



Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

455 Golden Gate Avenue • San Francisco, California 94102-3688
Telephone 415-865-7739 • Fax 415-865-7217 • TDD 415-865-4272

RONALD M. GEORGE
Chief Justice of California
Chair of the Judicial Council

WILLIAM C. VICKREY
Administrative Director of the Courts

RONALD G. OVERHOLT
Chief Deputy Director

STEPHEN NASH
Director, Finance Division

TO: **POTENTIAL PROPOSERS**

FROM: Administrative Office of the Courts
Information Services Division

DATE: September 29, 2009

SUBJECT/PURPOSE OF MEMO: **REQUEST FOR PROPOSALS**
Information Services Division (ISD), a division of the Administrative Office of the Courts, seeks the services of four (4) consultants to provide Enterprise IT Architecture services.

ACTION REQUIRED: You are invited to review and respond to the attached Request for Proposals (RFP):
Project Title: Enterprise IT Architecture Program
RFP Number: ISD200903-RB

QUESTIONS TO THE SOLICITATIONS MAILBOX: Questions regarding this RFP should be directed to solicitations@jud.ca.gov by **October 5, 2009, no later than 3 p.m. (Pacific Time)**

DATE AND TIME PROPOSAL DUE: There will not be a pre-proposal conference for this RFP.
Proposals must be received by **October 13, 2009, no later than 3 p.m. (Pacific Time)**

SUBMISSION OF PROPOSAL: Proposals must be sent to:
Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden, RFP No. ISD200903-RB
455 Golden Gate Avenue, 7th Floor
San Francisco, CA 94102-3688

JUDICIAL COUNCIL OF CALIFORNIA ADMINISTRATIVE OFFICE OF THE COURTS

1.0 GENERAL INFORMATION

1.1 Background

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 Administrative Office of the Courts (AOC) is the staff agency for the Council and assists both the Council and its chair in performing their duties.

1.2 Information Services Division

The Information Services Division (ISD), a division of the AOC, coordinates court technology statewide, and supports coordination throughout the judicial branch; manages centralized statewide technology projects; and optimizes the scope and accessibility of accurate statewide judicial information.

1.3 ENTERPRISE IT ARCHITECTURE (“EA”) PROGRAM

1.3.1 The mission of the EA program is to facilitate business and IT alignment by creating, communicating and improving the key principles and models that describe the branch’s future state and enable its evolution. As new technologies are contemplated for adoption to support the California Case Management System and other mission critical applications, Enterprise architects are required to help ensure the technologies are appropriate for the business requirements, compatible with existing infrastructure and that technologies are deployed in an optimal configuration. The Enterprise Architecture team consults, researches, and evaluates technical solutions to support the successful attainment of the judicial branch enterprise strategy.

2.0 PURPOSE OF THIS REQUEST FOR PROPOSALS (RFP)

2.1 The AOC seeks the services of four (4) consultants from one or more firms to oversee and consult on technical architecture implementation and modification activities, particularly for new and/or shared infrastructure solutions, for approximately 3 years. The initial contract term will be for one year, with the AOCs option to extend the contract for two additional consecutive one-year terms. Although all candidates must have TIBCO experience, as specified in 6.3.1.1., the AOC, at its sole discretion, will select one candidate with the highest degree of TIBCO experience to perform the additional TIBCO tasks specified in Attachment 2, Contract Terms, Exhibit D, Table 1b.

- 2.2 The expected contractual responsibilities and work requirements are set forth in Exhibit D, Work to be Performed, in Attachment 2, Contract Terms.

3.0 TIMELINE FOR THIS RFP

- 3.1 The AOC has developed the following list of key events from the time of the issuance of this RFP through the intent to award contract. All dates are subject to change at the discretion of the AOC.

