

Digital Evidence
RFP SC 1901.2024.2.JG

Pre-Proposal Conference

February 27, 2024



Objectives

Introduction

- Background Information

Statement of Work

- Access and Security
- Functionality
- System Data Exchange and Storage
- Customer Support

RFP Process

- Proposal Contents
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- Submissions

Evaluations

- Scoring process
- Intent To Award
- Questions

Introduction

Court Personnel

Jonathan Allen, Information Technology Director
Charlotte Marin, Director, Family/Civil Division
Tracy Wellenkamp, Director, Criminal Division
David Joe, Senior Information Technology Manager
Joseph Fabiano, Information Technology Manager
Buddy Wong, IT Project Manager
Abhishek Banerjee IT Project Manager
Agatha Robinson, IT Business Solutions Manager
Velu Pillai Padmanabhan, Information Technology Manager
Reshma Mishra, Management Analyst
Eduardo Sanchez, Procurement and Contract Analyst
Jenny Buentello-Gilligan, Fiscal Services Specialist

Background information

The Superior Court of California, County of Alameda is one of 58 superior courts in the State of California. The Court operates ten facilities within the County of Alameda and employs over 600 employees stationed across courthouses with varying worksite locations.

Statement of Work

The Court intends to procure a digital evidence solution that satisfies the access and security, functionality, system data exchange and storage, and customer support needs for the functional areas specified in this solicitation.

The functional areas include Small Claims, Civil, Family Law, Juvenile, Probate, Records & Exhibits, and Criminal/Traffic case types. The Court will perform a Proof of Concept using the Small Claims case type and then roll the solution out to other case type(s) in phases.

Access and Security

(Section 2.1)

- User-Administrator Access
- Authorized User Access
- Public Users
- Security

Functionality

(Section 2.2)

- Public Needs
- Court needs
- Dashboard

System Data Exchange and Storage

(Section 2.3)

- The solution must support migration/integration to/from multiple data exchanges, including third parties.
- All data must update automatically
- SATA storage must be encrypted and secured

Customer Support

(Section 2.4)

- Include technical assistance on the installation, use, performance tuning, maintenance, and repair
- Provide administrator level and end-user training.

PROPOSAL CONTENTS

Technical Proposal RFP section 7.1

- Executive Summary, as detailed in Section 9.4
- Acceptance of the Terms and Conditions (Attachment 3)
- General Certifications Form (Attachment 4)
- Darfur Contracting Act (Attachment 5)
- Payee Data Record Form (Attachment 6)
- Small Business Declaration (if applicable, Attachment 7)
- Unruh and FEHA Certification (if applicable, Attachment 8)
- Iran Contracting Act Certification (if applicable, Attachment 9)
- Bidder Declaration (if applicable, Attachment 10)
- DVBE Declaration Form (if applicable, Attachment 11)
- Reference Check Form (Attachment 13)
- Contact Sheet (Attachment 14)
- Technical Proposal Template (Attachment 15)
- Technical Qualifications (Attachment 19)

Certifications and other requirements RFP section 7.1

- Proof that Contractor is in good standing in California or in its home jurisdiction
- Copies of the Prospective Bidder's (and any subcontractors') current business licenses, professional certifications, or other credentials.

Cost Proposal RFP section 7.2

- Cost Proposal Template (Attachment 16)

