

REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA

REGARDING:

**Virtual Conference Platform for AB 1058 Child
Support Training Conference**

RFP No. CFCC-2022-34-DM

PROPOSALS DUE:

NO LATER THAN APRIL 21, 2022, AT 1:00 P.M. PACIFIC TIME

1.0 BACKGROUND INFORMATION

- 1.1 The Judicial Council of California, chaired by the Chief Justice of California, is the policy-making body for the California court system. The California Constitution directs the Judicial Council to improve the administration of justice by surveying judicial business and recommending improvements to the courts; and adopting rules for court administration.
- 1.2 The Center for Families, Children, and the Courts (CFCC) is a division within the Judicial Council. The CFCC is dedicated to improving the quality of justice and services to meet the diverse needs of children, youth, and families. To that end, CFCC develops and provides education for multidisciplinary audiences, including judges, court staff, attorneys, social workers, and probation officers.
- 1.3 The Judicial Council intends to award one (1) agreement with an 8-month term estimated to be performed by the successful Proposer from **May 17, 2022**, through **December 30, 2022**. The funding available for this project is between \$25,000.00 and \$30,000.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

- 2.1 The Judicial Council seeks **one qualified Proposer** to host and assist with a virtual educational conference anticipated to be held on **October 12, 2022** through **October 14, 2022**, for judicial branch members that includes child support commissioners, family law facilitators, attorneys, paralegals, court clerks and other child support professionals involved in the title IV-D child support program. The conference is anticipated to have between 300-400 virtual participants and is anticipated to be 2 to 2 ½ days of content. The proposal includes providing the technology, hosting platform, registration of participants, the technical logistics of the conference, and overall event planning and support of the Judicial Council staff in conference planning.

The successful Proposer(s) will:

1. Have demonstrated experience with producing a high volume virtual online conference.
2. Handle all event planning including hosting the event. Hosting includes but is not limited to introducing the plenary sessions, tracking time, possibly moderating a panel, and explaining conference logistics to participants.
3. The technological platform must be able to:
 - a. Allow for multiple “breakout” rooms per session with pre-assigned participants;

- b. Allow participants to move to and from breakout rooms throughout sessions easily. Ideally, participants would need less than 2 minutes to enter and leave a breakout room;
 - c. Allow instructors and CFCC Staff to move from breakout room to breakout room during the sessions easily;
 - d. Allow for participant participation in sessions;
 - e. Allow for limiting attendance at specified sessions to pre-approved participants;
 - f. Allow for networking opportunities
 - g. Allow for closed captioning or transcription of the sessions;
 - h. Host PowerPoints and written materials for each session;
4. Allow participants to view and download materials for each session prior to the conference.
 5. Provide at least 1 practice session with instructors for each session prior to conference.
 6. Conduct participant course evaluation surveys for each session and provide results to CFCC staff.
 7. Record conference for publication on a Judicial Council hosted website.
 8. Host support materials that are needed in post-production for continuing education credits.
 9. Provide pre- and post- production meetings with CFCC staff.
 10. Be responsible for editing and engineering if needed, and any other task needed to produce the virtual education conference.
 11. Deliver virtual education conference.
 12. Complete post conference work, such as editing sessions if needed.

2.2 General Scope of Services Requirements

- 2.2.1 Contractor(s) must work with Judicial Council staff to create an interactive virtual conference with at least 1 plenary session and 12-20 individual sessions (up to 4 concurrent sessions) over 2 to 2 ½ days.
- 2.2.2 Contractor will provide technology and event planning for a Virtual Conference platform that will be able to host 300-400 people and have the capacity to register attendees for the conference and breakout sessions.
- 2.2.3 Contractor will handle registration for all attendees of the event and provide that information to the Judicial Council.
- 2.2.4 Contractor will host the virtual conference and Judicial Council staff will provide content and faculty.

- 2.2.5 Contractor will provide technical assistance throughout the conference to staff and attendees.
- 2.2.6 Contractor will be available from 8am to 6pm (Pacific Time) on the day or days of the virtual conference to provide technical assistance to participants, faculty, and Judicial Council staff.
- 2.2.7 All content must be provided on a platform that is compatible for posting on a Judicial Council website.

2.3 Tasks and Deliverables. The Judicial Council anticipates the following major tasks and specific deliverables in connection with the scope of services described in this Request for Proposals (RFP). Without changing the Deliverables, the Proposer should correct, validate, and expand on the tasks, as deemed necessary or desirable by the Proposer.

