

Hello,

The Superior Court of California, County of Contra Costa (the Court) is seeking a qualified vendor to define, author, and implement a Business Continuity/Disaster Recovery ("BC/DR") Plan in two phases. In Phase 1, the Business Continuity Disaster Recovery Roadmap/Plan will be created. While Phase 2 involves taking the results from Phase 1 to implement the BC/DR Plan. This RFQ procurement request is for the Phase 1 aspect only.

Please see attached Scope of Work (SOW) for detail description. Also attached is Cost Bid at Exhibit 1.

The shortlisted bidders must sign and submit following CA State mandated certifications and required forms before award of contract or issue of the purchase order. Certifications and forms will be provided to shortlisted bidders.

The Bidder should consider following payment guidelines while preparing its cost bid:

- a. The Court will not reimburse any expenses and not make any progress payments.
- b. The vendor shall submit invoices to the Court "payment due 30 days from the date a correct invoice is received in the office specified in the order". Vendor's invoices must include information and supporting documentation acceptable to the Court.
- c. The Court will pay each correct, itemized invoice received from the vendor after acceptance of the applicable Goods, Services, or Deliverables.

The Bidder should consider the following while preparing the Cost Bid:

- I. The Cost bid should be provided in the format indicated in Exhibit 1 Cost Bid.
- II. Exhibit 1: Cost Bid must be emailed to itprocurement@contracosta.courts.ca.gov
- III. Late bids received after the deadline will be late and ineligible for consideration. Telephone or facsimile bids will not be accepted.
- IV. The total cost bid excluding sales tax must appear on the bid form as indicated.
- V. The Court is exempt from Federal Excise and Transportation taxes. No payment will be made for any taxes levied on bidder employee's wages. Taxes, if any, are applicable, shall be included as a separate line item on bidder's invoice.
- VI. The amounts specified in the Cost Bids shall be the total and complete compensation to be paid to Bidder for its performance under the Agreement resulting from this RFQ. Bidder shall bear, and the Court shall have no obligation to pay or reimburse Bidder for any and all other fees, costs, profits, taxes, or expenses of any nature which Bidder incurs.
- VII. With regards to cost, the Court reserves the right, in its sole discretion, to reject any bid whose price is outside the competitive range.
- VIII. Cost bids will be evaluated on their own merit, without regard to bids submitted in response to any other solicitation.
- IX. Government Rates – It is expected that all Bidders responding to this solicitation will offer the Bidder's government or most favored customer rates.
- X. It is unlawful for any person engaged in business within the State of California to sell or use any article product as a "loss leader" as defined in section 17030 of Business and Profession code.

The bid must contain the following:

1. A proposal in the format provided in the SOW.
2. Duly filled in and signed Exhibit 1 Cost Bid.

Last time and date for submission of questions: 5:00 pm, June 19, 2023, email to itprocurement@contracosta.courts.ca.gov

The Court will answer questions as soon as possible.

Last time and date for submission of bid: 3:00 pm, June 26, 2023, email to itprocurement@contracosta.courts.ca.gov

Clarifications, modifications, and replies to questions regarding this RFQ would be uploaded to the Court's website at the following web address: <https://cc-courts.org/general/rfp.aspx>

Thank you,

Abby Núñez

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SUPERIOR COURT OF CALIFORNIA
CONTRA COSTA COUNTY