

REQUEST FOR PROPOSALS

*SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO*

**REGARDING:**

RFP 21-35 CLASSIFICATION STUDIES CONSULTANT

**PROPOSALS DUE:**

**JANUARY 28, 2022** NO LATER THAN **11:00 A.M.** PACIFIC TIME

1. **BACKGROUND INFORMATION**

The Superior Court of California, County of San Bernardino (“Court”) is seeking proposals from qualified persons or entities (hereinafter referred to as “Bidder” or “Bidders”) with expertise in providing complex human resources departmental and single classification studies on an as-needed basis. As of the time of this RFPs publication, the estimated number of classification studies is for up to five (5) complex departments within the Court comprising of approximately 80 incumbents.

The type of award anticipated is Firm Fixed Price for an initial term of one (1) year with two (2) consecutive one (1) year options to extend exercisable at the sole discretion of the Court. A copy of this solicitation will be posted on the following websites: [*https://caleprocure.ca.gov/pages/Events-BS3/event-search.aspx*](https://caleprocure.ca.gov/pages/Events-BS3/event-search.aspx)and [*http://www.sb-court.org/GeneralInfo/RequestforProposal.aspx*](http://www.sb-court.org/GeneralInfo/RequestforProposal.aspx).

1. **DESCRIPTION OF SERVICES**
   1. For each and every classification study requested by the Court, the successful Bidder will:
      1. Conduct direct surveys and other industry standard practice research techniques to review and examine various classifications used in comparable Southern California Courts and local public agencies.
      2. Gather job information from employees regarding current job duties using methods such as questionnaires, surveys, interviews, desk audits and observations.
      3. Validate job information with employee’s supervisor/manager.
      4. Analyze and compare information regarding existing classification, organizational structures, identify problem areas and present recommendations to address these areas, and identify areas that work well and that should be continued.
      5. Research, analyze, determine, and document the responsibilities, duties, skills, knowledge and abilities related to a position:
         1. Determine if position is appropriately classified by analysis of, including but not limited to, the decision making responsibilities, scope and complexity of work, required knowledge and skills and abilities, working conditions, minimum qualifications and physical requirements.
         2. Determine whether the duties performed by each employee accurately reflect the duties of the job title/description assigned to that employee and, if not, recommend the appropriate job classification.
         3. Determine if a new classification, merging of current classifications, updating of classification, or retitling of a classification is necessary.
         4. Fully develop new, merged, or updated classification(s) suitable for immediate implementation by the Court.
         5. An outline of the issues facing the complex department’s current classification and compensation system and suggestions for remedies to address any such issues.
      6. Confirm that each classification is correct per the Fair Labor Standards Act (classifications considered "exempt" from the FLSA overtime rules etc.).
      7. Coordinate site visits and employee meetings with the Court’s Project Manager. Court locations are located throughout San Bernardino County, including Barstow, Fontana, Joshua Tree, Rancho Cucamonga, San Bernardino, and Victorville.
   2. Deliverables.
      * 1. Weekly written updates on the progress of the project to the Deputy Court Executive Officer (DCEO), Human Resources & Training.
        2. Develop and present a preliminary report and recommendations to the DCEO, Human Resources & Training.
        3. Final report for the Court’s Executive Team: eight (8) printed copies of the completed report, which should include an introduction, explanation of methodology, survey results, job descriptions and classification recommendations.
        4. Provide all documentation generated during the study, including job descriptions, in a format specified by the Court that is compatible with the hardware and software utilized by the Court.
        5. Other reports and documentation as needed to meet the business needs of the Court.
   3. Conduct a minimum of four (4) meetings. The first meeting will be with the Court Executive Officer. Meet with the Court’s labor unions, the Executive Judges Committee, and others as needed by the Court.
2. **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**:** | January 11, 2022 |
| Deadline for questions | January 14, 2022  *3:00 PM Pacific Time* |
| Questions and answers posted | January 20, 2022 |
| **Latest date and time proposal may be submitted** | **January 28, 2022**  ***11:00 AM Pacific Time*** |
| Anticipated interview dates, if required (*estimate only*) | Week of  January 31, 2022 |
| Evaluation of proposals (*estimate only*) | Week of  January 31, 2022 |
| Notice of Intent to Award (*estimate only*) | February 4, 2022 |
| Negotiations and execution of contract (*estimate only*) | February 15, 2022 |
| Contract start date (*estimate only*) | February 15, 2022 |
| Contract end date (*estimate only if all options exercised*) | February 14, 2023 |

1. **RFP ATTACHMENTS**

| **ATTACHMENT** | **DESCRIPTION** |
| --- | --- |
| Attachment 1 - Administrative Rules RFQs-IFBs-RFPs | These rules govern this solicitation. **Please read carefully.** |
| Attachment 2 - Services - Short Form Agreement Terms | If selected, the person or entity submitting a proposal must sign an agreement containing these terms and conditions. |
| Attachment 3 - Acceptance of Short Form Agreement Terms | Form to indicate Bidder’s acceptance of the terms and conditions. |
| Attachment 4 – General Certifications Form | Form to indicate Bidder’s agreement on required general certifications. |
| Attachment 5 – Good Standing Form | Form to indicate Bidder’s good standing. |
| Attachment 6 – Darfur Contracting Act Certification | Form for Bidder to certify Darfur Contracting Act status. |

1. **PAYMENT INFORMATION**

See Attachment 2 - Services - Short Form Agreement Terms Section D. INVOICES, PAYMENT AND SETOFF.