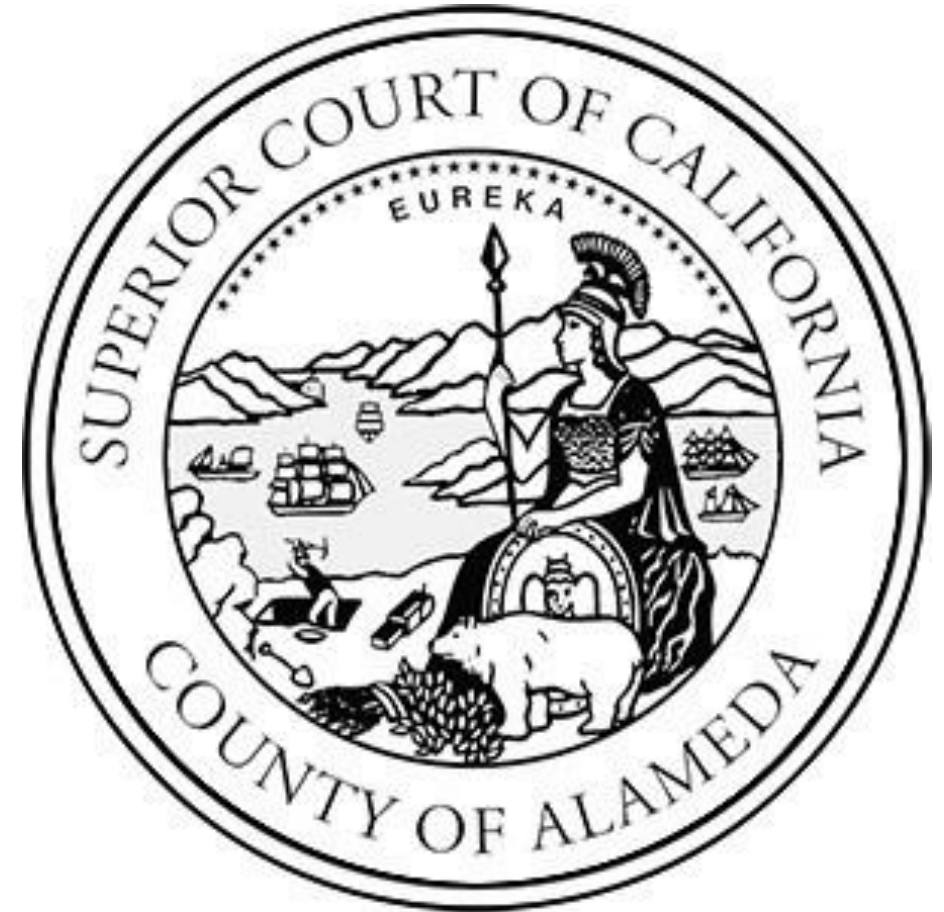
RFP Timeline

RFP Issue Date	February 15, 2024
Pre-Proposal Conference	February 27, 2024, 2pm Pacific Time
Deadline for Questions	March 5, 2024
Questions and Answers posted (<i>estimate only</i>)	March 7, 2024
Proposal Due Date	March 12, 2024, No later than 2:00pm Pacific Time
Evaluation of Proposals (<i>estimate only</i>) Interview and Demonstration Dates	March 19, 2024 – April 9, 2024 March 25, 2024, March 28, 2024, and March 29, 2024
Public Opening of Cost Proposal	April 10, 2024, 10am Pacific Time
Notice of Intent to Award (<i>estimate only</i>)	April 10, 2024
Negotiations and Execution of Contract (<i>estimate only</i>)	April 10, 2024 – April 30, 2024
Contract Duration	May 1, 2024 – April 30, 2026

Submissions

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- The Prospective Bidder must submit its proposal in two parts: a completed technical proposal and a completed cost proposal template.
 - Proposals must be emailed to bidquestions@alameda.courts.ca.gov and received no later than March 12, 2024 by 2:00PM Pacific Time.
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- Late proposals will not be accepted.
 - The Court will not accept proposals that are hand delivered or delivered by a carrier or mail service provider at this time.



Evaluation of Proposals

The Court will evaluate the proposals on a 100-point scale using the criteria listed in the RFP. Award, if made, will be to the highest-scored proposal.

Although some factors may be weighted more than others, all are considered necessary, and a proposal must be technically acceptable in each area to be eligible for award. With regard to cost, the Court reserves the right, in its sole discretion, to reject any proposal whose price is outside the competitive range.

Score Card / Possible Points

Cost/Pricing factors: **40 points**

Technical Proposal: **40 points**

Experience and Financial Qualifications: **10 points**

Acceptance of Terms and Conditions: **10 Points**

Total: **100 points**

DVBE incentive: **5 points**



Intent to Award

- Intent to Award Notice: April 10, 2024
(*estimate only*)
- Notice of Intent to award posted on Court website:
<https://www.alameda.courts.ca.gov/general-information/contract-opportunities>
- Awarded bidder will be notified via email
- Court representative will contact vendor representative to begin contract negotiation and execution.

Questions

