

Risk Management Consultation Services  
RFP SC 1701.2022.2.2.JG

# Pre-Proposal Conference

**February 16, 2023**



# Objectives

## Introduction

- Introductions
- Background Information

## Statement of Work

- General Overview
  - Injury and Illness Prevention Program (IIPP)
  - Ergonomic Plan
  - Court Safety Program

## RFP Process and Timeline

- Proposal Development
  - Technical Proposal
  - Cost Proposal
  - Certifications, Attachments, and other Requirements
- RFP Timeline
- Prospective Bidder's Responsibilities
- Submissions

## Evaluations

- Scoring process
- Intent To Award
- Questions

# Introduction

## Court Personnel

Glenys Rogers, Director, Human Resources

Monica Jackson, Facilities & Emergency Services Manager

Eduardo Sanchez, Procurement and Contract Analyst

Zia Kumar, Human Resources Analyst II

Jenny Buentello-Gilligan, Fiscal Services Specialist

Paul Truong, Associate Analyst

## 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 all eight courthouses with varying worksite locations.

The Court is requesting proposals from Certified Risk Management vendors to conduct full reviews of its existing Injury and Illness Prevention Program (IIPP), Ergonomic Plan, and Court Safety Program.

# Statement of Work

The scope of work shall include but is not limited to:

## Injury and Illness Prevention Program (IIPP)

- Conduct a full review of the Court's current IIPP to assess gaps
- Determine what is needed to fulfill the Court's legal requirements for the IIPP
- Finalize and issue a completed comprehensive and fully compliant Injury and Illness Prevention Program (IIPP)
- Assemble and implement a complete IIPP roll out and training plan
- Provide recommendations for how the Court will maintain full IIPP compliance post-implementation

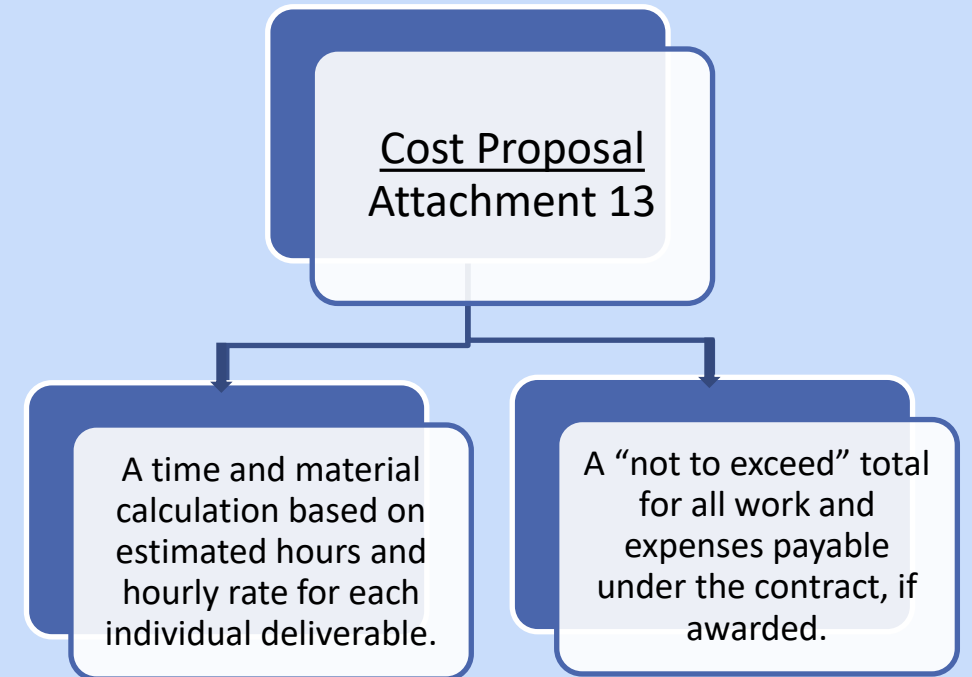
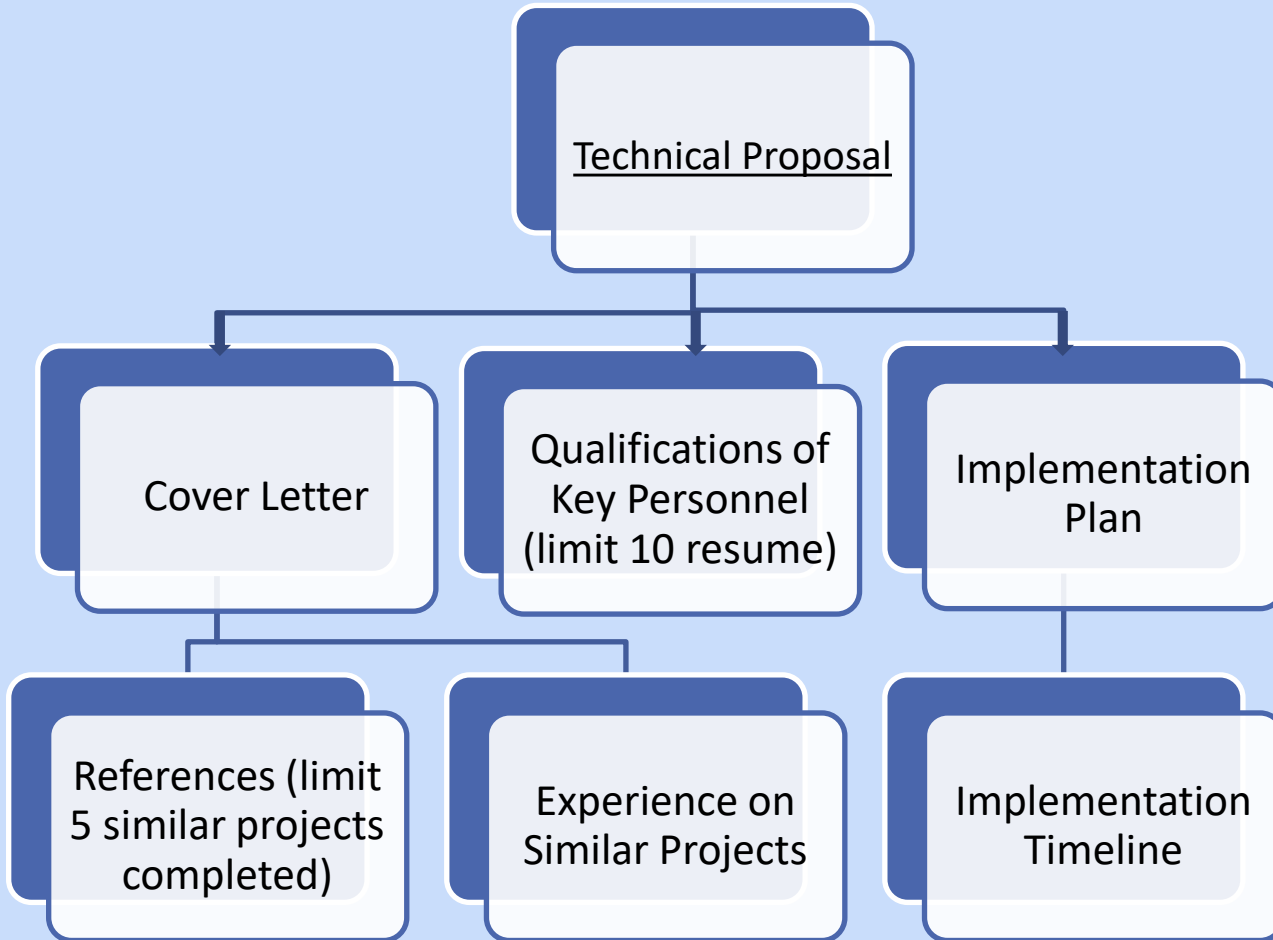
## Ergonomic Plan

