

REQUEST FOR PROPOSALS

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

**REGARDING: RFP 15165005
JURY SUMMONS AND PRINTING SERVICES**

**PROPOSALS DUE:
May 6th, 2016 NO LATER THAN 4:00 P.M. PACIFIC TIME**

1.0 BACKGROUND INFORMATION

1.1 Issuing Body

The Superior Court of California, County of Stanislaus, hereinafter referred to as “Court”, has a need for a Contractor to print, process and mail the Court Jury Summons as described herein. Services are to be provided initially for 1 year and allowing the opportunity for two 1 year options to extend. The printing and mailing of the Jury Summons is an essential and important Court responsibility. Therefore, it is critical that the Contractor perform the work described in an accurate and timely manner.

1.2 Program Background

The Court is required to mail jury summons to designated persons as covered in this RFP. These notices include:

- A. Jury Services
 - 1. Initial juror summons

1.3 Program Goals and Objectives

- A. The Court’s goal is to select a service provider who will be able to provide the most cost effective and highest quality of service
- B. The service provider must be able to receive the Court’s electronic data files, process the information, print the notices and mail them out in a timely manner
- C. The Court reserves the right to reject any or all Proposals, in whole or in part, submitted in response to this RFP. The Court further reserves the right to make no award and to modify or cancel, in whole or in part, this RFP

2.0 STATEMENT OF SERVICES

The Service Provider will provide services to assist the Superior Court of California, County of Stanislaus in printing and mailing jury summons as described in this Section.

2.1 Jury Services Printing

- Work with the Court’s staff to configure the Court’s current digital version of the jury summons (see Attachment 8) to be printed under this contract

- Contractor will print the jury forms according to specifications provided by the Court so that they will be compatible with the electronic data files created by Jury Systems, Inc.'s system or any other jury management system utilized by the Court
- Contractor will process jury data information provided by the Court in the following manner for preparing the jury forms for printing and processing:
 - Court creates a fixed-width electronic data file and sends it via a vendor-hosted FTP site or website for Contractor to process and insert into appropriate forms for printing
 - The Summons records in the file created from the data provided by the Court shall be verified on the day the records are produced and are to be in the mail within 48 hours of receipt of file transfer from the Court
 - Summons shall be printed and mailed with the potential juror receiving it in about 72 hours after the Court sends the file to Contractor
- Summons requirements specify that both sides will contain variable information that is printed on the form
- The Court estimates that approximately 80,000 summons forms are printed and mailed each year
- The size of the Summons form is 8 ½" x 14" and will require an envelope for mailing
- Contractor understands that at any given time the format, design, layout, data information and specifications of the juror summons form may change. Contractor will work with Court staff in configuring a digital version of the revised jury summons to be printed under this contract
- Contractor understands the time sensitive requirements of providing their services and the statutory and Court Rules requirements that govern the Jury Summoning process of which they are a part
- Contractor will make all reasonable effort to assist the Court in meeting its mandated jury processes in the event that there are any problems with the normal processing of the jury forms

- Contractor will comply with any requests by the Court for information on their processes and method of operation when needed in response to inquiries on the integrity of the Court's jury summoning process and procedures
- Contractor will be required to provide an ongoing accounting of the postage used and the account balance for a complete postage audit trail
- Coding Accuracy Support System (CASS) Certification to validate, correct and standardize address data to qualify for the highest postal discounts available
- Notice Change of Address (NCOA) link will be sent back electronically to be changed in the juror data base. Contractor will provide an estimate on the cost per file sent
- Contractor will return all changes in addresses to the Court in specific format that allows the Court to make changes automatically in the Court's database with no manual entry
- Contractor will post PDF files of all summons on line for the Court's review if needed
- Contractor will post postage reports on line for verification of all files sent
- Postal reports will be sent to authorized personnel with each mailing for audit of postage
- Contractor will issue a site for the Court to post all questions or concerns
- Contractor will provide a history of all mailings on the Court's secure site for history of all mailings

