



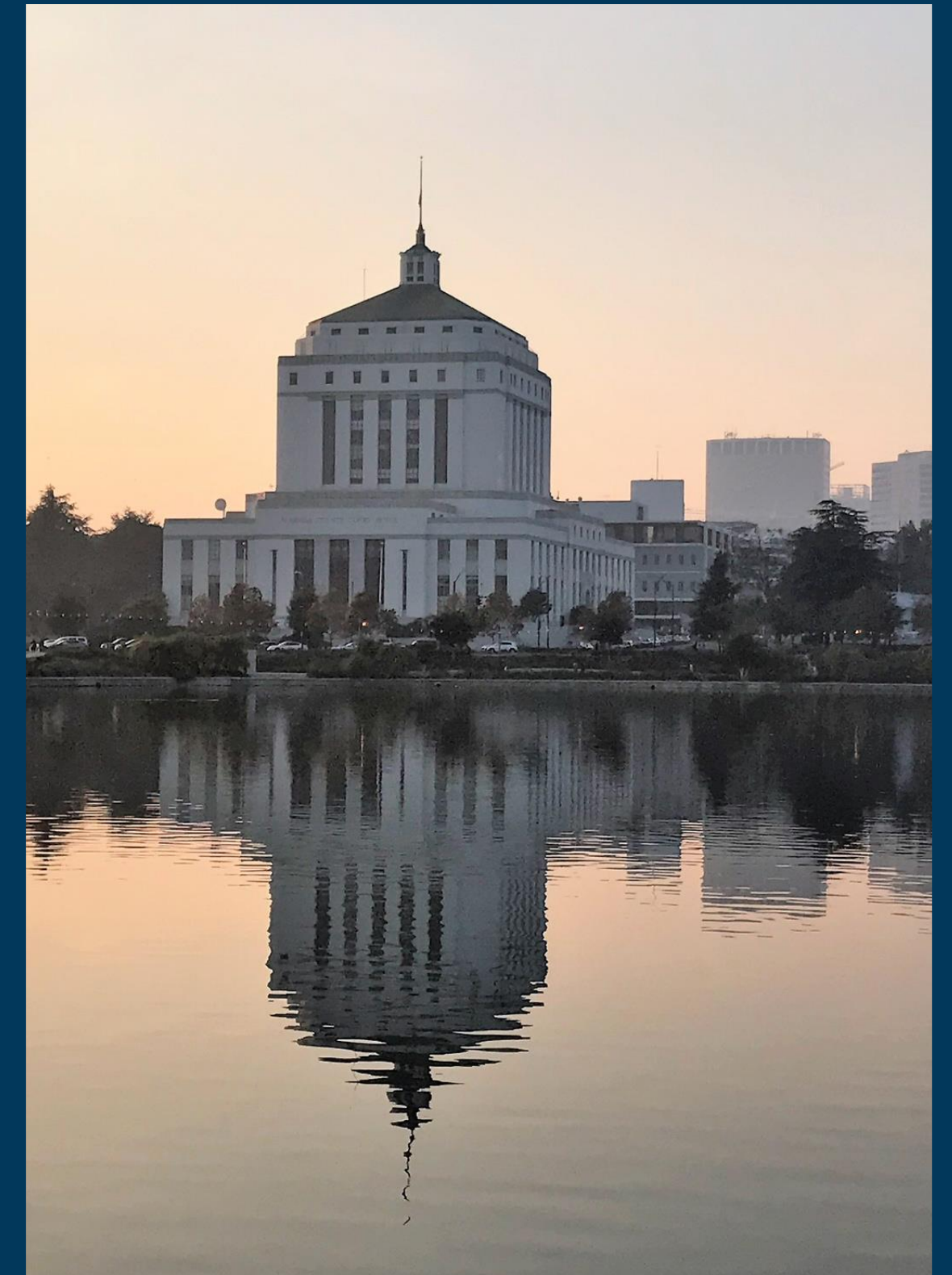
ALAMEDA COUNTY SUPERIOR COURT

IT DISASTER RECOVERY PLAN

**Pre-Proposal Conference
May 15, 2025**

Issue Date: May 9, 2025

RFP Number: SC 1901.2025.1.CF



AGENDA

1. Introductions
2. Background Information
3. Description of Services
4. Timeline and Important Dates
5. Proposal Contents
6. Evaluation and Scoring
7. Submission of Proposals
8. Questions

BACKGROUND INFORMATION (RFP section 1.0)

Alameda Superior Court IT

INTRODUCTION

- Team Members
- Superior Court of CA, County of Alameda
- Office of Information Technology

BACKGROUND

- Meet and re-align with updated Continuity of Operations Plan (COOP) for essential Court functions.
- Update existing ITDRP to meet industry best practices and regulatory requirements.

