



# REQUEST FOR PROPOSALS

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*SUPERIOR COURT OF NEVADA COUNTY*

**REGARDING:**

*Microfilm Conversion to Digital*  
*RFP NUMBER 290000037*

**PROPOSALS DUE:**

*Friday, April 20th 2018* BY 5 P.M. PACIFIC TIME

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## **1.0 INTRODUCTION**

The Superior Court of California, County of Nevada (“Court”) is requesting proposals from qualified Proposers to convert rolls of microfilm to digital format. Interested and qualified Proposers who can demonstrate their ability to successfully provide the services described in this Request for Proposals (“RFP”) are invited to submit a proposal.

The Court intends to award a single Purchase Order/Contract to the Proposer who meets or surpasses the Court’s minimum qualifications and who has submitted the highest scored proposal.

The use of the term “Proposer” in this RFP shall be considered synonymous with the term “Contractor”. The use of the term “Agreement” in this RFP shall be considered synonymous with the term “Contract”.

## **2.0 DESCRIPTION OF SERVICES AND DELIVERABLES**

The Court seeks Microfilm Conversion Services meeting the specifications set forth in the Statement of Work attached to this RFP. All work identified as a deliverable will be rendered to the following location:

Superior Court of Nevada County  
201 Church Street  
Nevada City, CA 95959

## **3.0 PERIOD OF PERFORMANCE**

It is anticipated that the initial term of the agreement resulting from this RFP (“Agreement”) will be one (1) year, commencing on the May 1, 2018 with an option to extend the term one-year and may be exercised by the Court in its sole discretion any time prior to the expiration of the initial term. There will be no price increases during the initial term or option term.

## **4.0 RFP TIME-LINE**

The Court has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the Court. Any changes made prior to the Proposal Due Date will be posted on the Court’s Website at <http://nccourt.net/geninfo/bids.shtml> flagged with the revision date.

EVENT	DATE
RFP issued	Monday, 3/26/2018
Deadline for questions	Friday, 4/13/2018
<b>Proposal Due Date</b>	<b>Friday, 4/20/2018 5:00 PM PST</b>
<b>Public opening of proposals</b>	<b>Monday, 4/23/2018 10:00 AM PST</b>
Evaluation of proposals *	Wednesday, 4/25/2018
Interviews *	Wednesday, 4/25/2018
Notice of Intent to Award *	Wednesday, 4/25/2018
Contract start date *	May 1, 2018
Contract end date *	April 30, 2019

\* Denotes estimated dates.

**5.0 RFP ATTACHMENTS**

**5.1 Statement of Work**

Describes in detail the specific services for which proposals are being solicited. Once a Contractor has been selected, the Statement of Work will become part of the final Agreement.

**5.2 Cost Proposal**

Proposer must complete and submit the Cost Proposal form.

**5.3 Administrative Rules Governing RFPs (ATTACHMENT 1)**

These rules govern this solicitation and should be read carefully by Proposer.

**5.4 Sample Agreement (ATTACHMENT 2)**

Proposers are encouraged to review the Sample Agreement. Please note that the Sample Agreement language is subject to change and that other Agreement clauses and provisions, which do not currently appear, may be included in any resultant Agreement. Proposers are not required to sign the Sample Agreement at this time. The Contractor selected to provide services as a result of this RFP process will be required to sign the final version of the Agreement upon completion of the negotiation process.

## 5.5 Required Forms

All forms listed below must be completed and submitted with Proposal. The completed forms will become part of the Proposer's proposal.

- Proposer's Acceptance of Terms and Conditions (ATTACHMENT 3)
- Bidder Certification (ATTACHMENT 4)
- Small Business Declaration Form (ATTACHMENT 5)

## 5.6 Optional Forms

Proposer may complete and submit with its proposal the following forms if applicable to the Proposer.

- Disabled Veteran's Business Enterprise

## 6.0 MINIMUM QUALIFICATIONS

Proposer must meet the minimum qualification requirements listed below, all of which will be required in the Technical Proposal in Section 9.0. Failure to comply with any one of the minimum qualifications may be cause for disqualifying a proposal from further consideration. The Court may, in its discretion, waive minor deviations or defects. Only those proposals that are deemed as meeting the minimum qualification requirements may be considered for a full evaluation and a possible contract award.

- 6.1 **Proposal Submission Deadline.** The proposal must be submitted as instructed in Section 8.0 on or before the Proposal Due Date.
- 6.2 **Experience and Capability.** Proposer must have at least five (5) consecutive years documented experience in providing services similar to the ones being solicited. Submit with Technical Proposal per the instructions in Section 9.3.2.
- 6.3 **Professional References.** Provide a list of three (3) references of clients for whom the Proposer has conducted similar services as described in the Statement of Work of this RFP. Submit with Technical Proposal per the instructions in Section 9.3.3.
- 6.4 **Insurance.** Selected Proposer agrees to maintain insurance as specified in Purchase Order Terms and Conditions. Submit with Technical Proposal per the instructions in Section 9.8.
- 6.5 **Business License and Certification.** Proposer must submit copies of any current business licenses, professional licenses, certificates or other credentials required by the nature of the work to be performed by Proposer. Submit with Technical Proposal per the instructions in Section 9.9.