Event	Date
RFP issued	September 29, 2009
Deadline for questions to solicitations@jud.ca.gov	3:00 pm, Pacific Time October 5, 2009
Answers To Questions Issued (estimate only)	October 6, 2009
Latest date and time proposal may be submitted	3:00 pm, Pacific Time, October 13, 2009
Interview of top candidates (estimate only)	October 19, 2009
Notice of Intent to Award (estimate only)	October 26, 2009

4.0 RFP ATTACHMENTS

- 4.1 Included as part of this RFP are the following attachments:

- 4.1.1 Attachment 1, Administrative Rules Governing Request for Proposals. Proposers shall follow the rules, set forth in Attachment 1, in preparation and submittal of their proposals.
- 4.1.2 Attachment 2, Contract Terms. Contracts with successful firms will be signed by the parties on a State of California Standard Agreement form and will include terms appropriate for this project. Terms and conditions typical for the requested services are attached as Attachment 2, Contract Terms and include: Exhibit A, Standard Provisions; Exhibit B, Special Provisions; Exhibit C, Payment Provisions; Exhibit D, Work to be Performed; Exhibit E, Contractor's Key Personnel (to be determined); and Exhibit F, Attachments.
- 4.1.3 Attachment 3, Vendor's Acceptance of the RFP's Contract Terms. Proposers must either indicate acceptance of Contract Terms, as set forth in Attachment 2, Contract Terms, or clearly identify exceptions to the Contract Terms, as set forth in this Attachment 3.

4.1.3.1 If exceptions are identified, then proposers must also submit (i) a red-lined version of Attachment 2, Contract Terms, that clearly tracks proposed changes to this attachment, and (ii) written documentation to substantiate each such proposed change.

4.1.4 Attachment 4, Payee Data Record Form. The AOC is required to obtain and keep on file, a completed Payee Data Record for each vendor prior to entering into a contract with that vendor. Therefore, vendor's proposal must include a completed and signed Payee Data Record Form, set forth as Attachment 4, or provide a copy of the form previously submitted to AOC.

5.0 EVALUATION OF PROPOSALS

Proposals will be evaluated by the AOC using the criteria in paragraphs 5.1 through 5.5, below. If a proposal includes multiple candidates, each proposed candidate will be evaluated separately in accordance with these criteria. The maximum total available score for all categories combined will be 100 points. The evaluation categories and the maximum possible points for each category are as follows:

- 5.1 Specialized expertise and technical competence (possible 36 Points). Proposed consultants will be evaluated based on the specialized expertise and technical competencies set forth in paragraph 6.3.1, below.
- 5.2 Past record of performance (possible 26 Points). Proposals will be evaluated considering each candidate's past program management experience in the areas specified in paragraph 6.3.2, below.
- 5.3 Reasonableness of cost projections (possible 20 Points). See paragraph 6.3.3, below. Proposals will be evaluated in terms of reasonableness of cost, proposed rate structure for the position, including breakdown of salary, overhead and profit. Proposed rates for this position must not exceed **\$145** per hour for the initial term and both one-year option terms.
- 5.4 Ability to meet requirements of the project (possible 10 Points). Proposals will be evaluated in terms of the consultant's availability, compliance with any proposed contract terms and project scheduling. See paragraphs 6.3.4 and 6.4.
- 5.5 Company Stability and Capabilities (possible 8 points). Proposals will be evaluated in terms of the firm's stability and capabilities as demonstrated in paragraphs 6.5 and 6.6, below

6.0 SPECIFICS OF A RESPONSIVE PROPOSAL

- 6.1 **IMPORTANT! Proposers may submit up to four (4) candidates for consideration. Proposals with more than four (4) candidates may not be evaluated.**
- 6.2 Provide proposer's point of contact, including name, physical and electronic addresses, and telephone and facsimile numbers in a cover letter.
- 6.3 The following information shall be included in the proposal and demonstrated separately for each key personnel candidate proposed:

6.3.1 Specialized expertise and technical competence.

6.3.1.1 The proposed candidate must have, and will not be considered without the experience stated in subparagraphs a. through o. below.

