|  |
| --- |
| Attachment 14 Mandatory to Submit all requested information and Cost  Submission of Proposals  Proposer Response Template  [Insert Company Name Here]  for  RFP NUMBER – RFP-FS-2021-20-JP  Continuity of Operations (COOP) Planning System*Proposals Due:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *NO LATER THAN 5:00 P.M. PACIFIC TIME* |

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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.

# Proposer’s Information

Company name:

Address:

Phone:

Fax:

Federal Tax ID Number:

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** |  |
| **Financial Statements** |  |
| **Number of full-time employees** |  |
| **Total number of COOP implementations** |  |
| **Headquarters Location** |  |
| **Date Founded** |  |
| **Company Ownership**  *(i.e., private/public, joint venture)* |  |
| **Number of years Proposer has been providing COOP Implementation and Maintenance and Support Services** |  |
| **Provide a list of at least 5 clients, including the number of users.**  **If Proposer has fewer than 5 clients, provide the full list of 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 COOP system 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, as well as Subscription Services.

[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 Proposal Requirements

The Proposer must present the proposed method for implementing stated requirements, data migration, testing, training, and managed services requested. Reference **RFP Section 4.** Specifications and General System Requirements and **RFP Section 5.** Contractor Requirements.

[INSERT CONTENT HERE]

[This part of the response is a free narrative section]

## 

## Technical (Non-Cost)

The Proposer must include its response to **RFP Section 11.2. Technical (Non-Cost) Portion**

### 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).

### Acceptance of the Terms and Conditions RFP Attachment 3

### Certifications, Attachments, and Other Requirements RFP

# Supplemental Documentation

## Third-Party Products

For third-party products/optional software, the Proposer must explicitly state the name of any third-party products that are part of the Proposer’s solution.

For each third-party product, there must be a statement regarding whether the Proposer’s solution will encompass the third-party product and/or whether the Judicial Council will be required to contract for the product separately to contract on its own.

The Proposer must include a description of any products, features, or other value-added components required to address this RFP.

The Proposer must also provide proof of its ability to provide long-term support for the third-party software components.

[INSERT CONTENT HERE]

## Optional Attachments

Any other information submitted beyond that required by this RFP that the Proposer deems applicable to its Proposal should be placed in this section.

[INSERT CONTENT HERE]

# Cost Data and Proposal Submissions

## RFP Attachment 13, Cost Proposal Submission Template

The Proposer must complete all cells in Attachment 13, Cost Proposal Submission Template.

[CONTENT ATTACHED IN EXCEL FORM PROVIDED]

## RFP Attachment 14, Proposal Submissions Template

[CONTENT ATTACHED AS A PDF FORM PROVIDED]

# Response Checklist

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

COOP PROPOSER RESPONSE TEMPLATE (Which includes all that’s listed below)

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

Executive Summary

Company Overview

Proposer’s Experience and Qualifications

Résumés

Response to Proposal Requirements

Attachment-1-Adminstrative-Rules-Governing (For your information only)

Attachment-2-Agreement-Sample

Attachment-3-Acceptance-of-Terms-and Condition

Attachment-4-General-Certifications

Attachment-5-Bidder-Declaration

Attachment-6-DVBE-Declaration

Attachment-7-Small Business Declaration

Attachment-8-Payee-Data-Record-STD204

Attachment-9-Payee-Data-Record-STD205

Attachment-10-Iran-Contracting-Act

Attachment-11-Unruh

Attachment-12-Darfur

Attachment-13-Cost-Proposal-Submission

Attachment-14-Proposal-Submissions

Attachment 15: Form-for-Submission-of-Questions (For Bidder to submit questions)

Supplemental Document

Third-Party Products

Systems and Organization Controls 2 Type 2 (SOC II) certification has been achieved. Ref: <https://secureframe.com/blog/soc-2-type-ii>