

RFQ Title: Online IT Training

RFQ Number: 1718-11



# REQUEST FOR QUOTES

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**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF VENTURA**

**REGARDING: RFQ 1718-11  
ONLINE IT TRAINING**

**QUOTES DUE:**

**JUNE 26, 2017 NO LATER THAN 3:00 P.M. PACIFIC TIME**

## 1.0 BACKGROUND INFORMATION

- 1.1 The Court is presently seeking to have two of our Information Technology Unit staff attend online classes in the following areas; “Introduction to Programming” and “VMware, vSphere; Install, Configure and Manage v6.5”, respectively.

## 2.0 DESCRIPTION OF GOODS AND/OR SERVICES

- Class 10975 - Introduction to Programming must be provided by a Microsoft Microsoft certified instructor.
- The classes must be available to be taken online with a live instructor.
- The classes must have a guaranteed run, regardless of class enrollment.
- The class materials should be available via online video access after the class end date for a specified amount of time.

## 3.0 TIMELINE FOR THIS RFQ

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

| EVENT   | DATE  |
|---|---|
| <b>RFQ issued</b>   | <b>June 19, 2017</b>                          |
| <b>Deadline for questions</b>   | <b>June 22, 2017</b>                          |
| <b>Questions and answers posted</b>   | <b>June 23, 2017</b>                          |
| <b>Latest date and time proposal may be submitted</b>                               | <b>June 26, 2017<br/>3:00 PM Pacific Time</b> |
| <b>Evaluation of proposals (<i>estimate only</i>)</b>                               | <b>June 28, 2017</b>                          |
| <b>Negotiations and execution of contract (<i>estimate only</i>)</b>                | <b>June 29, 2017</b>                          |
| <b>Contract start date (<i>estimate only</i>)</b>                                   | <b>July 1, 2017</b>                           |
| <b>Contract end date - Not including options for renewal (<i>estimate only</i>)</b> | <b>June 30, 2018</b>                          |

## 4.0 RFQ ATTACHMENTS

The following attachments are included as part of this RFQ:

| ATTACHMENT   | DESCRIPTION  |
|--|--|
| Attachment 1:<br>Administrative Rules<br>Governing RFPs<br>(Non-IT Services) | These rules govern this solicitation.  |
| Attachment 2: AOC<br>Standard Terms and<br>Conditions                        | If selected, the person or entity submitting a proposal (the “Proposer”) must sign a AOC Standard Form agreement containing these terms and conditions (the “Terms and Conditions”). |
| Attachment 3:<br>Proposer’s<br>Acceptance of<br>Terms and<br>Conditions      | On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions.  |
| Attachment 4: Darfur<br>Contracting Act<br>Certification                     | Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.  |
| Attachment 5: Payee<br>Data Record Form                                      | This form contains information the AOC requires in order to process payments and must be submitted with the proposal.  |

## 5.0 SUBMISSIONS OF PROPOSALS

- 5.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. The files must be in PDF, Word, or Excel formats.
- 5.2 The Proposer must be signed by an authorized representative of the Proposer.
- 5.3 Proposals must be emailed by the date and time listed on the coversheet of this RFQ to:
 

**Jill.barrios@ventura.courts.ca.gov** with the  
“Subject” line: **RFQ 1718-11 IT Training**
- 5.4 Late quotes will not be accepted.

## 6.0 PROPOSAL CONTENTS

6.1 The following information must be included in the technical proposal. A proposal lacking any of the following information may be deemed non-responsive.

- a. Proposer's name, address, telephone and fax numbers, and federal tax identification number. Note that if Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.
- b. Names, addresses, and telephone numbers of a minimum of three clients for whom the Proposer has conducted similar services. The AOC may check references listed by Proposer.
- c. Proposed method to complete the work.
  - i. List of course offering
  - ii. Pricing proposal for costs on a per use basis.
- d. 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.
- e. Certifications, Attachments, and other requirements.
  - i. Proposer must include the following certification 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.
  - ii. Proposer must complete the Darfur Contracting Act Certification (Attachment 4) and submit the completed certification with its proposal.

- iii. 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.

6.2 **Cost Portion**. The following information must be included in the cost portion of the proposal.

A. IT Services:

- i. A detailed line item budget showing total cost of the proposed services.
- 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.

## 7.0 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.

## 8.0 EVALUATION OF PROPOSALS

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.

| CRITERION                              | MAXIMUM NUMBER OF POINTS |
|--|--------------------------|
| Guarantee Run of Class                 | 15                       |
| Duration of Time Online Video Access   | 30                       |
| Cost                                   | 30                       |
| Acceptance of the Terms and Conditions | 5                        |
| Live Instructor via Remote Access      | 20                       |
| <b>TOTAL POINTS</b>                    | <b>100</b>               |

## 9.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

One copy of each proposal will be retained by the Court for official files and will become a public record. California judicial branch entities are subject to rule 10.500 of the California Rule of Court, which governs public access to judicial administrative records (see [www.courtinfo.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10\\_500](http://www.courtinfo.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10_500)).

If information submitted in a proposal contains material noted or marked as confidential and/or proprietary that, in the Court's sole opinion, meets the disclosure exemption requirements of Rule 10.500, then that information will not be disclosed upon a request for access to such records. If the Court finds or reasonably believes that the material so marked is **not** exempt from disclosure, the Court will disclose the information regardless of the marking or notation seeking confidential treatment.

Notwithstanding the above, the California Public Contract Code requires the public opening of certain proposals. If required to do so by the Public Contract Code, a Court may disclose all information contained in a proposal, including information marked as confidential or proprietary.

## 10.0 DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS

The Court has waived the inclusion of DVBE participation in this solicitation.

## **11.0 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](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 **3:00 PM June 26, 2017**. Protests should be sent to:

Superior Court of California  
County of Ventura  
Legal Research – Brenda McCormick, General Counsel  
800 S. Victoria Ave.  
Ventura, CA 93009

Throughout the review process, the court has no obligation to delay or otherwise postpone an award of contract based on a proposer protest. In all cases, the court reserves the right to make an award when it is determined to be in the best interest of the court to do so.