

ATTACHMENT 1 PROPOSAL

INSTRUCTIONS:

1. The proposal contains seven parts. Complete all seven 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. Complete the validation and sign at the end of Part 7.
6. If additional space is required, attach additional sheets.

The term "Contract" in this proposal refers to the contract included as Attachment 4 of the RFP.

NOTES:

1. If Proposer wishes to claim the **DVBE incentive**, it must complete the DVBE forms (included as Attachment 3 of the RFP) and submit the completed DVBE forms with this proposal.
2. The completed proposal must be submitted to the Court as specified in Section 7.0 of the RFP.

PART 1: BASIC INFORMATION

I. Information about Proposer

Provide the following information about the Proposer.

Name	
Address	
Telephone number	
Fax number	
Federal tax identification number*	

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

II. Proposer's entity type

Proposer is (check one):

- corporation general partnership limited partnership
 LLC LLP individual
 other (specify)

III. Proposer's designated representative

Provide the following information about the individual who will act as Proposer's designated representative for purposes of this RFP.

Name	
Title	
Address	
Telephone number	
Email address	

IV. References

Provide the following information for a minimum of three (3) clients for whom Proposer has performed similar services. The Court may check references listed by Proposer.

Reference #1

Name	
Title	
Address	
Telephone number	

Reference #2

Name	
Title	
Address	
Telephone number	

Reference #3

Name	
Title	
Address	
Telephone number	

V. Licenses and Certifications

Please attach copies of any current business licenses, professional certifications, or other credentials, if applicable.

PART 2: EMPLOYEE INFORMATION

For each employee (or other individual) who will provide services if Proposer is awarded the contract, (i) provide a summary of that person’s job history and (ii) describe that person’s ability and experience in conducting the proposed activities. If more than four employees will provide services, attach additional sheets as necessary.

Alternatively, attach a resume for each such person.