2.2 Jury Summons Specifications

- Document Size: Legal 8-1/2" x 14"
- Paper: 24lb. White 92% Brightness and 89% Opaque
- Ink Colors: PMS 1807 Red and 615 Tan; Black Ink Print
- Imaging: Two sides (California Summons Format)
- Finished/Folded Size: 8-1/2" x 3-5/8"; 3 Folds

- Perforations: The document will have **one (1) partial perforation and two (2) full perforations; partial perforation allows the Juror Badge to be detached with ease**; full perforations allows for the Parking Pass and the Response Form to be detached with **ease**

2.3 Jury Summons Outgoing Mailing Envelope Specifications

- Envelope Description: #10 Double-Window Envelope
- Envelope Size: 4-1/8" x 9-1/2"
- Paper: 28 lb. White Woven; Security Tint Inside Envelope
- Window Size Top: 1-1/8" x 4"
- Window Placement Top: 7/16" from the left and 1/2" from the top
- Window Size Bottom: 1-1/4" x 4-5/16"
- Window Placement Bottom: 7/16" from the left and 5/8" from the bottom
- Ink Color: Black
- Preprinted "OFFICIAL JURY SUMMONS ENCLOSED" in the bold capital letters

2.4 Jury Summons Reply Envelope Specifications

- Envelope Description: #9 Single-Window Envelope
- Envelope Size: 3-7/8" x 8-5/8"
- Paper: 28 lb. White Woven; Security Tint Inside Envelope
- Window Size Top: 1-1/8" x 3-3/4"
- Window Placement: 3/8" from the right and 9/16" from the bottom
- Ink colors; Yellow and Black

- Yellow border 3/16" thick from the left and running down the side 1-1/2" in length from the top. Yellow border 1/4" thick from the top and running along the top side 4-1/8" in length from the left
- Preprinted in the upper left hand corner "FROM:" with capital letters with three fillable lines measuring 2-3/8" in length each and " CHECK BOX IF ADDRESS HAS CHANGED." below the three fillable lines
- Preprinted "PLACE STAMP HERE" inside a text box measuring 1 1/16" x 13/16" and placed 3/8" from the right and 1/4" from the top

2.5 Process and Security Specifications

- Court will submit a FTP file once a week to the Contractor with the names of prospective jurors
- Contractor shall then run the file through the VeriMove process to eliminate invalid addresses
- Contractor Will send file back to the Court with the names of the jurors with invalid addresses so that they can be excused in JSI system
- Contractor will process the remaining names on the file and put them on the Jury Summons
- Contractor shall insert the Jury Summons together with one (1) Jury summons Reply Envelope into a Jury Summons Outgoing Mailing Envelope so the delivery address is visible through the Outgoing Mailing Envelope Window; the Outgoing Mailing Envelope shall then be sealed, given the proper postage and mailed the day after receiving the file
- The mailing process shall take advantage of all available sorting, coding, bar-coding and bundling operations permitted by the U.S. Postal Service to reduce the cost of mailing

2.6 Data Security

To protect the privacy of individuals and the integrity of the juror information database, Contractor will be required to establish data maintenance procedures comparable to the processing and storage of financial transactions. Contractor shall establish data back-up

systems and emergency processes related to loss or incapacitation of hardware and software systems and production facilities.

2.7 Other Requirements

- Customer Service - Contractor will maintain a toll-free number for ordering and customer service inquiries from the Court Monday through Friday, 8:00am to 5:00pm, excluding Court holidays
- Contractor will submit an invoice within five (5) work days of each jury summons mailing to the Court for products and services rendered. This invoice shall only be based upon the number of mailers which were successfully produced and mailed, not to include any mailers which were destroyed or deemed unfit for mailing. Invoice will also specify Jury Pool date

2.8 Court Holidays

The Court conducts business, Monday through Friday, from 8:00am to 5:00pm and is closed on the following holidays:

