



Judicial Council of California
Administrative Office of the Courts

Executive Office Programs Division
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Executive Office Programs Division

TO: LIBRARY/IMAGING SERVICES PROVIDERS

FROM: Office of Communications
Administrative Office of the Courts

DATE: February 28, 2002

**SUBJECT/ PURPOSE
OF MEMO:** REQUEST FOR PROPOSALS
Development and Implementation of a Digital Photo Library

**ACTION
REQUESTED:** You are invited to review and respond to the attached Request for
Proposals (RFP):

Project Title: Digital Photo Library
RFP Number: 02-1

DEADLINE: Proposals must be received by **5 p.m. on March 15, 2002**, at:

Judicial Council of California
Administrative Office of the Courts
Office of Communications
ATTN: Sherri Eng, Communications Specialist
455 Golden Gate Avenue
San Francisco, CA 94102-3660

**CONTACT FOR
FURTHER
INFORMATION:**

NAME:

Sherri Eng

TEL:

415-865-7544

FAX:

415-865-4334

EMAIL:

sherri.eng@jud.ca.gov

COMMENCEMENT OF PERFORMANCE: Project will commence after the AOC approves the service provider's proposal and a contract is signed. The approval process may take as long as several weeks.

1.0 GENERAL INFORMATION

1.1 Background

The Judicial Council, chaired by the Chief Justice, is the chief policy making body 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 must adopt rules for court administration, practice, and procedure, not inconsistent with statute, and perform other functions prescribed by law. The Administrative Office of the Courts is the staff agency for the council and assists both the council and its Chair in performing their duties.

- 1.2.1 The Office of Communications serves the council, the courts, the media and the public by preparing and disseminating information on the work of the council and the AOC and on issues facing the California court system. The unit publishes a variety of reports and publications, including the council's Annual Report; guides to California courts; Court News, a bimonthly news magazine; and fact sheets on a number of topics. The office also manages content and promotes the use of the California Courts public Web site and Serranus, the agency's secure site.

Many internal publishers from other divisions draw upon the Office of Communications' resources and expertise to produce reports and other publications.

2.0 PURPOSE OF THIS RFP

The AOC seeks the services of a consultant with experience with electronic images and expertise in library services and/or indexing who will establish a digital photo library for use by the AOC and the courts. The objective of this project is to make these images readily available to AOC staff, the courts, researchers, the media, and others to further the education and public outreach goals of the Judicial Council. Most importantly, the library will serve as an archive for the state judicial branch. The library will house all Office of Communications photos, which include images from Court News, annual reports, other publications, the "Day In the Life" collection, the Supreme Court, judicial branch

conferences, and other special events. These images must be suitable for print and online publication.

3.0 PROPOSED CONSULTANT SERVICES

- 3.1. The services are expected to be performed by the consultant starting immediately upon the contract's approval.
- 3.2. The consultant will be asked to:
 - 3.2.1. Scan and index all current print photos.
 - 3.2.2. Index existing digital images.
 - 3.2.3. Create thumbnails of all images.
 - 3.2.4. Include important identifying information, such as subject name, date, location, copyright and photo credit, on each image.
 - 3.2.5. Provide specifications for necessary system hardware and software. (Please note: Equipment cost is excluded from this budget. The AOC must approve recommendation for compatibility and will purchase separately.)
 - 3.2.6. Archive and store digital images on a stand-alone workstation. Files may be housed on a hard drive or CD-ROM discs.
 - 3.2.7. Develop and implement a system where images can be searched by keyword schema and text descriptions. Images must also be downloadable.
 - 3.2.8. Perform regular maintenance and upkeep of the archives.
 - 3.2.9. Train in-house staff on the system.
 - 3.2.10. Substantially complete (excluding maintenance) by June 28, 2002.
- 3.3. Other specifications
 - 3.3.1. All graphics will be stored in a single TIFF format, at a maximum of 300 dpi in 24-bit color. The Office of Communications will convert files to the JPEG format (for Web publications), on an as needed basis.
- 3.4. Information on collection
 - 3.4.1. Current collection includes approximately 1,000 images.
 - 3.4.2. File sizes range from 1 MB-12MB.
 - 3.4.3. Approximately 90 percent of these images will need to be scanned and converted into a digital format.
 - 3.4.4. Projected growth of collection per year: 800. Approximately 70 percent of which will need to scanned into a digital format.

4.0 SPECIFICS OF RESPONSE

The following information shall be included in the response:

- 4.1 Name, address, telephone number(s), and social security number or tax identification number of service provider.
- 4.2 Five copies of proposal signed by an authorized representative of the service provider, including name, title, address, and telephone number of the person who is the service provider's designated representative.
- 4.3 Resumes describing the background and experience of key staff, as well as each individual's ability and experience in conducting the proposed activities.
- 4.4 Description of key staff's knowledge of the requirements necessary to complete this project.
- 4.5 Names, addresses, and telephone numbers of clients for whom the consultant has provided similar services.
- 4.6 Description of Work Plan

Work plan should include descriptions of the following:

- 4.6.1 Proposed system utilizing the basic format outlined in this RFP.
 - 4.6.2 Necessary hardware and software solutions and costs needed to create and maintain this system. (Cost excluded from this budget.)
 - 4.6.3 Process used to organize and index the image collection.
 - 4.6.4 Time estimates for completion of all work required.
- 4.7 Responses should provide straightforward, concise information that will satisfy the requirements of the RFP. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the AOC's instructions, responsiveness to RFP requirements, and completeness and clarity of content.