Employee #1

Name	
Job history	
Ability and experience to provide services	

Employee #2

Name	
Job history	
Ability and experience to provide services	

Employee #3

Name	
Job history	
Ability and experience to provide services	

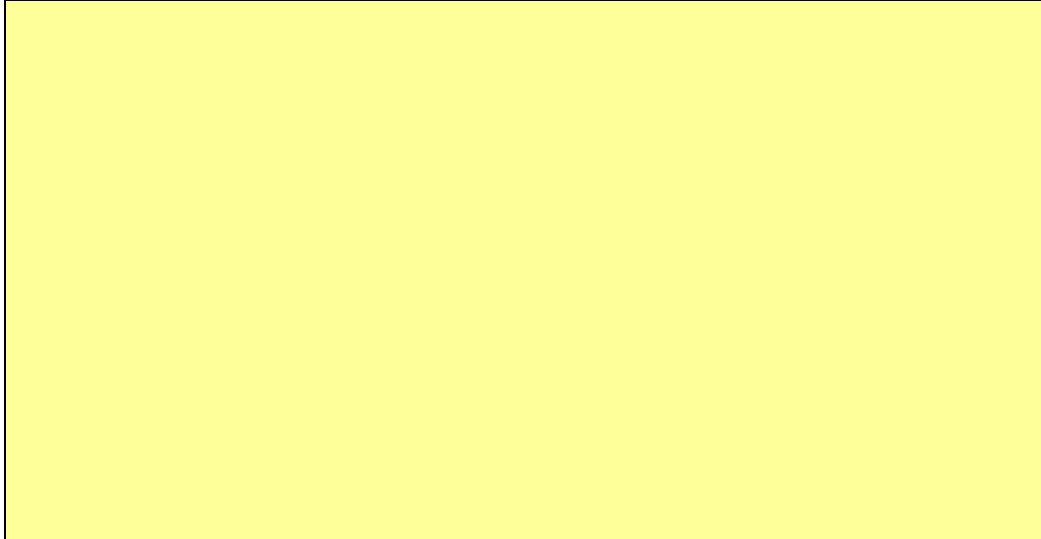
Employee #4

Name	
Job history	
Ability and experience to provide services	

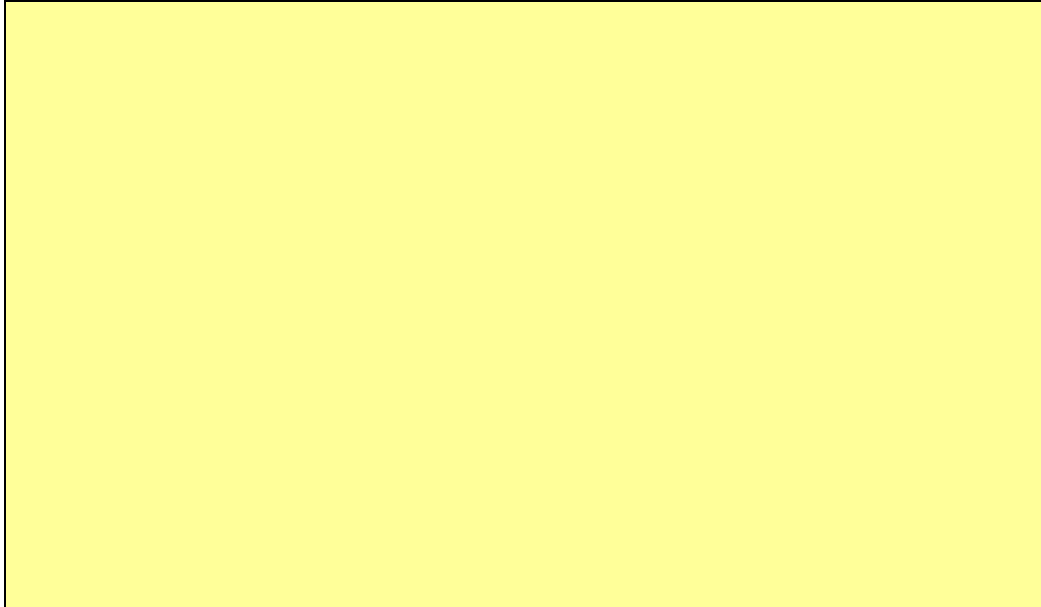
PART 3: PROPOSER'S BUSINESS AND STAFFING / WORK PLANS

Provide the requested information in the space below, or on an attached sheet.

Describe Proposer's existing business, and how Proposer's business will be adjusted to accommodate the duties of the contract if awarded.



Describe Proposer's current staffing, and any additional staff to be hired if Proposer is awarded the contract.



Provide the following information for the employee who will act as Proposer's project manager, if Proposer is awarded the contract. The project manager is the supervisor who will be responsible for the provision of services at the Courthouse.

Name	
Title	
Telephone number	
Email address	

PART 4: PROPOSER'S ACCEPTANCE OF CONTRACT

As noted in Section 9.0 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." Proposer 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 Proposer 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 Proposer 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.

Proposer'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) Proposer accepts the Contract without exception and subsequently requests exceptions or changes prior to execution, or (ii) Proposer proposes certain exceptions or changes as part of its proposal and subsequently requests additional or different exceptions or changes prior to execution.

The Court may reject a proposal if Proposer 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. Proposer accepts the Contract without exception. **Proposer agrees to sign the Contract without modification in the event it is awarded the contract.**

OR

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

PART 5: GENERAL CERTIFICATIONS

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

Conflict of Interest. Proposer 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. Proposer certifies that neither Proposer nor any of Proposer’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. Proposer 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.

Unruh Civil Rights Act and California Fair Employment and Housing Act. Proposer certifies under penalty of perjury that (i) it is in compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code); (ii) it is in compliance with the California Fair Employment and Housing Act (Chapter 7 (commencing with Section 12960) of Part 2.8 of Division 3 of the Title 2 of the Government Code); and (iii) it does not have any policy against any sovereign nation or peoples recognized by the government of the United States, including, but not limited to, the nation and people of Israel, that is used to discriminate in violation of the Unruh Civil Rights Act or the California Fair Employment and Housing Act.

Check box to indicate acceptance of the clauses above.

PART 6: DARFUR CONTRACTING ACT CERTIFICATION

Section 1

Does Proposer currently have, or did Proposer in the previous three years have, business activities or other operations outside of the United States? Check only one box:

Yes

No

If you checked "No," you are finished with this Part 6. Go to Part 7.

If you checked "Yes," continue to Section 2 below.

Section 2

The term "scrutinized company" is defined in PCC 10476, part of the Darfur Contracting Act of 2008. Check only one box:

1. Proposer certifies that it is not a scrutinized company.

OR

2. Proposer is a "scrutinized company," but it has received written permission from the Court to submit a proposal pursuant to PCC 10477(b). A copy of the written permission from the Court is included with the proposal.

OR

3. Proposer is a "scrutinized company," and it has not received written permission from the Court to submit a proposal pursuant to PCC 10477(b).

PART 7: COST SHEET

<u>SERVICES</u>	<u>MONTHLY COST PROPOSED</u>	<u>X 12 MONTHS</u>	<u>YEARLY COST PROPOSED</u>
All services described in Appendix A of the Contract, except for Emergency Services	\$	X 12 =	\$

EMERGENCY SERVICES

<u>SERVICES</u>	<u>RESPONSE TIME TO EMERGENCY</u>	<u>COST PER HOUR</u>	<u>TRAVEL TIME CHARGED?</u> <i>yes or no</i>
Emergency Services requested by the Court pursuant to Appendix A, section 4 of the Contract.			

VALIDATION

PROPOSER MUST COMPLETE THE FOLLOWING TO VALIDATE PROPOSAL

Proposer hereby agrees to furnish the goods and services described in the Contract at the price quoted above, subject to the instructions and conditions in the RFP and the Contract. I, the undersigned, attest that I am authorized to submit this proposal on behalf of Proposer.

<i>Company Name (Printed)</i>		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County of _____ in the State</i> <i>of _____</i>	