2.3.1 Task 1 – Prepare for Virtual Educational Conference

- 2.3.1.1 Meet regularly with Judicial Council staff, including information technology if needed, leading up to the virtual education conference to discuss ideas for the virtual education conference, identify gaps, discuss engagement strategies, and dissemination of information for registration.
- 2.3.1.2 Provide event planning for the virtual education conference including registering attendees for the conference. The Judicial Council will provide all content, including faculty, for the virtual education conference.
- 2.3.1.3 Provide at least 1 practice session with instructors for each session prior to conference
- 2.3.1.4 **Deliverable 1:** Meet with Judicial Council staff at least monthly in preparation for the conference (Meetings may increase in frequency closer to the conference date). **First meeting due by May 18, 2022.**
- 2.3.1.5 **Deliverable 2:** Provide testing of the conference technology to Judicial Council staff. **Due by June 29, 2022.**
- 2.3.1.6 **Deliverable 3:** Provide practice session for instructors for each session. **Due by October 7, 2022.**

2.3.2 Task 2- Delivery of Virtual Education Conference

- 2.3.2.1 Provide a host or hosts for the virtual education conference
- 2.3.2.2 Handle day of event registration, technological issues for attendees, and overall technical logistics

- 2.3.2.3 Manage sign in sheets for continuing education credits and deliver to the Judicial Council. The Judicial Council will create the sign in sheets and all other materials necessary for the conference including developing the agenda and learning objectives.
- 2.3.2.4 Record educational sessions to make available for posting on a Judicial Council website.
- 2.3.2.5 Conduct participant course evaluations surveys at end of each session.
- 2.3.2.6 **Deliverable 4:** Host and provide technical support for the virtual educational conference **on October 12, 2022-October 14, 2022.**

2.3.3 Task 3- Postproduction of the Virtual Education Conference.

- 2.3.3.1 Review and edit recording of sessions as needed.
- 2.3.3.2 Review closed captioning to ensure accuracy of content.
- 2.3.3.3 Provide sign in sheets to the Judicial Council. Judicial Council will handle providing certificates for participants.
- 2.3.3.4 Provide course evaluation survey results to the Judicial Council.
- 2.3.3.5 **Deliverable 5:** Provide edited sessions for posting on a Judicial Council website. **Due by November 4, 2022.**
- 2.3.3.6 **Deliverable 6:** Meet with Judicial Council staff to debrief conference and discuss post conference tasks. **Due by December 2, 2022.**

3.0 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
RFP issued	3/18/2022
Deadline for questions submitted to: solicitations@jud.ca.gov	4/4/2022 no later than 1:00 PM (Pacific Time)
Questions and answers posted (estimate only) www.courts.ca.gov/rfps.htm	4/6/2022

EVENT	DATE
Latest date and time proposal may be submitted solicitations@jud.ca.gov	4/21/2022 no later than 1:00 PM (Pacific Time)
Evaluation of proposals (<i>estimate only</i>)	4/22/2022
Notice of Intent to Award posted (<i>estimate only</i>) www.courts.ca.gov/rfps.htm	4/25/2022
Negotiations and execution of contract (<i>estimate only</i>)	5/2/2022 – 5/16/2022
Contract start date (<i>estimate only</i>)	5/17/2022
Contract end date	12/30/2022

4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
Attachment 2: JCC Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign this Judicial Council Standard Form agreement containing these terms and conditions (the “Terms and Conditions”).
Attachment 3: Proposer’s Acceptance of Terms and Conditions	On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions.
Attachment 4: General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
Attachment 5: Darfur Contracting Act Certification	The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 6: Payee Data Record Form	This form contains information the JBE requires in order to process payments and must be submitted with the proposal.
Attachment 7: Payee Data Record Supplement (STD 205)	This form is optional. This form is used to provide remittance address information if different than the mailing address on the STD 204 – Payee Data Record. Use this form to provide additional remittance addresses and additional Authorized Representatives of the Payee not identified on the STD 204.
Attachment 8: Bidder Declaration	Complete this form only if the Proposer wishes to claim the DVBE incentive associated with this solicitation.
Attachment 9: DVBE Declaration	Complete this form only if the Proposer wishes to claim the DVBE incentive associated with this solicitation.