- a. At least 10 years of IT experience.
- b. Principles of information systems architecture for enterprise-wide systems deployment such as multi-tier, distributed and client/server system architecture and development principles, and internet/intranet application delivery mechanisms.
- c. Thorough knowledge and use of full life cycle systems design and development.
- d. Thorough knowledge and use of principles and techniques of systems implementation including conversion, data reconciliation, and documentation.
- e. All components of a technical architecture.
- f. Experience in working within an organization which relies highly on outsourced resources.
- g. Ability to design solutions together with the internal/external solution providers to ensure that the end solutions will fit into the overall enterprise architecture.
- h. Experience in supporting the RFP process in technical aspects.
- i. Experience in the development and governance of architecture principles and standards.
- j. Ability to conduct research into a variety of infrastructure technologies as required.
- k. Experience with design and implementation of complex technical environments using multiple technologies and languages.
- l. Knowledge of leading edge concepts in technology including: Operating Systems, Databases, Networking, Security, SOA, Middleware, BPM, DMS, Virtualization, SAN, and NAS.
- m. Provide advanced troubleshooting for complex issues in web applications developed using technologies including: Apache, JBoss, WebLogic, Oracle DB, PervasiveSQL, SiteMinder, Crystal Reports, Citrix, ColdFusion, TIBCO Portal and TIBCO middleware.
- n. In-depth knowledge in Data Center Disaster Recovery.
- o. Experience in programming languages including C, C++, Java and SQL.

6.3.1.2 Proposed candidates with experience in the following areas are highly desirable but are not required for consideration:

- a. Recent experience within government agencies or public bodies with projects of a similar type.
- b. Experienced in supporting a government or public body RFP process in technical aspects.

6.3.2 Past record of performance. Discuss each proposed consultant's record of performance on past projects, by including a response to each question in sub paragraphs a. through e., below. If applicable, please make a notation highlighting any performance on contracts with government agencies or public bodies.

- a. How did the candidate maintain high quality of work on a large project?
- b. How did the candidate keep projects on track and meet difficult schedules?
- c. How did the candidate promote consensus between divisions, agencies?
- d. How did the candidate satisfy a client's needs during an emergency or other event requiring quick and clear responses and actions.
- e. What other IT technical considerations are important to note regarding the candidate?

6.3.3 Reasonableness of cost projections.

6.3.3.1 Using the following format, provide the proposed hourly rate, overhead, and profit rate structure breakdown for each proposed candidate:

	Amt Payable To The Key Personnel	\$XX.XX	XX%
+	Amt Allocated to Proposer's Overhead	\$XX.XX	XX%
+	Amt Allocated to Proposer's Profit	\$XX.XX	XX%
=	Total for candidate (not to exceed the hourly rate of \$145.00)	\$XXX.XX	100%

6.3.3.2 The cost proposal must also include separate line items for travel and lodging. Travel expenses, if any, will be reimbursed in accordance with the provisions set forth in Exhibit C, Payment Provisions, in Attachment 2, Contract Terms. For purposes of this RFP, proposers are to assume allowable travel expenses will not exceed **\$15,000** per term, as further detailed in Schedule 1, Estimated Travel, set forth in Exhibit C, Payment Provisions, of Attachment 2, Contract Terms. In order to achieve travel cost projections for this project, the AOC prefers candidates with a local presence in the San Francisco Bay Area.