5.0 FEE PROPOSAL

Submit a detailed line item budget showing total cost of the services. Fully explain and justify all budget line items in a narrative entitled "Budget Justification."

The total cost for consultant services will not exceed **\$18,000**, inclusive of personnel, equipment (other than system hardware and software specifically excluded from this budget), computer support, travel, lodging, per diem, and overhead rates. The method of payment to the contractor will be by cost reimbursement.

6.0 RIGHTS

The AOC reserves the right to reject any and all proposals, as well as the right to conduct or not conduct a similar proposal in the future. This request for proposal is in no way an agreement, obligation, or contract and in no way is the AOC or the State of California responsible for the cost of preparation. One copy of a submitted proposal will be retained for official files and become a public record. The service provider selected will be required to sign a completed State of California Standard Agreement Form. Special terms and conditions, as appropriate, will be included in the agreement.

Oral responses will not be accepted. Responses should be sent by registered or certified mail or hand delivered and must be received by **5 p.m. on Friday, March 15, 2002**. Service providers may send the AOC an advance copy by fax to Sherri Eng at the fax number listed in Section 7.0 below. However, sending an advance copy by fax does not satisfy the submission requirements of Section 4.0.

7.0 PROJECT MANAGEMENT

The Project Manager will be:

Sherri Eng, Communications Specialist
Office of Communications
Administrative Office of the Courts
455 Golden Gate Avenue
San Francisco, CA 94102-3660
Phone: 415-865-7544
Fax: 415-865-4334
E-mail: sherri.eng@jud.ca.gov

8.0 EVALUATION OF PROPOSAL

The proposal shall be evaluated by the Administrative Office of the Courts using the following criteria:

- A. Quality of work plan submitted
- B. Experience on similar assignments
- C. Credentials of staff to be assigned to the project
- D. Ability to meet project deadline; and
- E. Favorableness of fee proposal

9.0 PRODUCT DEMONSTRATION

It may be necessary to invite service providers to demonstrate proposed software and/or hardware solutions for evaluation. The Office of Communications will notify you to schedule a meeting if a demonstration of products is deemed necessary.

10.0 ADMINISTRATIVE RULES GOVERNING REQUESTS FOR PROPOSALS

Attached to this RFP as Attachment A and incorporated in it is the document entitled: “Administrative Rules Governing Requests for Proposals.”

ATTACHMENT A

JUDICIAL COUNCIL OF CALIFORNIA ADMINISTRATIVE OFFICE OF THE COURTS

ADMINISTRATIVE RULES GOVERNING REQUESTS FOR PROPOSALS

A. General

1. This RFP, the evaluation of proposals, and the award of any contract shall conform with current competitive bidding procedures as they relate to the procurement of goods and services. A service provider's proposal is an irrevocable offer for 30 days following the deadline for its submission.
2. A nondiscrimination clause will be included in any contract that ensues from this RFP.
3. In addition to explaining the AOC's requirements, the RFP includes instructions which prescribe the format and content of proposals.

B. Errors in the RFP

1. If a service provider submitting a proposal discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the service provider shall immediately provide the AOC with written notice of the problem and request that the RFP be clarified or modified. Without disclosing the source of the request, the AOC may modify the RFP prior to the date fixed for submission of proposals by issuing an addendum to all service providers to whom the RFP was sent.
2. If prior to the date fixed for submission of proposals a service provider submitting a proposal knows of or should have known of an error in the RFP but fails to notify the AOC of the error, the service provider shall bid at its own risk, and if the service provider is awarded the contract, it shall not be entitled to additional compensation or time by reason of the error or its later correction.

C. Questions regarding the RFP

1. If a service provider's question relates to a proprietary aspect of its proposal and the question would expose proprietary information if disclosed to competitors, the service provider may submit the question in writing, conspicuously marking it as "CONFIDENTIAL." With the question, the service provider must submit a statement explaining why the question is sensitive. If the AOC concurs that the disclosure of the question or answer would expose proprietary information, the

question will be answered, and both the question and answer will be kept in confidence. If the AOC does not concur regarding the proprietary nature of the question, the question will not be answered in this manner and the service provider will be notified.

2. If a service provider submitting a proposal believes that one or more of the RFP's requirements is onerous or unfair, or that it unnecessarily precludes less costly or alternative solutions, the service provider may submit a written request that the RFP be changed. The request must set forth the recommended change and service provider's reasons for proposing the change. Any such request must be submitted to Sherri Eng, Communications Specialist at the Administrative Office of the Courts by **5 p.m. on March 15, 2002.**

D. Addenda

1. The AOC may modify the RFP prior to the date fixed for submission of proposals by faxing an addendum to the service providers to whom the RFP was sent. If any service provider determines that an addendum unnecessarily restricts its ability to bid, it must notify Sherri Eng at the Administrative Office of the Courts no later than one day following the receipt of the addendum.