5.0 PAYMENT INFORMATION

The amount of the contract is between **\$25,000-\$30,000**. **The proposed amounts are inclusive of all expenses.**

- Subject to the terms in Attachment 2, Appendix B, Payment Provisions, the selected provider will be paid on a firm-fixed price per deliverable basis.
- The Selected Proposer shall submit invoices upon satisfactory completion of services for each deliverable outlined in Section 2. Invoice shall include, in detail, all costs and applicable charges.
- The payment term is Net 60 days from the receipt of correct invoice.
- Payment will be made after satisfactory completion of deliverables as follows:

Payment Number	Billable Activity	Estimated Maximum Firm Fixed Amount	Invoice Due Date
#1	Completion of Deliverable #1	\$3,500	By June 1, 2022
#2	Completion of Deliverable #2	\$9,000	By July 15, 2022
#3	Completion of Deliverable #3	\$ 3,000	By October 21, 2022
#4	Completion of Deliverable #4	\$9,000	By November 15, 2022
#5	Completion of Deliverable #5	\$3,000	By December 5, 2022
#6	Completion of Deliverable #6	\$1,500	By December 16, 2022

6.0 SUBMISSIONS OF PROPOSALS

- 6.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.
- 6.2 The Proposer must submit its proposal in two parts, the technical proposal and the cost proposal.

- a. The Proposer must submit an electronic copy of the technical proposal. The proposal must be signed by an authorized representative of the Proposer. The technical proposal must be submitted via email to Solicitations@jud.ca.gov. The Technical Proposal must include all components required in Section 7.1. The Proposer must write the RFP title and number in the subject line of the email.
 - b. The Proposer must submit an electronic copy of the Cost Proposal. The proposal must be signed by an authorized representative of the Proposer. The Cost Proposal can be submitted in the same email as the Technical Proposal above via email sent to solicitations@jud.ca.gov, **but should be a separate attachment marked "COST PROPOSAL,"** from the technical proposal. The Cost Proposal must include all components required in Section 7.2. The Proposer must write the RFP title and number in the subject line of the email.
- 6.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP. For the purposes of this RFP, proposals shall be transmitted only by email.
- 6.4 Late proposals will not be accepted.
- 6.5 Submission acceptance will be based on the date and time the emails are received by the Judicial Council. Emails must be received prior to the due date and time, or the proposal will not be accepted.
- 6.6 The Judicial Council 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 Judicial Council or the State of California responsible for the cost of preparing the proposal. Submitted proposals may be retained for official files and may become a public record.

7.0 PROPOSAL CONTENTS

- 7.1 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 their social security number, the social security number will be required before finalizing a contract.

- 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. A minimum of two (2) clients to serve as references for whom the Proposer has conducted similar services. References are to include names, addresses, telephone numbers and the email address of a contact person for each client. The JCC may contact referenced clients when reviewing an offer to verify the information provided.
- d. Resume for each individual proposed to work on this project. Resumes should include a person's education, any applicable credentials and/or certifications, current work history and a summary of experience and knowledge to support the project as outlined in Section 2.0.
- e. Statement of Proposer's experience on similar assignments.
- f. At least two examples of two prior online conferences in which event planning and technical assistance was provided by the Proposer including the title, dates of service, services provided, and number of participants.
- g. Proposed Work Plan based on Section 2.0: Description of Services and Deliverables, including timeframe for completion for all proposed tasks, using the general deadlines provided in Section 2.3.
- h. Acceptance of the Terms and Conditions.
 - i. On Attachment 3, 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.
 - ii. 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.

Note: A material exception, as determined by the Judicial Council in its absolute and sole discretion, to any of the terms and conditions (in Attachment 2) may render a proposal non-responsive.

- i. Certifications, Attachments, and other requirements.
 - i. The Proposer must complete the General Certifications Form (Attachment 4) and submit the completed form with its proposal.

- ii. The Proposer must complete the Darfur Contracting Act Certification (Attachment 5) and submit the completed certification with its proposal.
- iii. The Proposer must complete the Payee Data Record form (Attachment 6).
- iv. 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. **The Contractor shall provide a copy of their Certificate of Status with the Secretary of State of California.** The Judicial Council may verify by checking with California's Office of the Secretary of State. 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.**

7.2 Cost Proposal. The following information must be included in the cost proposal.

- i. A detailed line-item budget for each deliverable(s) described in Section 2.0 and the costs shall not exceed estimated maximum firm fixed amount of each deliverable as stated in Section 5.0 of this RFP.
- ii. A full explanation of all budget line items in a narrative entitled “Budget Justification.”
- iii. A “not to exceed” total for all work and expenses payable under the contract, if awarded.

NOTE: It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code.

8.0 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 JBE reserves the right to negotiate extensions to this period.

9.0 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 JCC 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 JBE will post an intent to award notice at <http://www.courts.ca.gov/rfps.htm>.

