

REQUEST FOR PROPOSALS

FACILITIES SERVICES, SECURITY OPERATIONS UNIT

REGARDING:

Consultation Services for Electronic
Security Systems Evaluations

The Judicial Council of California, Facilities
Services Office seeks to identify a number of
contractors qualified to provide consultation
services for various projects to be initiated July of
2018 for a period of two (2) years, with two (2)
possible extensions of one (1) year each.

**RFP number: RFP-FS-2018-02-JP-Security
Systems Evaluation**

PROPOSALS DUE:

May 18, 2018

**NO LATER THAN 2 PM PACIFIC
TIME**



JUDICIAL COUNCIL
OF CALIFORNIA

OPERATIONS AND PROGRAMS DIVISION
FACILITIES SERVICES

Date: April 20, 2018
Action Requested: You are invited to review and respond with Qualifications, Scope of Work and Deliverables.

To: Qualified Consultation Services for Electronic Security Systems Evaluations
Project Title: Consultation Services for Electronic Security Systems Evaluations
RFP Number: RFP-FS-2018-02-JP-Security Systems Evaluation
Proposals must be received on or before May 18, 2018 at 2:00 PM, the date and time specified in the RFP Schedule.

From: Judicial Council of California Facilities Services Office
Send Proposals to: Judicial Council of California
Attn: Lenore Fraga-Roberts
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102

Subject: Request for Proposal
(Indicate RFP Number, Name of Your Firm, on lower left corner of envelope)

Contact: CapitalProgramSolicitations@jud.ca.gov

1. BACKGROUND INFORMATION

The Judicial Council of California (“Judicial Council”), chaired by the Chief Justice of California, is the primary policy making body of the California judicial system. The Security Operations unit, within the office of Facilities Services, provides certain security services to the Superior Courts of California, including services related to electronic security systems.

California courts occupy all 58 counties in the state. Most courthouses have some level of electronic security in place, including security video, access control, duress and intercom systems. The systems vary greatly in age and condition. In order to plan and budget for necessary system replacements or refreshment, the Judicial Council is seeking a qualified consultant to assist with the evaluation of the electronic security systems currently being used in the California courthouses. The primary focus of this project will be to evaluate approximately 200 security video systems throughout California, with the possibility of adding the other systems mentioned above to the process if time and budget allow. The goal of the project is to perform and complete the systems evaluations over a three-year period.

2. DESCRIPTION OF SERVICES AND DELIVERABLES

The Judicial Council, through this Request for Proposal (“RFP”) is soliciting Proposals from Firm(s) with expertise in complex electronic security systems consultation to provide consultation services necessary to evaluate the condition of and provide recommendations and options for refreshment or replacement of electronic security systems in court facilities throughout California. The responsible party shall be licensed to do business in California. All work shall be performed under and approved by an established, qualified and experienced representative firm. Firm team shall be comprised of staff familiar with electronic security systems including but not limited to: security video, electronic access control, intercom, and wireless duress systems. Firm shall be familiar with the integration of the security systems described above. The purpose of this RFP is to gather information, and will not result in any award(s) for design, installation or refreshing of the systems being evaluated.

3. SCOPE OF WORK

The Judicial Council is seeking multiple statewide and regional (See Attachment A) qualified professional consulting service (s) to assist with the evaluation of existing electronic security systems, and preparing a written report of findings related to the age, serviceability, and estimated remaining lifespan for each system evaluated. This will be achieved by performing physical visits to the sites, in coordination with Judicial Council staff, to examine the current systems, and determine ideal as well as alternative solutions to address deficiencies and plan for improvements.

4. PROJECT DESCRIPTION

Provide professional consulting services to the Judicial Council of California by assisting with the evaluation of existing electronic security systems, and preparing a written report of findings related to the age, serviceability, maintenance recommendations, and estimated remaining lifespan. Report shall also include Rough Order of Magnitude (ROM) (See Attachment B) for costs of refreshing or replacing the existing systems, and a brief, high level scope of work to explain the ROM figures and conclusions. Particular attention shall be given to providing alternative solutions to total system replacement, including a phased replacement approach. Not every location will require every system to be evaluated. Detailed cost estimates, detailed scopes of work, and system design services are not required for this project. The goal of these evaluations is to provide information that will assist with future budgeting and the identification of priorities related to future security system improvements. This project will require statewide travel to as many as 200 locations, for a period of two (2) years, with two (2) possible extensions of one (1) year each., subject to annual funding availability. An average of six (6) site visits and evaluation reports will need to be completed each month to complete the project in the scheduled time frame. Some evaluations can be completed without a site visit if available information is sufficient as to the existing systems, while other, larger sites will require a significant amount of time on site, and for report preparation. In most instances, staff from the Judicial Council's Security Operations unit will accompany the consultant on site visits. Evaluation reports will be completed without the use of "as built" drawings, and in most cases, without floor plans. Monthly submissions of evaluations for site visits occurring within the previous month will be made. Scheduling and progress meetings (conference calls) will take place weekly at no additional cost to the Judicial Council.

