

## ***Amendment 1***

The Superior Court of California, County of Stanislaus is amending RFP1516006, Microfiche Project, as follows:

- Responses to all questions are being provided to clarify the intent and purpose of the RFP.
- The pricing model for the microfiche sheets containing case files shall be per microfiche sheet. This is a change from the original request to have prices provided based on a per image basis.
  - The pricing for the microfiche sheets containing case indexes is not changing.  
The court still requires pricing on a per image basis for these microfiche sheets.

No other changes have been made to RFP1516006.

## ***Questions/Answers***

- 1. Can all the microfiche be shipped at once to the vendor's facility for conversion? Or will it need to be shipped in batches? If in batches, please estimate the number of anticipated batches and amount of microfiche per batch.**
  - a. Case File Microfiche Sheets
    - i. The court would be willing to ship an entire order at once. The size of the order will depend on the money available and what is actually being ordered.
    - ii. As court users may be coming to the court to request case files, the vendor will need to be able to accommodate the court by providing the court with access to a case file that the vendor possess. The court will need the access within 5 days of the request being made of the vendor.
      1. How the vendor provides access to the court is left to the discretion of the vendor, but this should be addressed in the vendor's bid.
  - b. Case Index Microfiche Sheets
    - i. The court would be able to send all case index microfiche sheets at once if it is within budget.
- 2. What DPI does the county want the microfiche images scanned at?**
  - a. This is left to the vendor's discretion. All bids will be evaluated based on the criteria set forth in the RFP documents.
- 3. In regards to the 116,000 microfiche sheets that contain case files, are these COM microfiche just like the indexes? What is the maximum number of images per sheet (if the sheet was full)? Do you have an estimate, on average, how full the sheets are?**
  - a. A full sheet will consist of 45 documents.
    - i. One case file may be on more than one microfiche sheet.
  - b. The court is not familiar with the type of microfiche sheets that are possessed.
    - i. A vendor suggested during the conference call that they might be "jacketed microfiche."
    - ii. A picture of the microfiche will be provided to aid the vendors.
  - c. The court does not have an estimate of the total number of images on a sheet.
- 4. In regards to attachment A and B, the sample images of the case index fiche. Does the county need an image to accompany every line of text indexed or do you require a CSV data file only?**
  - a. The court only requires the CSV data file. An image is not required.

- 5. In regards to Section 8.0 v Proof of Financial Solvency, how many years do we need to submit?**
- a. Enough to prove financial solvency.
- 6. What index values are found on the case index microfiche?**
- a. Refer to attachments 9 and 10 of the RFP to see samples of the two types of indexes. The values or interest to the court are listed below under the Index Values column (these are also noted in section 2 of the RFP). The two remaining columns indicate the index values that are contained in each type of case index.

<b>Index Values</b>	<b>Superior Court Index</b>	<b>Municipal Court Index</b>
Case #	X	X
Filing Date	X	X
Name	X	X
Cross-reference Name	X <i>[except criminal cases]</i>	
Case Type	X	<i>[all cases are "Criminal"]</i>

- 7. Can we expect all required data to be found for every case listed on the index sheets?**
- a. See the response to the previous question.
- 8. Is the data required from the case index sheets also found on the actual case file images?**
- a. The first page of the file should contain the index values for the specific case file. Subsequent documents may or may not contain index values depending on the specific document.
  - b. Vendors are not being asked to index based on the case files. The case file microfiche sheets should only be converted to PDF files.
  - c. Vendors will only pull the case index information from the case index microfiche sheets.
- 9. At what DPI were the images on the film originally scanned?**
- a. The court does not know.
- 10. We understand that no Court property is to leave the continental US. We assume this means that offshore indexing is not an option. Please confirm that this is correct.**
- a. The physical microfiche sheets are not to leave the continental U.S.; however, offshore indexing is not specifically precluded.
- 11. Is there a case management system into which these case files will be imported?**
- a. No, the case files will not be imported into a case management system.
- 12. If there is a case management system, does it require a different metadata output than the CSV or SQL database described?**
- a. The data file will not be used to populate a case management system. The data file will be queried to identify cases.