CRITERION	MAXIMUM NUMBER OF POINTS
Quality of work plan submitted and Proposer’s understanding of the problem or needs. (<i>Section 2.0.</i>)	20
Experience on similar assignments	25
Reasonableness of cost projections. Proposals will be evaluated in terms of reasonableness of cost, best value, and proposed cost structure.	30
Qualifications of Proposer based on resumes submitted including experience, expertise and credentials, if any.	7
Acceptance of the Terms and Conditions	10
Ability to meet timing requirements to complete the project	5
Disabled Veteran Business Enterprise Incentive (Section 12.0)	3

10.0 INTERVIEWS

The JCC 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 JCC offices in San Francisco. The JCC will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The JCC will notify eligible Proposers regarding interview arrangements.

11.0 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 JBE 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 JBE’s right to disclose information in the proposal, or (b) requiring the JBE 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.

12.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

Qualification for the DVBE incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a proposal non-responsive.

Eligibility for and application of the DVBE incentive is governed by the JBE’s DVBE Rules and Procedures. Proposer will receive a DVBE incentive if, in the JBE’s sole determination, Proposer has met all applicable requirements. If Proposer receives the DVBE incentive, a number of points will be added to the score assigned to Proposer’s proposal. The number of points that will be added is specified in **Section 9.0** above.

To receive the DVBE incentive, at least 3% of the contract goods and/or services must be provided by a DVBE performing a commercially useful function. Or, for solicitations of non-IT goods and IT goods and services, Proposer may have an approved Business Utilization Plan (“BUP”) on file with the California Department of General Services (“DGS”).

If Proposer wishes to seek the DVBE incentive:

1. Proposer must complete and submit with its proposal the Bidder Declaration (**Attachment 8**). Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.
2. Proposer must submit with its proposal a DVBE Declaration (**Attachment 9**) completed and signed by each DVBE that will provide goods and/or services in connection with the contract. If Proposer is itself a DVBE, it must complete and sign the DVBE Declaration. If Proposer will use DVBE subcontractors, each DVBE subcontractor must complete and sign a DVBE Declaration. **NOTE:** The DVBE Declaration is not required if

Proposer will qualify for the DVBE incentive using a BUP on file with DGS.

Failure to complete and submit these forms as required will result in Proposer not receiving the DVBE incentive. In addition, the JBE may request additional written clarifying information. Failure to provide this information as requested will result in Proposer not receiving the DVBE incentive.

If this solicitation is for IT goods and services, the application of the DVBE incentive may be affected by application of the small business preference. For additional information, see the JBE's Small Business Preference Procedures for the Procurement of Information Technology Goods and Services.

If Proposer receives the DVBE incentive: (i) Proposer will be required to complete a post-contract DVBE certification if DVBE subcontractors are used; (ii) Proposer must use any DVBE subcontractor(s) identified in its proposal unless the JBE approves in writing the substitution of another DVBE; and (iii) failure to meet the DVBE commitment set forth in its proposal will constitute a breach of contract.

If using DVBE subcontractors, the Proposer must complete and return to the JBE a copy of the post-contract certification form (<https://www.courts.ca.gov/documents/JBCM-Post-Contract-Certification-Form.docx>), promptly upon completion of the awarded contract, and by no later than the date of submission of Proposer's final invoice to the JBE. If the Proposer fails to do so, the JBE will withhold \$10,000 from the final payment, or withhold the full payment if it is less than \$10,000, until the Proposer submits a complete and accurate post-contract certification form.

When a Proposer fails to comply with the post-contract certification requirement in this section and a payment withhold is applied to a contract, the JBE shall allow the Proposer to cure the deficiency after written notice. Notwithstanding the foregoing or any other law, if after at least 15 calendar days, but no more than 30 calendar days, from the date of the written notice the Proposer refuses to comply with the certification requirements, the JBE shall permanently deduct \$10,000 from the final payment, or the full payment if less than \$10,000.

FRAUDULENT MISREPRESENTATION IN CONNECTION WITH THE DVBE INCENTIVE IS A MISDEMEANOR AND IS PUNISHABLE BY IMPRISONMENT OR FINE, AND VIOLATORS ARE LIABLE FOR CIVIL PENALTIES. SEE MVC 999.9.

13.0 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. The deadline for the Judicial Council to receive a solicitation specifications protest is the proposal due date. Protests must be sent to:

Judicial Council of California
Branch Accounting and Procurement, Administrative Division
Attn: Protest Hearing Officer, RFP Number: CFCC-2022-34-DM
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688

(Indicate Solicitation Number and Name of Your Firm on lower left corner of envelope.)