- Conduct a full review of the Court's current ergonomic plan to assess gaps.
- Issue recommendations on what policies and/or trainings are needed to maintain legal compliance for the Court's ergonomic plan

## Court Safety Program

- Conduct a full review of the Court's current safety program to assess gaps and to identify specific hazards.
- Risk Assessment and Mitigation
  - Assist the Risk Management Team in developing, implementing, and maintaining a coordinated and comprehensive safety program
- Coordinate with the Emergency Services Team to assist in the development and delivery of specific safety training program modules, such as First Aid, CPR, and Adult AED

# Proposal Development



# Certifications, Attachments, and other Requirements

Financial Stability. The Court reserves the right to request Prospective Bidder's proof of financial stability

If vendor is a California corporation, limited liability company ("LLC"), limited partnership ("LP"), or limited liability partnership ("LLP"), proof that vendor is in good standing in California

Contact Sheet (Attachment 11) required

Bidder Declaration & DVBE Declaration (Attachment 8 & 9)  
If applicable

Acceptance of the Terms and Conditions (Attachment 3) required

Reference Check Form (Attachment 12) required

Payee Data Record (Attachment 6) required

General Certifications Form (Attachment 4) required

Darfur Contracting Act Certification (Attachment 5) required

Copies of the Prospective Bidder's (and any sub vendors) current business licenses, professional certifications, or other credentials (required)

A material exception (addition, deletion, or other modification) to a Minimum Term may render a proposal non-responsive

# RFP Timeline

<b>RFP Issue Date</b>	February 8, 2023
<b>Pre-proposal Conference</b>	February 16, 2023, 10am – 11am
<b>Deadline for questions</b>	February 21, 2023
<b>Questions and answers posted</b>	February 23, 2023
<b>Latest date and time proposal may be submitted</b>	March 14, 2023, 3:00pm Pacific Time
<b>Evaluation of proposals (estimate only)</b>	March 16, 2023 – April 4, 2023
<b>Anticipated interview dates (estimate only)</b>	March 21, 2023 – March 23, 2023
<b>Notice of Intent to Award (estimate only)</b>	April 5, 2023
<b>Negotiations and execution of contract (estimate only)</b>	April 6, 2023 – April 28, 2023
<b>Contract Duration (estimate only)</b>	May 1, 2023 – April 30, 2024



# Prospective Bidder's Responsibilities



Review this presentation, along with requirements and key dates (email presentation)



Review the entire RFP and complete Technical Proposal and all required attachments (attachment 14 Check List)



Complete Cost Proposal (Attachment 13)



Submit finished proposal by the due date in the RFP timeline (March 14, 2023 by 3:00pm)



# Submissions

- 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](mailto:bidquestions@alameda.courts.ca.gov) and received no later than March 14, 2023 by 3:00 PM Pacific Time.
- 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 1000-point scale using the criteria set forth in the table. Award, if made, will be to the highest-scored total proposal (Technical and Cost)

## Score Card / Possible Points

**Firm Experience: 160 points**

**Key Personnel and experience: 260 points**

**Implementation Plan and Timeline: 280 points**

**Cost Effectiveness: 300 points**

**DVBE: 20 points**



# Intent to Award

- Intent to Award Notice: April 5, 2023
- 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