E. Withdrawal and resubmission/modification of proposals

1. A service provider may withdraw its proposal at any time prior to the deadline for submitting proposals by notifying the AOC in writing of its withdrawal. The notice must be signed by the service provider. The service provider may thereafter submit a new or modified proposal, provided that it is received at the Administrative Office of the Courts no later than **5 p.m on March 15, 2002.** Modification offered in any other manner, oral or written, will not be considered. Proposals cannot be changed or withdrawn after **5 p.m. on March 15, 2002.**

F. Evaluation process

1. An evaluation team will review in detail all proposals that are received to determine the extent to which they comply with RFP requirements.
2. If a proposal fails to meet a material RFP requirement, the proposal may be rejected. A deviation is material to the extent that a response is not in substantial accord with RFP requirements. Material deviations cannot be waived. Immaterial deviations may cause a bid to be rejected.
3. Proposals that contain false or misleading statements may be rejected if in the AOC's opinion the information was intended to mislead the AOC regarding a requirement of the RFP.

4. Cost sheets will be checked only if a proposal is determined to be otherwise qualified. All figures entered on the cost sheets must be clearly legible.
5. During the evaluation process, the AOC may require a service provider's representative to answer questions with regard to the service provider's proposal. Failure of a service provider to demonstrate that the claims made in its proposal are in fact true may be sufficient cause for deeming a proposal nonresponsive.

G. Rejection of bids

1. The AOC may reject any or all proposals and may or may not waive an immaterial deviation or defect in a bid. The AOC's waiver of an immaterial deviation or defect shall in no way modify the RFP or excuse a service provider from full compliance with RFP specifications.

H. Award of contract

1. Award of contract, if made, will be in accordance with the RFP to a responsible service provider submitting a proposal compliant with all the requirements of the RFP and any addenda thereto, except for such immaterial defects as may be waived by the AOC.
2. The AOC reserves the right to determine the suitability of proposals for contracts on the basis of a proposal's meeting administrative requirements, technical requirements, its assessment of the quality of service and performance of items proposed, and cost.

I. Decision

1. Questions regarding the AOC's award of any business on the basis of proposals submitted in response to this RFP, or on any related matter, should be addressed to **Sherri Eng, Communications Specialist, Administrative Office of the Courts, 455 Golden Gate Avenue, San Francisco, CA 94102-3660; e-mail: Sherri.Eng@jud.ca.gov.**

J. Execution of contracts

1. The AOC will make a reasonable effort to execute any contract based on this RFP within 30 days of selecting a proposal that best meets its requirements.
2. A service provider submitting a proposal must be prepared to use a standard AOC contract form rather than its own contract form. A copy of the AOC's standard contract is available from the Contract Officer, telephone 415-865-7989 or from the address indicated in the next section.

K. Protest procedure

1. The Administrative Office of the Courts intends to be completely open and fair to all service providers in selecting the best possible system within budgetary and other constraints described in the RFP. In applying evaluation criteria and making the selection, members of the evaluation team will exercise their best judgment.
2. A service provider submitting a proposal may protest the award if it meets all the following conditions:
 - a. The service provider has submitted a proposal which it believes to be responsive to the RFP;
 - b. the service provider believes that its proposal meets the AOC's administrative requirements and technical requirements, proposes items of proven quality and performance, and offers a competitive cost to the AOC; and
 - c. the service provider believes that the AOC has incorrectly selected another service provider submitting a proposal for an award.
3. A service provider submitting a proposal who is qualified to protest should contact the Contract Officer at the Administrative Office of the Courts at the address given below or call him at 415-865-7989. If the Contract Officer is unable to resolve the protest to the service provider's satisfaction, the service provider should file a written protest within five working days of the contract award notification. The written protest must state the facts surrounding the issue and the reasons the service provider believes the award to be invalid. The protest must be sent by certified or registered mail or delivered personally to:

Mr. Ronald G. Overholt
Chief Deputy Administrative Director
Administrative Office of the Courts
455 Golden Gate Avenue
San Francisco, CA 94102-3660

A receipt should be requested for hand-delivered material.

L. News releases

1. News releases pertaining to the award of a contract may not be made without prior written approval of the Director of the Administrative Office of the Courts.

M. Disposition of materials

1. All materials submitted in response to this RFP will become the property of the State of California and will be returned only at the AOC's option and at the expense of the service provider submitting the proposal. One copy of a submitted proposal will be retained for official files and become a public record. However, any confidential material submitted by a service provider that was clearly marked as such will be returned upon request.

N. Payment

1. Payment terms will be specified in any agreement that may ensue as a result of this RFP.
2. **THE AOC DOES NOT MAKE ANY ADVANCE PAYMENT FOR SERVICES.** Payment is normally made based upon completion of tasks as provide in the agreement between the AOC and the selected service provider. The AOC normally withholds ten percent of each invoice until receipt of the final product. The amount of the withhold may depend upon the length of the project and the payment schedule provide in the agreement between the AOC and the selected service provider.