- 13. Reference is made to both CSV and SQL 2014 database formats. Does the court require both outputs?**
- a. The case index data needs to be in a CSV file. The court is not requesting additional file formats.
  - b. The court would like a SQL 2014 database that can consume the case index data. Due to cost, the SQL 2014 database may be cost prohibitive at this time, which is why we specifically want the CSV data file format.
- 14. It appears that the Court wants the entire case file delivered as a single, multi-page PDF document. Please confirm that there is no requirement to separate the case files into smaller units, such as individual document types.**
- a. Correct. One case file, which may consist of several documents, would be a single PDF document. The vendor will not need to separate the documents or identify them separately.
- 15. Will the number of cases listed on the index microfiche sheets equal the number of cases found on the 116,000 microfiche sheets?**
- a. No. The case index may display the case numerous times depending on the number of parties involved in the case.
  - b. Attachment 9 shows multiple examples of where the same case is listed more than once because there are multiple cross-reference names.
- 16. Will the Court agree to guarantee that at least 80% of the project will be completed within the contract term (including extensions)?**
- a. The court cannot make any guarantees. Our funding is subject to cuts, which may impact the funding for this project. With that said, the court is committed to completing this project as soon as possible.
- 17. PDF output is noted. Please confirm that text-searchable output is not required.**
- a. Correct. Text-searchable output is not required.
- 18. Approximately how many images are on the average case file microfiche sheet?**
- a. The court does not have an average number of images on a case file microfiche sheet.
- 19. Will the court accept pricing per microfiche sheet, instead of per image, for the microfiche sheets containing case files?**
- a. The court will issue an amendment to require pricing per microfiche sheet, instead of per image, for the microfiche sheets containing case files.
  - b. The court is not changing the pricing structure for the microfiche sheets containing case indexes.

# REQUEST FOR PROPOSALS

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***SUPERIOR COURT OF CALIFORNIA,  
COUNTY OF STANISLAUS***

**REGARDING:**

*Microfiche Project  
RFP1516006*

**PROPOSALS DUE:**

**May 20, 2016** NO LATER THAN **4:00** P.M. PACIFIC STANDARD TIME

## 1.0 BACKGROUND INFORMATION

- 1.1 The Superior Court of California, County of Stanislaus (Court) has stopped producing microfiche. The Court, however, has an inventory of approximately 187 microfiche sheets containing case indexes, as well as approximately 116,000 microfiche sheets containing case files. The Court uses the microfiche sheets containing the case indexes to locate case file information, which helps the Court locate the case file. This project aims to convert these microfiche sheets into portable document format (PDF), to be consumed by the Court's document management system (DMS), with the microfiche sheets containing the case indexes converted into a digital database.
- 1.2 There are approximately 98 microfiche sheets containing Superior Court case indexes. Each sheet contains approximately 268 images with approximately 47 rows of data.
- 1.3 There are approximately 89 microfiche sheets containing Municipal Court case indexes. Each sheet contains approximately 207 images with approximately 57 rows of data.
- 1.4 There are approximately 116,000 microfiche sheets containing case files. Each microfiche sheet will only contain one case, but one case may consist of more than one microfiche sheet. The quantity of images per microfiche sheet varies.
- 1.5 The Court is seeking a vendor that can provide an innovative solution that will provide a cost-effective means of digitizing the Court's inventory while maintaining quality and ease of use for the end-user.
- 1.6 It is the intent of the Court to enter into a 3-year contract, with two one-year extension options (for a potential total of 5 years), with a single vendor that establishes ~~a-per-image-estrates~~ for the two categories of ~~images-microfiche sheets~~ for the life of the contract. As funds become available, the Court will issue purchase orders under the contract, as the Court is committed to completing this project as soon as possible.

## 2.0 DESCRIPTION OF GOODS AND/OR SERVICES

The Court seeks the services of a person or entity with expertise in converting microfiche into portable document format (PDF) and creating data files from microfiche. Additional experience in building a database and query reports is preferred, but will not be disqualifying.