6.6 **Authorized Reseller (if applicable).** If Proposer is a reseller of a manufacturer’s product, Proposer must be an authorized reseller of the product being offered in its proposal. Submit with Technical Proposal per the instructions in Section 9.9.2.

6.7 **Required Forms.** Proposer must complete and submit all forms listed in Section 5.5.

7.0 OPTIONAL PRE-BID CONFERENCE AND WALK-THROUGH

7.1 The Court will not hold a Pre-Bid Conference as related to this RFP.

**8.0 SUBMISSION OF PROPOSALS**

8.1 Proposer shall submit proposals in a single envelope as instructed below. Failure to do so will result in that proposal being disqualified from consideration. No exceptions will be made for any Proposer.

8.2 The paper submission shall be delivered to the Court in a sealed envelope to the address shown below.

Superior Court of Nevada County  
201 Church Street  
Nevada City, CA 95959

8.3 The sealed envelope must be clearly marked “**Proposal for RFP 290000037**” on the outside of the envelope. Failure to do so may result in proposals not being opened. Late proposals will not be accepted under any circumstances.

**9.0 TECHNICAL PROPOSAL**

In preparing its proposal, Proposer should do so in its own words and take care not to simply copy the language in the RFP. Care should also be taken to ensure that the proposal responds completely and thoroughly to all of the requirements set forth in this RFP. The objective of the proposal submission is for the Court to ascertain Proposer’s ability to meet or exceed the required service levels. In addition, specific information is requested from all Proposers to ensure that the proposals can be fairly compared in a standard manner. Only that information which is contained in the proposal will be evaluated. Incomplete or inaccurate information may result in disqualification of Proposer.

**TECHNICAL PROPOSALS MUST BE IN THE FORMAT DESCRIBED BELOW, BOTH AS TO SEQUENCE AND CONTENT. FAILURE TO COMPLY MAY, IN THE COURT’S SOLE DISCRETION, RESULT IN DISQUALIFICATION OF THE PROPOSAL.**

9.1 **Cover Letter**

The proposal must start with a cover letter address to **Name** on Proposer’s stationery. A corporate officer or person who is authorized to represent Proposer must sign this letter on behalf of Proposer. The Cover Letter must include the following:

- 9.1.1 The name, title, address, telephone number, e-mail address, and facsimile number of person(s) authorized to make representations for Proposer during negotiations and commit Proposer to a contract;
- 9.1.2 If a corporation, a statement that confirms Proposer is registered to do business in California and provide its corporate charter number; and
- 9.1.3 Proposer's Federal Tax Identification Number. Note that if a sole proprietor using his or her social security number is awarded a contract, the social security number will be required before finalizing a contract.

**9.2 Executive Summary**

Provide an Executive Summary of your proposal. The Executive Summary should be a high-level, general overview of how Proposer intends to accomplish the requirements of this RFP. The Executive Summary should demonstrate the Proposer's understanding of the requirements.

**9.3 Experience and Capability**

- 9.3.1 Describe the size, number of personnel, extent of your operations, and headquarters site of your company.
- 9.3.2 Provide a summary of relevant background information about Proposer. State how long Proposer has been in business under the current business name. If in business under another name, indicate prior business name(s).

Proposer must have a minimum of five (5) years documented experience providing services similar to those being solicited under this RFP. If Proposer has been in existence less than five (5) years, then information regarding the principals in the company must be provided to substantiate compliance with the experience requirement. Provide names of persons with whom the principals associated as partners or business associates in the last five (5) years.

- 9.3.3 Provide a list of current and previous contracts for the same or similar services with a court or other government agency in the past three (3) years. The information should identify each contract, time period of the contract, department name, contact person and their telephone number, contract dollar amount and a description of the service provided. If Proposer has not had any contracts during the last three (3) years with a court or other government agency, a statement to that effect must be included.
- 9.3.4 Provide a list of commitments and potential commitments that may impact assets, lines of credit, guarantor letters, or otherwise that may affect Proposer's ability to perform the contract. If Proposer does not have any commitments or potential commitments that may affect Proposer's ability to perform the contract, a statement to that effect must be included.

**9.4 Staff Qualifications**

For each key staff member provide a brief background with relative experience, as well as the individual's ability and experience in conducting the proposed activities.

**9.5 Work Plan for Providing the Requested Services**

Provide a detailed Work Plan, which must include locations, facilities and proposed method for completing the work set forth in the Statement of Work. Proposer should not summarize its services in this section; rather explain in detail how Proposer will meet all the needs of the Court. Proposer should respond to the Statement of Work requirements and explain how the Proposer shall meet the requirements.