5. RESPONSIBILITIES

Contractor(s) will work with Judicial Council Security Operations staff to develop schedules for court site visits. Contractor will visit court sites as necessary, coordinating with Judicial Council Security Operations staff and/or court contacts, to conduct site visits and prepare evaluation reports.

The Judicial Council's Security Operations unit staff will work with the contractor by either accompanying contractor to various sites, or coordinating access, and scheduling future site visits. Judicial Council will coordinate background check and badging requirements with contractor. Judicial Council will approve evaluation reports.

Contractor(s) will help create a template (worksheet) to use on site visits to gather information that will later be used to assist with the system evaluation reports. Report format and specific relevant information required will be developed and agreed upon by Judicial Council

and Contractor. Using the newly created Security Systems Evaluation Worksheet, Contractor(s) will provide system evaluation reports. A separate report will be required for each system being evaluated. Report shall include a Rough Order of Magnitude (ROM) for costs of refreshing or replacing the existing systems, and a brief, high level scope of work to explain the ROM figures and conclusions. Particular attention shall be given to providing alternative solutions to total system replacement, including a phased replacement approach. Not every location will require every system to be evaluated based on the Project Managers discretion. Actual proposals of cost estimates, detailed scopes of work, and system design services are not required for this project.

The goal of these evaluations is to provide information that will assist with future budgeting and the identification of priorities related to future security system improvements.

6. PROJECT SCHEDULE

All site visits will be coordinated with Judicial Council staff. Interactions at various court sites may include staff from courts, facilities and court security providers. The Judicial Council security operations staff assigned to a particular visit will generally accompany the contractor.

Evaluation reports will be due within one week after the site visit. Initially, five site visits per month are anticipated in order to complete the entire project within the current 3 year timeframe. Evaluation reports completed in the early stages of the project will likely take longer to complete than subsequent reports because of the time necessary to identify appropriate solutions. Once identified, similar solutions can be applied as needed to the bulk of the evaluation reports. Time required to perform on-site evaluations will vary dependent upon the size of the location and of the systems being evaluated.

Contractor staff must successfully pass Judicial Council required DOJ/FBI background check via LiveScan fingerprinting and obtain Judicial Council contractor badge. Some access issues should be expected from time to time.

The initial scope of work will be the evaluation of security camera systems, and may be expanded to include access control, duress, and intercom systems. The expansion of the scope will be schedule and budget driven.

PROPOSAL EVALUATION METHOD

The Request for Proposal consists of a two-step evaluation. Step 1 is an evaluation of the firm's technical qualifications based on the firm's written Statement of Qualifications (SOQ) Proposal and Cost. Step 1 technical qualifications scores will be finalized prior to commencement of Step 2. Step 2, Fee Proposal evaluation, is the scoring of the firm's Cost Proposal. Step 1 and Step 2 scores will be added together to

establish the firm’s “total score”. The firms will then be ranked in numerical order from the most points to the least points received. The firm receiving the highest combined “Total Score” will be ranked the number one firm. In the event of ties within the ranking list, the firm with the higher Step 1 technical qualifications score will be advanced one place holding in the ranking list. The Judicial Council reserves the right to reject any Firm’s submission to the RFP due to non-responsiveness to the selection criteria or that fails to demonstrate the Firm has direct expertise in services of similar size, complexity and nature. The Judicial Council, at its discretion may select more than one firm.

7. 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
1	Issuance of Request for Proposal	April 20, 2018
2	Pre-Proposal Teleconference (Optional) 1-877-820-7831 P/C 692309	11:00AM to 12:00PM April 27, 2018
3	Deadline for Service Provider’s requests for clarifications, modifications or questions regarding the RFP (See Attachment G). Email all questions to: CapitalProgramSolicitations@jud.ca.gov	May 4, 2018
4	Questions and answers posted (<i>estimate only</i>)	May 11, 2018
5	<u>ADDRESS AND DEADLINE— Hard copy proposals and electronic copy must be delivered to:</u> Judicial Council of California Attn.: Lenore Fraga – Roberts RFQ # RFP-FS-2018-02-JP-Security-Systems-Evaluation 455 Golden Gate Avenue, 6th Floor San Francisco, CA 94102	<u>2 PM Pacific Time on</u> <u>May 18 , 2018</u>
6	Posting of Short Listed Contractors (<i>estimate only</i>)	June 1, 2018
7	Interviews of Short Listed Contractors (optional and <i>estimate only</i>)	June 8, 2018
8	Notice of Intent to Award on the Court website: http://www.courts.ca.gov/rfps.htm (<i>estimate only</i>)	June 15 , 2018

