|  |
| --- |
| Attachment 14 Mandatory to Submit all requested information and CostSubmission of ProposalsProposer Response Template[Insert Company Name Here]forRFP NUMBER – RFP-FS-2021-20-JPContinuity 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>