**9.6 Business References**

Provide a list of a minimum of three (3) references of clients for whom the Proposer has conducted similar services as described in the Statement of Work of this RFP. Please include name, title, address, telephone number and e-mail address of person(s) authorized to make representations for the client. The Court may check references listed by the Proposer.

**9.7 Proof of Financial Stability**

List Proposer's gross income/receipts for the prior three (3) years. The Court reserves the right to request additional information, records, profit and loss statements, etc.

**9.8 Insurance**

Attest that Proposer complies with the Indemnification and Insurance requirements of of the Sample Agreement. Include proof of current insurance for other contracts. ACORD Certificate of Liability Insurance is preferred. If required levels of insurance are not in place, a letter from Proposer's insurance broker stating that the required amounts will be provided should a contract be awarded is acceptable. If a contract is awarded, an insurance certificate specifically endorsing the Court will be required prior to start of work.

**9.9 Business License and Certification**

9.9.1 Proposer must submit a copy of all business or professional licenses or certificates required by the nature of the services to be performed and held by Proposer (i.e. California State Board of Equalization Seller's Permit and Business License).

9.9.2 If Proposer is a reseller of a manufacturer's product, the proposal shall indicate that Proposer is an authorized reseller and has all licenses to sell a manufacturer's system.

9.9.3 Proposer must also submit CalRecycle 74 (Postconsumer-Content Certification) if any products in their proposal are within the 11 specified product categories listed on the CalRecycle Post Consumer-Content website.

9.10 **Required Forms**

Proposer shall also complete and submit all Required Forms listed in Section 7.0.

9.11 **Optional Forms**

Proposer may submit the Disabled Veteran’s Business Enterprise or the Small Business Declaration forms only if Proposer will claim either preference associated with this solicitation. Please review the instructions before completing these forms. If Proposer submits incomplete or inaccurate information, it will not receive the preference.

**10.0 COST PROPOSAL**

10.1 Cost Proposal Submission

10.1.1 Proposer shall submit a Cost Proposal for the goods and services described in the Statement of Work using the attached Cost Proposal form.

10.1.2 The Cost Proposal shall include pricing for the following:

10.1.2.1 Cost to Convert (Digitize) and Index Microfilm as listed

10.1.2.2 Cost to Retrieve and Transport Microfilm being converted. This also includes the cost to ship or otherwise convey Deliverables.

10.1.2.3 Other Costs such as Project Management Fees, Secure Storage.

10.1.3 In calculating the pricing to be offered, Proposers are cautioned to include all costs associated with providing the services.

**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.

**11.0 EVALUATION CRITERIA**

11.1 The process in which the Court will evaluate the proposals is set forth in the Administrative Rules Governing RFPs attached to this RFP.

11.2 Following the publication of the Technical Proposals scores, the Cost Proposals will be publically opened at the time and date specified in the RFP Time-Line at

Superior Court of Nevada County  
201 Church Street

Nevada City, CA 95959

11.3 The Court will evaluate the proposals using the criteria set forth in the table below. The total maximum allowable points will be 100 points. Award, if made, will be to the **highest-scored proposal**. If a contract will be awarded, an Intent to Award Notification will be posted on the Court’s website.

11.4 Publications and notifications related to this RFP will be posted on the following website:

<http://nccourt.net/geninfo/bids.shtml>

<b>EVALUATION CRITERIA</b>	<b>Maximum Points</b>
<b>TECHNICAL PROPOSAL</b>	<b>47</b>
<b>Experience and Capability</b>	10
<b>Staff Qualifications</b>	10
<b>Plan for Providing the Requested Services</b>	24
<b>Acceptance of Terms and Conditions</b> As set forth in the Required Form entitled <i>Acceptance of Terms and Conditions of Sample Agreement</i>	3
<b>COST PROPOSAL</b> The Cost Proposal will be evaluated on the overall reasonableness of the prices submitted.	<b>50</b>
<b>DVBE INCENTIVE</b>	<b>3</b>
<b>SMALL BUSINESS DECLARATION</b>	<b>**</b>
<b>TOTAL MAXIMUM ALLOWABLE POINTS**</b>	<b>100</b>

\*\* If a Proposer receives the Small Business Incentive, the score assigned to its proposal will be increased by an amount equal to 5% of the points assigned to the highest scored proposal.

**12.0 INTERVIEWS**

12.1 The Court may conduct interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals.

12.2 The interviews may be conducted in person or by phone. If conducted in person, interviews will likely be held at the Court’s offices.

12.3 The Court will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The Court will notify eligible Proposers regarding interview arrangements.

12.4 As a condition of participating in an interview, Proposers must agree not to discuss pricing during such interviews.

### **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](http://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 Court to receive a solicitation specifications protest is five (5) court days after the Notice of Intent to Award is posted to the Court website. Protests must be sent to:

G. Sean Metroka  
Court Executive Officer  
201 Church Street  
Nevada City, CA 95959