30
Pre-post training plans and post assignment training plans and other policies	7.5	5
Uniforms, uniform maintenance, internal uniform and presentation policies	7.4.5	5

CRITERION	REFERENCES TO APPLICABLE RFP SECTIONS AND SUBMITTALS	MAXIMUM NUMBER OF POINTS
Ability to meet post timing requirements, emergency coverage and additional support coverage to complete the assignments and emergency requirements.	7.4.4	15
Acceptance of the RFP's Attachment 2, AOC Standard Terms and Conditions; and responsiveness to RFP requirements	Attachment 3: Proposer's Acceptance of the RFP's Contract Terms, 7.2, all items under 7.6 through 7.6.9, signed NDA's for all persons who received AOC confidential information and worked on the proposal for proposer.	10

10. INTERVIEWS

The AOC 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 AOC's offices in San Francisco. The AOC will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The AOC will notify eligible Proposers regarding interview arrangements.

11. CONFIDENTIAL OR PROPRIETARY INFORMATION

One copy of each proposal will be retained by the AOC for official files and will become a public record. California judicial branch entities are subject to rule 10.500 of the California Rule of Court, which governs public access to judicial administrative records (see www.courtinfo.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10_500).

If information submitted in a proposal contains material noted or marked as confidential and/or proprietary that, in the AOC's sole opinion, meets the disclosure exemption requirements of Rule 10.500, then that information will not be disclosed upon a request for access to such records. If the AOC finds or reasonably believes that the material so marked is **not** exempt from disclosure, the AOC will disclose the information regardless of the marking or notation seeking confidential treatment.

12. DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS

The AOC has waived the inclusion of DVBE participation in this solicitation.

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13. PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contract 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 AOC to receive a solicitation specifications protest is the Proposal Due Date set forth in Section 3, Timeline For This RFP. Protests should be sent to:

AOC – Business Services
ATTN: Protest Hearing Officer
455 Golden Gate Avenue, Seventh Floor
San Francisco, CA 94102