**ATTACHMENT 2**

**PROPOSAL FORM**

Instructions:

1. This Proposal Form contains five parts. Complete all five parts.

2. Complete areas shaded in yellow, as applicable.

3. Do not modify any text that is not shaded in yellow.

4. Where check boxes ([ ] ) are shown, check or select only the applicable box(es).

5. Sign Part 5.

6. Submit the Proposal Form to the Court as specified in Section 6 of the RFP.

**PART 1: Basic Information**

**I. Information about Vendor**

Provide the following information about the Vendor.

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone number** |  |
| **Fax number** |  |
| **Federal tax identification number\*** |  |

\*Note that if Vendor is an individual using his or her social security number, the social security number will be required before finalizing a contract.

**II. Vendor’s entity type**

 Vendor is (check one):

 [ ]  corporation [ ]  general partnership [ ]  limited partnership

 [ ]  LLC [ ]  LLP [ ]  individual

 [ ]  other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**III. Vendor’s designated representative**

Provide the following information about the individual who will act as Vendor’s designated representative for purposes of this RFP. This person will also act as Vendor’s project manager if Vendor is awarded the contract, unless Vendor specifies otherwise.

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Address** |  |
| **Telephone number** |  |
| **Email address** |  |

**IV. References**

Provide the following information for two (2) clients for whom Vendor has performed similar services. The Court may check references listed by Vendor.

 **Reference #1**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Address** |  |
| **Telephone number** |  |
| **Date of last work performed** |  |

 **Reference #2**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Address** |  |
| **Telephone number** |  |
| **Date of last work performed** |  |

**PART 2: Cost**

If selected, Vendor agrees to furnish the services at the following all-inclusive cost.

|  |  |
| --- | --- |
| **SERVICES** | **TOTAL COST PROPOSED** |
| All services described in the Statement of Work, performed in accordance with the Contract.  | **$** |

The “Statement of Work” is Attachment 1 of the RFP. The “Contract” is Attachment 3 of the RFP.

**PART 3: Vendor’s Acceptance of Contract**

As noted in Section 8.0 of the RFP, the Court will evaluate proposals on a 100-point scale. 10 of the 100 possible points will be assigned on the basis of “Acceptance of the terms and conditions in the Contract.” Vendor will receive the full 10 points if it accepts the Contract without exception, and agrees to sign the Contract without modification in the event it is awarded the contract. If Vendor proposes material exceptions or changes to the Contract, it will receive fewer than 10 points.

Although the Court will consider alternate language, the Court will not be bound by contract language received as part of a proposal. If the Vendor requires that the Court be bound by some or all of the proposed contract language, the proposal may be considered non-responsive and may be rejected.

Vendor’s designation on this form is a material factor in the Court’s evaluation of its proposal. The Court may void an award if (i) Vendor accepts the Contract without exception and subsequently requests exceptions or changes prior to execution, or (ii) Vendor proposes certain exceptions or changes as part of its proposal and subsequently requests additional exceptions or changes prior to execution.

The Court may reject a proposal if Vendor proposes exceptions or changes to the Contract, but fails to submit (i) a redlined version of the Contract (in Microsoft Word format or printed) that shows and implements all proposed exceptions and changes, and (ii) a written explanation or rationale for each exception or proposed change.

**Instructions:** Mark the appropriate choice.

[ ]  1. Vendor accepts the Contract without exception. **Vendor agrees to sign the Contract without modification in the event it is awarded the contract.**

***OR***

[ ]  2. Vendor proposes exceptions or changes to the Contract. Vendor **must** also submit (i) a redlined version of the Contract (in Microsoft Word format or printed) that shows and implements all proposed exceptions and changes, and (ii) a written explanation or rationale for each exception or proposed change.

**PART 4: Certifications**

Check the box below, if agreed. Please note that the Court will reject a proposal from a Vendor that does not indicate acceptance of these clauses.

**Conflict of Interest.** Vendor has no interest that would constitute a conflict of interest under California Public Contract Code (“PCC”) sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or California Rules of Court, rule 10.103 or 10.104, which restrict employees and former employees from contracting with judicial branch entities.

**Suspension or Debarment.** Vendor certifies that neither Vendor nor any of Vendor’s intended subcontractors is on the California Department of General Services’ list of firms and persons that have been suspended or debarred from contracting with the state because of a violation of PCC 10115.10, regarding disabled veteran business enterprises.

**Tax Delinquency.** Vendor certifies that it is not on either (i) the California Franchise Tax Board’s list of 500 largest state income tax delinquencies, or (ii) the California Board of Equalization’s list of 500 largest delinquent sales and use tax accounts.

**Darfur Contracting Act.** Vendor certifies that either (i) Vendor does not currently have, and has not had within the previous three years, business activities or other operations outside of the United States, or (ii) Vendor currently has (or had within the previous three years) business activities or other operations outside of the United States, but is not a “scrutinized company” as defined in PCC 10476. *(This certification is inapplicable if Vendor is a “scrutinized company” as defined in PCC 10476, but has received written permission from the Court to submit a proposal pursuant to PCC 10477(b).)*

[ ]  Check box to indicate acceptance of the clauses above.

**PART 5: Validation**

Vendor hereby agrees to furnish the goods and services described in the Contract at the price proposed above, subject to the instructions and conditions in the RFP and the Contract.

I, the person named below, CERTIFY UNDER PENALTY OF PERJURY, that I am duly authorized to legally bind the Vendor and that the contents of this Proposal Form are true and accurate to the best of my knowledge. This certification is made under the laws of the State of California.

|  |  |
| --- | --- |
| *Company Name (Printed)* | *Federal ID Number* |
| *By (Authorized Signature)* |
| *Printed Name and Title of Person Signing* |
| *Date Executed* | *Executed in the County of \_\_\_\_\_\_\_\_\_ in the State of \_\_\_\_\_\_\_\_\_\_\_\_* |