The digital format proposed should meet the following requirements:

- Microfiche sheets containing case indexes
  - The case index sheets will be converted into a Comma-Separated Value (CSV) file that will allow a user to conduct text searches.
  - The searchable values shall, at a minimum, allow the end user to search

- by case number, filing date, name, cross-reference name, and case type.
- Each file shall contain the header name of the column.
- Each file shall have the same data structure.
- The digital format provided shall allow the court to combine all case indexes into one file.
- The data in the final product shall be at least a 99.9% accurate representation of the data in the original image.
- Microfiche sheets containing case files
  - The case files will be converted into portable document format (PDF).
  - Each case file will be submitted to the court as a separate file with the case number as the file name.
    - There may be cases that share a case number with a different case. The selected vendor will need to be able to accommodate, so cases are not lost or combined
  - Image quality will be first rate.
  - Images will be an accurate representation of the original information in a digital format (i.e., no spill over).
  - Images will be enhanced to ensure optimum readability.
- Microfiche sheets must be returned to the Court in original condition.
- Build a SQL 2014 database to store the index file data.
  - This should include a user-friendly interface that would allow a user to identify a case number by searching and filtering the remaining data fields.
  - Ability to search with wildcards would be preferable.
  - Ease and speed is the ultimate goal.
  - This service is not required, although it is preferred. A vendor's inability to perform this function will not disqualify the vendor.
- Electronic file transfer shall be through a solid-state hard drive, SFTP, or a combination of the both.
- Upon acceptance of the work, the Court would like a DVD backup of the accepted work.
- Contractor shall not send Court Property outside the contiguous United States. The contiguous United States is defined as the 48 adjoining U.S. states on the continent of North America that are south of Canada and north of Mexico, plus the District of Columbia. The term excludes the non-contiguous states of Alaska and Hawaii, and all off-shore U.S. territories and possessions, which include American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the United States Virgin Islands.
- The Court is **not** interested in a vendor hosted solution.
- The vendor will warrant that each deliverable and the services will conform to the requirements of this RFP and all applicable specifications and documentation. The foregoing warranty shall commence upon the JBE's acceptance of such deliverable or service, and shall continue for a period of one

(1) year following acceptance. In the event any deliverable or service does not conform to the foregoing warranty, Contractor shall promptly correct all nonconformities to the satisfaction of the Court.

### 3.0 TIMELINE FOR THIS RFP

The JBE has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the JBE.

EVENT	DATE
RFP issued	April 26, 2016
Deadline for questions	May 3, 2016
Pre-proposal Conference	May 10, 2016 @ 10:00 a.m. PST
Questions and answers posted	May 13, 2016
Latest date and time proposal may be submitted	May 20, 2016 @ 4:00 p.m. PST
Initial evaluation	May 25, 2016
Initial ranking posted, excluding DVBE incentive	May 25, 2016
Latest date and time for samples to be received	June 2, 2016 @ 4:00 p.m. PST
Non-cost evaluation results posted, excluding DVBE incentive	June 7, 2016 (note May 30 holiday)
Public opening of cost portion of proposals	June 7, 2016 @ 3:30 p.m. PST
Notice of Intent to Award ( <i>estimate only</i> )	June 8, 2016
Negotiations and execution of contract ( <i>estimate only</i> )	June 22, 2016
Contract start date ( <i>estimate only</i> )	June 23, 2016
Contract end date ( <i>estimate only</i> )	June 30, 2021

#### 4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs (IT Goods and Services)	These rules govern this solicitation.
Attachment 2: JBE Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign this JBE Standard Form agreement.
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:	Intentionally left blank
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: DVBE Bidder Declaration	This form is only required of those requesting the DVBE incentive. Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.
Attachment 8: DVBE Declaration	Proposer must submit with its proposal a DVBE Declaration completed and signed by each DVBE that will provide goods and/or services in connection with the contract.
Attachment 9: Superior Court Case Index	A sample image of the Superior Court case index.
Attachment 10: Municipal Court Case Index	A sample image of the Municipal Court case index.

#### 5.0 PAYMENT INFORMATION

Payment information will be provided at a later date prior to the execution of a contract with the prescribed vendor(s).

#### 6.0 PRE-PROPOSAL CONFERENCE CALL

The Court will hold a pre-proposal conference call on the date identified in the timeline above. Attendance at the pre-proposal conference is optional. Proposers are strongly encouraged to attend.

The pre-proposal conference call phone number is (209) 236-7780. Dialing the line before the Court has opened the line will give the caller a busy signal.

## 7.0 SUBMISSIONS OF PROPOSALS

- 7.1 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.
- 7.2 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 three (3) 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 three (3) 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.
  - c. The Proposer must submit an electronic version of the entire proposal on CD-ROM or USB memory stick/flash drive. The files must be in PDF, Word, or Excel formats.
- 7.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:
- RFP 1516006 – Microfiche Project (DO NOT OPEN)**  
Attn: Fiscal Services  
800 11<sup>th</sup> Street, Room 100  
Modesto, CA 95354
- 7.4 Late proposals will not be accepted.
- 7.5 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.