- 6.3.3.3 Include a total not to exceed contract sum for work and allowable expenses considered by this RFP during the initial term, as well as each optional term. Keep in mind that (i) the total cost is not to exceed **\$287,600** for the initial term and each optional term (maximum of **\$272,000 for work + \$15,000 for travel per term**), inclusive of personnel, materials, overhead, profit, and travel costs and expenses, and (ii) the method of payment to the consultant is anticipated to be by cost reimbursement. For purposes of this RFP, proposers are to use an estimated **1,880** hours of work per term. Consultants will not provide services on any mandated furlough days which, as of this RFP and subject to change, are the third Wednesday of each month through June 2010, nor will the consultant work more than forty (40) hours per week unless preapproved, in writing, by the project manager.
- 6.3.4 Ability to meet requirements of the project. Discuss each key personnel's availability and ability to complete the work within the project schedule, set forth in Exhibit D, Work to be Performed, in Attachment 2, Contract Terms.
- 6.4 Compliance with Contract Terms. Complete and submit Attachment 3, Vendor's Acceptance of the RFP's Contract Terms. Also, if changes are proposed, submit a version of Attachment 2, Contract Terms with all tracked changes, as well as written justification supporting any such proposed changes.
- 6.5 Tax recording information. Complete and submit Attachment 4, Payee Data Record Form, or provide a copy of the form previously submitted to the AOC.
- 6.6 Company stability and capabilities. Provide the following information about your firm:
- 6.6.1 Proposer's point of contact, including name, physical and electronic addresses, and telephone and facsimile numbers in a cover letter.
- 6.6.2 Number of years your firm has been in the business of providing technical staffing.
- 6.6.3 Number of full time employees (do not count placed candidates unless they are employees of your firm).
- 6.6.4 Disclose any judgments, pending litigation, or other real or potential financial reversals that might materially affect the viability of the proposer's firm.
- 6.6.5 Annual gross revenue from your most recent audited or reviewed profit and loss statement and balance sheet. State the audit/review year and the annual gross revenue. The AOC may request a copy of your most recent audited or reviewed profit and loss statement and balance sheet.
- 6.6.6 Pre-screening, background checks, testing, and interview procedures.
- 6.6.7 Process regarding replacing a candidate if necessary.
- 6.6.8 Provide a description of what, if any, health benefits, or other benefits your firm provides to your proposed candidates.

7.0 SUBMISSIONS OF PROPOSALS

- 7.1 Responsive proposals should provide straightforward, concise information that satisfies the requirements noted in Section 6.0, Specifics of a Responsive Proposal, above. **Due to the potential for a large number of proposals in response to this RFP, proposers must include the paragraph number and comment/response. Simple blanket statements referring to resumes or other documents are not acceptable.** Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the state's instructions, requirements of this RFP, and completeness and clarity of content.
- 7.2 Proposers will submit one (1) original and three (3) copies of the proposal, signed by an authorized representative of the company, including name, title, address, and telephone number of one individual who is the responder's designated representative.
- 7.3 Proposals must be delivered to the individual listed under Submission of Proposals, as set forth on the cover memo of this RFP.
- 7.4 Only written responses will be accepted. Responses should be sent by registered or certified mail or by hand delivery.
- 7.5 In addition to submittal of the original and three copies of the proposals, as set forth in Section 7.2, above, proposers are also required to submit an electronic version of the entire proposal on CD-ROM.

8.0 INTERVIEWS

The AOC anticipates conducting interviews with top ranked proposed key personnel candidates to clarify aspects set forth in the written proposal. If conducted, interviews will likely be conducted at the AOC's offices in San Francisco. The AOC will not reimburse candidates for any costs incurred in traveling to or from the interview location. The AOC will notify prospective vendors regarding interview arrangements.

9.0 RIGHTS

The AOC reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar RFPs in the future. This RFP 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 preparing the proposal. One copy of a submitted proposal will be retained for official files and will become a public record.

10.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

The Administrative Office of the Courts policy is to follow the intent of the California Public Records Act (PRA). If a vendor's proposal contains material noted or marked as confidential and/or proprietary that, in the AOC's sole opinion, meets the disclosure exemption requirements of the PRA, then that information will not be disclosed pursuant to a request for public documents. If the AOC does not consider such material to be exempt from disclosure under the PRA, the material will be made available to the public, regardless of the notation or markings. If a vendor is unsure if

Project Title: Enterprise IT Architecture Program
RFP Number: ISD200903-RB

its confidential and/or proprietary material meets the disclosure exemption requirements of the PRA, then it should not include such information in its proposal.

END OF FORM