1. **PRE-PROPOSAL CONFERENCE**

A pre-bid conference is not scheduled for this solicitation. Questions are to be submitted per Attachment 1 Section 2 Questions Regarding the Solicitation.

1. **SUBMISSION OF PROPOSALS**
   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 – **unbound is preferred**. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.
   2. The Bidder must submit its proposal in two parts, the non-cost portion and the cost portion:
      1. The Bidder must submit **one (1) paper original** of the non-cost portion of the proposal. The original must be signed by an authorized representative of the Bidder. The original non-cost portion of the proposal must be submitted to the Court in a single sealed envelope, separate from the cost portion. *The Bidder must write “non-cost” and the RFP title and number on the outside of the sealed envelope.*
      2. The Bidder must submit **one (1) paper original** of the cost portion of the proposal. The original must be signed by an authorized representative of the Bidder. The original cost portion of the proposal must be submitted to the Court in a single sealed envelope, separate from the non-cost portion. *The Bidder must write “cost” and the RFP title and number on the outside of the sealed envelope.*
         1. The Bidder must submit **an electronic version of the entire proposal** on USB Flash Drive inside the cost portion sealed envelope. The files contained on the USB Flash Drive should be in PDF, Word, or Excel formats.
   3. Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

Superior Court of California, County of San Bernardino

Attn: Purchasing, RFP #21-35

247 West Third Street, 11th Floor

San Bernardino, CA 92415-0066

* 1. **Late bids will not be accepted.** Bids should be sent by courier service (e.g. FedEx or UPS) or delivered by hand. Bids sent by USPS generally do not arrive at the Court on time because they are delivered to County Central Mail first, which adds 1-7 days to the delivery transit time. *The RFP title and number must be stated on the outside of the delivery envelope or package.*
  2. Only written bids will be accepted. Bids may not be transmitted by fax or email.

1. **PROPOSAL CONTENTS**

All information submitted in proposal must be clearly legible.

* 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:
     1. Bidder’s legal name, address, and telephone number.
     2. Name, title, address (if different), telephone number, and email address of the individual who will act as the Bidder’s designated representative for the purposes of this RFP.
     3. 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.
     4. Names, addresses, and telephone numbers of a minimum of three (3) clients for whom the Bidder has conducted similar services. The Court may check references listed by the Bidder.
     5. Proposed work plan (example of prior report or recommendation made to a previous customer is desired) and estimated timeframe to conduct and complete the estimated number of classification studies in Section 1.0.
     6. Attachments 3-6.

Bidder must include the following properly completed attachments or exhibits, **with the original “wet” signature of person duly authorized to legally bind the bidder**:

* + - 1. Acceptance of Terms and Conditions
      2. General Certifications Form
      3. Good Standing Form
      4. Darfur Contracting Act Certification
  1. Cost Portion. The following information must be included in the cost portion of the proposal:
     1. Price per classification study and price for the estimated number of classification studies in Section 1.0. The Court makes no guarantee of the minimum or maximum number of classification studies to be requested by the Court.
     2. Bidder must include “Not to Exceed” rates or amounts for all work and expenses payable under the contract, if awarded, including the initial term and all available options. Bidder may submit the same or different costs for each of the three possible years.

1. **OFFER PERIOD**

A Bidder’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.

1. **EVALUATION OF PROPOSALS**
   1. The Court will evaluate proposals as described in the Administrative Rules (Attachment 1) on a 100 point scale using the criteria set forth in the table below:

| **CRITERION** | **maximum number of points** |
| --- | --- |
| Quality of work plan submitted (example of prior report or recommendation made to a previous customer) | 10 |
| Experience on similar assignments | 15 |
| Credentials of staff to be assigned to the project | 20 |
| Ability to meet timing requirements to complete the project | 10 |
| Acceptance of the Terms and Conditions | 10 |
| Cost | 35 |

* 1. Award, if made, will be to the highest scored proposal. If a contract will be awarded, the Court will post a Notice of Intent to Award at <http://www.sb-court.org/GeneralInfo/RequestforProposal.aspx>.

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1. **INTERVIEWS**

The Court may conduct interviews with Bidders 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 interview may also require a demonstration of equivalence if a brand name is included in the specifications. 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 Bidders for any costs incurred in traveling to or from the interview location. The Court will notify eligible Bidders regarding interview arrangements.

1. **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 Bidder 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 Bidder 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. Bidders are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

1. **DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE**

The Court’s DVBE participation goal is a minimum of 3% of the value of all Court contracts in any given fiscal year (July 1 thru June 30). To implement the DVBE program the Court may grant Bidders that provide DVBE participation a DVBE incentive. The Court DVBE incentive for procurements awarded to the lowest responsible Bidder may be initially 3%. The Court DVBE incentive for procurements awarded to the highest scoring Bidder may also initially be 3%. Any Bidder claiming the DVBE incentive for any procurement must submit the appropriate certifications as part of a complete bid package. The Court will not apply the DVBE incentive without the proper certifications on file.

1. **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 **two (2) days after Questions and Answers are posted**. Protests should be sent to:

Superior Court of California, County of San Bernardino

Attn: Krystal N. Lyons, General Counsel and Director of Legal Services

247 West Third Street, 3rd Floor

San Bernardino, CA 92415-0214

Throughout the review process, the Court has no obligation to delay or otherwise postpone an award of contract based on a Bidder 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.