Holiday	2016	2017	2018
New Year's Day	Jan 1 (Fri)	Jan 2 (Mon)**	Jan 1 (Mon)
Martin Luther King, Jr. Day	Jan 18 (Mon)	Jan 16 (Mon)	Jan 15 (Mon)
Lincoln's Birthday	Feb 12 (Fri)	Feb 13(Mon)**	Feb 12 (Mon)
President's Day	Feb 15 (Mon)	Feb 20 (Mon)	Feb 19 (Mon)
Cesar Chavez Day	Mar 31 (Thurs)	Mar 31 (Fri)	Mar 30 (Fri)
Good Friday	Not Observed*	Not Observed*	Not Observed*
Memorial Day	May 30 (Mon)	May 29 (Mon)	May 28 (Mon)
Independence Day	Jul 4 (Mon)	Jul 4 (Tue)	Jul 4 (Wed)
Labor Day	Sep 5 (Mon)	Sep 4 (Mon)	Sep 3 (Mon)
Admission Day	Not Observed*	Not Observed*	Not Observed*

Columbus Day	Oct 10 (Mon)	Oct 9 (Mon)	Oct 8 (Mon)
Veterans Day	Nov 11 (Fri)	Nov 10 (Fri) **	Nov 12 (Mon)
Thanksgiving	Nov 24 (Thurs)	Nov 23 (Thurs)	Nov 22 (Thurs)
Day after Thanksgiving	Nov 25 (Fri)	Nov 24 (Fri)	Nov 23 (Fri)
Christmas Day	Dec 26 (Mon) **	Dec 25 (Mon)	Dec 25 (Tues)

If a holiday occurs on a Saturday, the previous Friday will be observed as that holiday. If a holiday occurs on a Sunday, the following Monday will be observed as that holiday. Contractor is responsible for obtaining a schedule of holidays from the Court. The Court reserves the right to change holidays and will provide the Contractor with reasonable notice regarding any date changes.

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	04/06/2016
Deadline for questions	04/25/2016 4:00 P.M. Pacific Time
Questions and answers posted	04/29/2016
Latest date and time proposal may be submitted	05/06/2016 4:00 P.M. Pacific Time
Proposals publicly opened	05/09/2016 10:00 A.M. Pacific Time
Notice of Intent to Award (<i>estimate only</i>)	05/10/2016
Execution of contract (<i>estimate only</i>)	07/01/2016

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. If an inconsistency or conflict arises between the administrative rules in Attachment 1 and this document, any inconsistency or conflict will be resolved by giving precedence to the administrative rules in Attachment 1. This form is not required to be returned.
Attachment 2: Standard Agreement	If selected, the person or entity submitting a proposal (the “Proposer”) must sign this Court Standard Form agreement. This form is not required to be returned.
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 the Terms and Conditions (addition, deletion, or other modification) will render a bid non-responsive.
Attachment 4: Client References	Identify three (3) clients, other than the Court, serviced within the past five (5) years that can confirm their satisfaction with the bidder’s services. If possible, identify clients whose needs were similar in scope and nature to the services sought in this RFP. List the most recent first.
Attachment 5: Payee Data Record Form	This form contains information the Court requires in order to process payments and must be submitted with the proposal.
Attachment 6: Darfur Contracting Act Certification	The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 7: Statement of Work	Attachment 7 describes the work requirements.
Attachment 8: Jury Summons Sample	This Jury Summons Sample is the current form used for the Court’s Initial Jury Summons (Digital File). Physical samples will be available upon request.
Attachment 9: Mailing Envelope	This sample is the current envelope used for mailing the current Jury Summons.
Attachment 10: Return Envelope	This sample is the current envelope to be used by Jurors when responding back to Jury Summons.
Business License	All businesses <u>must</u> submit a copy of a current business license issued by the governmental jurisdiction in which the business is located. Submit an explanation if this documentation cannot be supplied or there is a reason to believe no license is required.
Proof of Corporation Status (Corporations Only)	Corporations <u>must</u> either submit a copy of the bidding firm’s most current Certificate of Status issued by the State of California, Office of the Secretary of State or submit a downloadable copy of the bidding firm’s on-line status information from the California Business Portal website of California’s Office of the Secretary of State.