8. ATTACHMENTS (Separately attached on Web Site)

ATTACHMENTS	DESCRIPTION
Attachment A: California-County-Map	California County Map
Attachment B: Security Systems Evaluation Worksheet	Worksheet to be used for the evaluation of each courthouse assigned. "Sample"
Attachment C: Standard Agreement Template	Standard Agreement Template "Sample"
Attachment D: Administrative-Rules- Form	The Proposer must complete Administrative Rules Form
Attachment E: General Certifications Form	The Proposer must complete General Certifications Form
Attachment F: Proposer Acceptance of Terms and Conditions	Proposer Acceptance of Terms and Conditions (MANDATORY TO SUBMIT WITH PROPOSAL)
Attachment G: Questions and Answers Form	The Proposer must complete Questions and Answers Form
Attachment H: Payee Data Record	This form contains information the Judicial Council requires in order to process payments and must be submitted with the proposal.
Attachment I: Internal Background Check Policy	Internal Background Check Policy (FYI)
Attachment J: DVBE Participation Form	DVBE Participation Form (Only if applies to your company)
Attachment K: Darfur Certification Form	The Proposer must complete the Darfur Certification Form.
Attachment L: Noncollusion Affidavit	The Proposer must complete the Noncollusion Affidavit
Attachment M: Unruh Act Certification	The Proposer must complete the Unruh-Act-Certification.

9. PAYMENT INFORMATION

Monthly invoices will be submitted to the Judicial Council by the contractor for payment. The invoice should be for work performed within the billing cycle. Written reports due during a billing cycle must be completed and approved by the Project

Manager before payment is made. Contractor (s) should have no expectation that this project will lead to future design or installation work.

The Judicial Council will pay each correct, itemized invoice received from Contractor after acceptance of the applicable Services, or Deliverables, in accordance with the terms of this Agreement.

10. PRE-PROPOSAL CONFERENCE

The Judicial Council will hold a pre-proposal conference on the date identified in the timeline above. The pre-proposal conference will be held by conference call:

Pre-Proposal Teleconference (Optional) 1-877-820-7831 P/C 692309 @ 11:00AM to 12:00PM PST, April 27, 2018

Proposers are strongly encouraged to call in.

11. SUBMISSIONS OF PROPOSALS

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. 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 two (2) 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 Judicial Council 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 two (2) 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 Judicial Council 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. *[optional]* The Proposer may submit an electronic version of the entire proposal on CD-ROM *[optional]* or USB memory stick/flash drive. The files must be in PDF, Word, or Excel formats.

- d. Proposals must be delivered by the date and time listed on the coversheet of the RFP to:

Judicial Council of California
Attn.: Lenore Fraga – Roberts
RFQ # RFP-FS-2018-02-JP-Security-Systems-Evaluation
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102
- e. Late proposals will not be accepted.
- f. 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.

12. PROPOSAL CONTENTS

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. Attachment F
- 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. 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.
- d. 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.
- e. Proposed method to complete the work.

List specific aspects of the work that the evaluation team will consider when evaluating the Proposer's method, if any. Examples include data collection methods, project/team organization, and time estimates.
- f. Acceptance of the Terms and Conditions.

On Attachment F, 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.

- g. 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. Not following these specific instructions may be cause for disqualification for award.
- h. Certifications, Attachments, and other requirements.
The Proposer must complete the General Certifications Form Attachment E and submit the completed form with its proposal.
- i. The Proposer must complete the Darfur Contracting Act Certification (Attachment K) and submit the completed certification with its proposal.
- j. 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.
- k. Copies of the Proposer’s (and any subcontractors’) current business licenses, professional certifications, or other credentials.
- l. Proof of financial solvency or stability (e.g., balance sheets and income statements).
- m. The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (Attachment M) and submit the completed certification with its bid.

13. COST PROPOSAL

The following information must be included in the cost proposal. Provide the hourly rate to be charged through the initial term of the contract for the corresponding job title. All rates must be a single rate, expressed in dollar values with no more than two decimals, and not in a range (example: \$80.00).

All job titles must have a corresponding rate.

Job Title	Hourly Rate

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.

14. 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 <http://www.courts.ca.gov/rfps>

EVALUATION CRITERION	MAXIMUM NUMBER OF POINTS
<i>Quality of proposal</i>	<i>10</i>
<i>Experience on similar projects</i>	<i>10</i>
<i>Cost</i>	<i>50</i>
<i>Experience and certifications of staff to be assigned to the project</i>	<i>20</i>
<i>Acceptance of the Terms and Conditions</i>	<i>5</i>
<i>Ability to meet timing requirements to complete the project within proposed area(s) of coverage</i>	<i>5</i>

15. 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 phone. 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.

16. 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.

17. 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. Protests must be sent to:

Protests should be sent to:

Judicial Council of California
Attn: Christine Powlan
RFP-FS-2018-02-JP-Security-Systems-Evaluation
Branch Accounting and Procurement
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102