

REQUEST FOR PROPOSALS

***SUPERIOR COURT OF CALIFORNIA
COUNTY OF IMPERIAL***

REGARDING:

Temporary Staffing Services R1415-06

PROPOSALS DUE:

Tuesday, February 3, 2014 NO LATER THAN **3:45** P.M. PACIFIC TIME

1.0 BACKGROUND INFORMATION

The Superior Court of California, County of Imperial (hereafter referred to as “Court”) currently employs approximately 136 permanent staff. As needed, temporary staffing is used for various clerical positions at the Court’s four locations, with the majority of the assignments filled in the El Centro locations. The current Court’s locations (subject to change in the future) are:

939 W. Main Street
El Centro, CA 92243

220 W. Main Street
Brawley, CA 92227

1625 W. Main Street
El Centro, CA 92243

2124 Winterhaven Drive
Winterhaven, CA 92283

During prior three fiscal years, the following are the hours worked by temporary staff:

Date End	Hours	Date End	Hours	Date End	Hours
Jul-2011	243.34	Jul-2012	186.00	Jul-2013	447.75
Aug-2011	32.00	Aug-2012	119.00	Aug-2013	298.58
Sep-2011	145.33	Oct-2012	104.00	Sep-2013	323.00
Oct-2011	184.00	Nov-2012	40.00	Oct-2013	525.00
Nov-2011	152.00	Dec-2012	200.00	Nov-2013	479.75
Dec-2011	300.00	Jan-2013	231.00	Dec-2013	383.00
Jan-2012	293.17	Feb-2013	231.25	Jan-2014	212.00
Feb-2012	524.09	Mar-2013	190.00	Feb-2014	315.16
Mar-2012	285.50	Apr-2013	269.50	Mar-2014	531.41
Apr-2012	40.00	May-2013	529.00	Apr-2014	802.00
May-2012	152.00	Jun-2013	672.00	May-2014	888.50
Jun-2012	150.00		2,771.75	Jun-2014	932.25
	<u>2,501.43</u>				<u>6,138.40</u>

The Court does not guarantee that an agency will receive a specific volume of work or a specific order value under any agreement executed pursuant to this RFP.

The Court will post all correspondence related to this RFP on its public website at www.imperial.courts.ca.gov (on home page scroll down to “Request for Proposals” link).

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

The Court seeks the services of a person or entity with expertise in expeditiously sourcing, screening and providing high quality, cost effective temporary employees. Please refer to Attachment 7 – Scope of Work for a detailed description.

3.0 TIMELINE FOR THIS RFP

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.

EVENT	DATE
RFP issued	December 22, 2014
Deadline for questions	<i>Thursday, January 22, 2015 3:45 p.m. PST</i>
Latest date and time proposal may be submitted	<i>Tuesday, February 3, 2015 3:45 p.m. PST</i>
Contract start date (<i>estimate only</i>)	March 1, 2015
Contract end date (<i>estimate only</i>)	February 29, 2016 Plus two year options to extend

4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs	These rules govern this solicitation.
Attachment 2: Court Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign a Court 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. Note: A material exception to a Minimum Term will render a proposal non-responsive.
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 Court requires in order to process payments and must be submitted with the proposal.
Attachment 7: Scope of Work	Description of services and deliverables requested.
Attachment 8: Cost	Complete & submit with cost proposal.

5.0 PAYMENT INFORMATION

See Attachment 2, Appendix B

6.0 SUBMISSIONS OF PROPOSALS

- 6.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Expensive bindings, color displays, and the like are not necessary or desired. 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 **one (1) original and two (2) copies** of the technical proposal. The original must be signed by an authorized representative of the Proposer. The original technical proposal (and the copies thereof) must be submitted to the Court in a single sealed envelope, separate from the cost proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.
 - b. The Proposer must submit **one (1) original and two (2) copies** of the cost proposal. The original must be signed by an authorized representative of the Proposer. The original cost proposal (and the copies thereof) must be submitted to the Court in a single sealed envelope, separate from the technical proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.
- 6.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:
- Superior Court of California, County of Imperial
Attention: Elsa Rodriguez
1625 W. Main Street, Ste. 200
El Centro, CA 92243
- 6.4 Late proposals will not be accepted.
- 6.5 Only written proposals will be accepted. Proposals must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Proposals may not be transmitted by fax or email.

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. **Attachment 3:** Complete and sign Acceptance of the Terms and Conditions per instructions on form. **A material exception to a Minimum Term will render a proposal non-responsive.**
- b. **Attachment 4:** The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
- c. **Attachment 5:** The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with proposal
- d. **Attachment 6:** The Proposer's name, address, telephone and fax numbers, email address and federal tax identification number. Note that if the Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.
- e. **Contact:** 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.
- f. **Credentials:** For each key staff member: a resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities.
- g. **References:** Names, addresses, telephone numbers and email addresses of a minimum of five (5) clients for whom the Proposer has conducted similar services. The Court may check references listed by the Proposer.
- h. **Work Plan:** Proposed method to complete the work, including conceptual approach, outline of recruiting process and detailed timelines that will apply to the delivery of services.
- i. **Guarantee:** Service and/or cost guarantee that will apply for filling of positions.
- j. **Licenses:** Copies of the Proposer's current business licenses, professional certifications, or other credentials.
- k. **Benefits:** List the benefits, if any, provided to temporary staff.

7.2 **Cost Proposal.** Complete & submit Attachment 8.

7.3. **Requirements upon award**

- a. **Insurance:** Proof of insurance must be provided upon award. See Attachment 2, Agreement, Appendix C, General Provisions, Section 3
- b. **Good standing:** If Contractor is (1) a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), or (2) 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

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 Court 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 Court 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 Court will post intent to award notice at www.imperial.courts.ca.gov

CRITERION	MAX NUMBER OF POINTS
<i>Ability to provide requested services / Work Plan</i>	20
<i>Experience on similar assignments / References</i>	25
<i>Cost</i>	40
<i>Credentials of staff to be assigned to the project</i>	10
<i>Acceptance of the Terms and Conditions and compliance with Proposal content requirements</i>	5

11.0 INTERVIEWS

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

12.0 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 Court 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 Court's right to disclose information in the proposal, or (b) requiring the Court 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.

13.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

The court participates in a disabled veteran business enterprise participation goal. Details are posted at www.imperial.courts.ca.gov

14.0 PROTESTS

Any protests will be handled in accordance with the Court's protest policy posted at www.imperial.courts.ca.gov. 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.