5.0 PAYMENT INFORMATION

5.1 Invoicing

- A. Contractor shall submit monthly invoices for services performed for the previous month. After receipt of an invoice, Court will review the services performed before approving the invoice for payment, or provide contractor with specific reasons why any payment is being withheld and inform contractor of remedial actions required in order for contractor to receive the amount withheld.
- B. An invoice shall contain a detail of services rendered and any other incidental expenses allowable under the contract, the Court's contract number and signed by the contractor. Invoices will be submitted by contractor to:

Stanislaus County Superior Court
Attn: Fiscal Services
P.O. Box 732
Modesto, CA 95353

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 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 non-cost portion**. 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.

- 6.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

Cost Portion:

**RFP 1516005 – Jury Summons Printing and Mail Services–
COST PROPOSAL (DO NOT OPEN)**

Attn: Fiscal Services
800 11th Street, Room 100
Modesto, CA 95354

Non-Cost Portion:

**RFP 1516005 – Jury Summons Printing and Mail Services–
NON- COST PROPOSAL (DO NOT OPEN)**

Attn: Fiscal Services
800 11th Street, Room 100
Modesto, CA 95354

- 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 **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. 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.
- b. Completion of:
 - Attachment 3
 - Attachment 4
 - Attachment 5

- Attachment 6
 - Attachment 7
 - Business License
 - Proof of Corporation Status
- c. Acceptance of the Terms and Conditions.
- i. On Attachment 3, the Proposer must either indicate acceptance of the Terms and Conditions or clearly identify exceptions to the Terms and Conditions. An “exception” includes any addition, deletion, or other modification.
 - ii. If exceptions are identified, the Proposer must also submit a red-lined version of the Terms and Conditions that clearly tracks proposed changes, and a written explanation or rationale for each exception and/or proposed change.
- d. Certifications, Attachments, and other requirements.
- i. Proposer must include the following certifications in its proposal:

Proposer certifies that it has no interest that would constitute a conflict of interest under California Public Contract Code sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or rule 10.103 or rule 10.104 of the California Rules of Court, which restrict employees and former employees from contracting with judicial branch entities.

Proposer certifies that either (i) it is not a scrutinized company as defined in PCC 10490(b), or (ii) the goods or services the Proposer would provide to the Court are not related to products or services that are the reason the Proposer must comply with Section 13(p) of the Securities Exchange Act of 1934. (Note: PCC 10490(b) defines a “scrutinized company” as “a person that has been found to be in violation of Section 13(p) of the Securities Exchange Act of 1934 by final judgment or settlement entered in a civil or administrative action brought by the Securities and Exchange Commission and the person has not remedied or cured the violation in a manner accepted by the commission on or before final judgment or settlement.”)
 - ii. If (i) Proposer is a corporation, limited liability company, or limited partnership, and (ii) the agreement resulting from this RFP will be performed in California, proof that Proposer is in good standing and qualified to conduct business in California.

- e. 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. Names, addresses, and telephone numbers of a minimum of three (3) clients for whom the Proposer has conducted similar services. The Court may check references listed by the Proposer.
- g. Proposed method to complete the work.
 - i. Staffing number (s) for each location; list of day porters/floaters, utility crew, etc.
 - ii. Written explanation as to how Proposer will accomplish all Work as noted in Attachment 7 – Statement of Work. Include information as to cleaning methods, staffing to complete the Work, and any other pertinent information that will demonstrate the Proposer ability to accomplish all listed tasks.
 - iii. A list of types of cleaning supplies to be used and their compliance with current health and safety standards.
 - iv. Give examples of record keeping methods which show how Proposer will comply with all federal, state and local laws and regulations with regards to fair employment practices, prevailing wage payrolls, safety requirements and any other items noted in this Request for Proposal and all accompanying attachments.
- h. Samples.

Samples must be submitted in a box separate from the proposal and cost portion clearly labeled with the contents and Contractor's information including name and address. Samples of the following materials and supplies must be included with the proposal:

- Mailing Envelope
- Return Envelope
- Jury Summons Samples (with **perforations**). Please perforate the paper in the manner which you will be doing the finished product. The sample provided should illustrate the exact paper to be used for jury summons.