## 8.0 PROPOSAL CONTENTS

8.1 Non-Cost Portion. The following information must be included in the non-cost portion of the 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.
- 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. Intentionally left blank
- d. Intentionally left blank
- e. 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.
- f. Names, addresses, and telephone numbers of a minimum of three (3) clients for whom the Proposer has conducted similar services. The JBE may check references listed by the Proposer.
- g. Proposed method to complete the work.
  - i. Data delivery methods (i.e., DVD, CD, or FTP) and
  - ii. Guaranteed turn-around time (i.e., rate of completion and delivery of final product, along with the return of the original microfiche sheets).
- 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 (a) a red-lined version of the Terms and Conditions that implements all proposed changes, and (b) a written explanation or rationale for each exception and/or proposed change.
- 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. Intentionally left blank.
- iii. 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. 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.
- iv. Copies of the Proposer’s (and any subcontractors’) current business licenses, professional certifications, and other credentials.
- v. Proof of financial solvency or stability (e.g., balance sheets and income statements).
- vi. Intentionally left blank.
- j. Shipping address to which the Court may overnight samples.

8.2 Cost Portion. The following information must be included in the cost portion of the proposal. A proposal lacking any of the following information may be deemed non-responsive.

- i. A per image rate to convert microfiche sheets containing case indexes per the requirements of this RFP.
- ii. A per ~~image-microfiche sheet~~ rate to convert microfiche sheets containing case files per the requirements of this RFP.
- iii. The cost to build a SQL 2014 database per the requirements of this RFP.
- iv. An itemization of all ancillary costs related to fulfilling the requirements of this RFP including, but not limited to, cost per DVD, solid-state hard drive, and shipping, as applicable.
  - a. These costs shall **not** be built into the ~~per-image~~ rates provided, but shall be additional line items.

- v. A detailed, line-item budget supporting the ~~per-image~~ rates and all other costs.
- vi. A full explanation of all budget line items in a narrative entitled “Budget Justification,” along with a description of what the vendor proposes to keep costs at a minimum.
  - a. Vendor shall include all applicable costs for this project, including but not limited to set-up, software, hardware, transportation and media.
- vii. The vendors cost proposal shall account for the potential duration of the contract. If rates will vary over the years of the contract, the vendor should specify the rates in each given year.

**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.

## **9.0 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.

## **10.0 EVALUATION OF PROPOSALS**

The cost portion of proposals will be publicly opened at the date and time noted in Section 3.0 in the Administrative Training Room at 800 11<sup>th</sup> Street, Modesto, California, room 100.

The JBE 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.stanct.org/request-proposals>.

CRITERION	MAXIMUM NUMBER OF POINTS
Cost	30 points
Clarity of digitized images	25 points
Accuracy of CSV Data File	15 points
Guaranteed turnaround time	10 points
Experience on similar assignments	10 points
Ability to create database with user interface	5 points
Acceptance of the Terms and Conditions	5 points
DVBE incentive*	3 points

\*With the 3% DVBE incentive, a proposer may achieve 103 total points.

## 11.0 SAMPLES

The Court will require the top two (2) candidates to provide samples. Each bidder will be provided with one (1) microfiche sheet containing case files and one (1) microfiche sheet containing case indexes. The vendor shall process 5 images from the microfiche sheet containing case files per the requirements of this document and 1 image from the microfiche sheets containing case indexes. One CSV file and the appropriate number of PDF files should be returned to the court as samples, along with the original items.

The original items, along with the samples shall be received no later than the date and time listed in section 3. Failure to return the items by the above referenced date may be deemed as non-responsive, and the vendor may be excluded from the bid process.

Vendors will be responsible for the cost of producing the samples and shipping the samples to the Court. The Court will cover the cost of shipping the original items to the vendors.

## 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 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.

### **13.0 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 10.0 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 7). 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 8) 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.

**FRAUDULENT MISREPRETATION 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.**

**14.0 INTENTIONALLY LEFT BLANK.**

**15.0 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 the proposal due date. Protests must be sent to:

**RFP 1516006 – Microfiche Project (DO NOT OPEN)**  
Attn: Protest Hearing Officer  
800 11<sup>th</sup> Street, Room 100  
Modesto, CA 95354