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

- i. The cost per unit for the goods described in the non-cost portion.
- ii. Cost for development and setting up of the notice format that will be used for printing of the notice (imaging preparation).

- iii. Total cost per notice printed with a breakdown of the costs associated with the printing and processing of the notice including the cost of postage.
- iv. List all potential related costs and specify if it is imposed for each item or is on an as-needed basis.
- v. Separate costs into taxable and non-taxable items.
- vi. Cost of services for the initial year and cost of services for two 1 year options to extend.

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 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 an intent to award notice at www.stanct.org.

CRITERION	MAXIMUM NUMBER OF POINTS
Completion, and/or inclusion of, all required attachments, licenses and certifications	5
Acceptance of Terms and Conditions	5
Contractor experience and references	15

CRITERION	MAXIMUM NUMBER OF POINTS
Samples of jury summons paper and envelopes	15
Proposed method to complete work	20
Cost Portion	40

10.0 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 interview process may require a demonstration. 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.

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 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.

One copy of each proposal will be retained by the Court for official files and will become a public record. The Public Contract Code requires that proposals be publicly opened and made available for public inspection. Accordingly, Proposer should not include confidential or proprietary information in its proposal.

12.0 COOPERATIVE AGREEMENT (“PIGGYBACKING”)

The Court competitive procurement process conducted during this Request for Proposals (RFP) was JBCM-compliant. The provisions and pricing to be included in any contract that may be awarded as a result of this RFP may be extended to other California governmental entities. Governmental entities wishing to use any contract that may be

awarded from this RFP will be responsible for issuing their own purchase documents/agreements/purchase orders, etc., providing for their own acceptance, and making any subsequent payments. Contractor shall be required to include in any contract entered into with another agency or entity that is entered into as an extension of any contract that may be awarded from this RFP. Any participating governmental entities are responsible for obtaining all certificates of insurance and bonds required. The Court makes no guarantee of usage by other users of any contract that may be awarded as a result of this RFP.

13.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

The Court has waived the DVBE incentive in this solicitation.

14.0 SMALL BUSINESS PREFERENCE

Small business participation is not mandatory. Failure to qualify for the small business preference will not render a proposal non-responsive.

Eligibility for and application of the small business preference is governed by the Court's Small Business Preference Procedures for the Procurement of Information Technology Goods and Services. The Proposer will receive a small business preference if, in the Court's sole determination, the Proposer has met all applicable requirements. If the Proposer receives the small business preference, the score assigned to its proposal will be increased by an amount equal to 5% of the points assigned to the highest scored proposal. If a DVBE incentive is also offered in connection with this solicitation, additional rules regarding the interaction between the small business preference and the DVBE incentive apply.

To receive the small business preference, the Proposer must be either (i) a Department of General Services ("DGS") certified small business or microbusiness performing a commercially useful function, or (ii) a DGS-certified small business nonprofit veteran service agency.

If the Proposer wishes to seek the small business preference, the Proposer must complete and submit with its proposal the Small Business Declaration (Attachment 5). The Proposer must submit with the Small Business Declaration all materials required in the Small Business Declaration.

Failure to complete and submit the Small Business Declaration as required will result in the Proposer not receiving the small business preference. In addition, the JBE may request additional written clarifying information. Failure to provide this information as requested will result in the Proposer not receiving the small business preference.

If the Proposer receives the small business preference, (i) the Proposer will be required to complete a post-contract report; and (ii) failure to meet the small business commitment set forth in its proposal will constitute a breach of contract.

FRAUDULENT MISREPRETATION IN CONNECTION WITH THE SMALL BUSINESS PREFERNCE IS UNLAWFUL AND IS PUNISHABLE BY CIVIL PENALTIES. SEE GOVERNMENT CODE SECTION 14842.5.

15.0 PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contract Manual (see www.courts.ca.gov/documents/jbcl-manual.pdf). Failure of a Bidder 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 bid due date. Protests should be sent to:

Protest RFP 1516005 Jury Summons Printing and Mailing Services
Stanislaus County Superior Court
Attn: Fiscal Services
800 11th Street Room 100
Modesto, CA 95354