RESULT

- A developed disaster plan the Court can adopt and incorporate that re-aligns and enhances existing IT Data Resiliency (ITDRP), ensuring continuity of operations, protection of critical systems and timely recovery of a disaster event.

DESCRIPTION OF SERVICES (RFP section 2.0)

Alameda Superior Court IT

SERVICES

- Seeking consulting services to develop new and improved holistic Disaster Recovery Plan that considers existing system architecture and Court functions identified in the COOP.

CONSIDERATIONS

- Review/recommend IT Managed Service agreements to determine resiliency
- Evaluate Overall IT resiliency capabilities and vulnerabilities
- Build IT staff training emergency communication protocols

CONSIDERATIONS CONT.

- Identify and create associated and shared artifacts for considered lists.
- Assist in maturing RACI matrix to integrate with other court service teams to determine roles.
- Re-align plan to meet the Court's essential functions.

TIMELINE

May. 9, 2025

RFP Issued

May. 15, 2025

Pre-Proposal Conference

May. 20, 2025

Deadline for questions

Email All Questions To:

bidquestions@alameda.courts.ca.gov

Questions and answers will be posted on
May 23rd, 2025 (estimate).

May. 27, 2025

Proposals due at 2pm

May. 30, 2025

Interview and demonstration (if needed)

Jun. 3, 2025

Public Opening Cost Proposal

Via Zoom: [https://alameda-courts-ca-](https://alameda-courts-ca-gov.zoomgov.com/j/1606405313?pwd=9zGE2o77QRokEmrM0QahXd2OZCN9Zq.1)

[gov.zoomgov.com/j/1606405313?pwd=9zGE2o77](https://alameda-courts-ca-gov.zoomgov.com/j/1606405313?pwd=9zGE2o77QRokEmrM0QahXd2OZCN9Zq.1)
[QRokEmrM0QahXd2OZCN9Zq.1](https://alameda-courts-ca-gov.zoomgov.com/j/1606405313?pwd=9zGE2o77QRokEmrM0QahXd2OZCN9Zq.1)

10:00am Pacific Time

Jun. 4, 2025

Notice of Intent to Award

Jun 16, 2025

Contract start date (estimate)

Initial Contract Term of 1 year to 2026

Option Terms through June 2030

PROPOSAL CONTENTS:

TECHNICAL PROPOSAL

The following information and attachments must be included as part of your Technical Proposal.

Technical Proposal Requirements (RFP section 6.0)

Acceptance of the Terms and Conditions (Attachment 3)

General Certifications Forms (Attachment 4)

Darfur Contracting Act Certification (Attachment 5)

Payee Data Record Form (Attachment 6)

Iran Contracting Act Certification (Attachment 7) – for solicitations of \$1,000,000 or more

Unruh Civil Rights Act (Attachment 8) – for solicitations of \$100,000 or more

Small Business Declaration (Attachment 9) – optional

Technical Proposal Requirements Cont.

Bidder Declaration (Attachment 10) if applicable and claiming incentive

DVBE Declaration (Attachment 11) if applicable and claiming incentive

Reference Check Form (Attachment 13)

Technical Proposal Template (Attachment 14)

Certifications, and Other Requirements

- California certificate of Good Standing (sec 6.1 e)
- Current Business Licenses, Professional certifications and other credentials (sec 6.1 e)

PROPOSAL CONTENTS:

COST PROPOSAL

The following information must be included in the bidder's cost proposal. A proposal lacking any of the following information may be deemed non-responsive

Cost Proposal Requirements (RFP section 6.2)

Contractors to propose a cost proposal

Total All-Inclusive Price detailing relative to development of new IT Disaster Recovery Plan

Full Explanation of all budget lines items including labor and Services and other cost associated

A "not to exceed" total for the consultation of service

Bidders may propose equipment and goods recommendations as part of the proposal but will not be considered in the evaluation process (section 2.3)

Cost Proposal Other Requirements

Pricing and Price Adjustments: If applicable consider and assess taxes as part of your proposal

Describe efforts to minimize price increases

EVALUATION AND SCORING (RFP section 8.0)

Proposals will be evaluated and scored by an evaluation committee.
On a scale 100-point scale.

Technical Proposal

- Technical Proposals with scores less than 75% of the overall technical score will not be awarded.
- Technical Score will be posted on Court's website prior to public cost opening.
- Bidders must meet Minimum Qualifications
- Up to 60 points

Cost Proposal

- Bidders to propose costing in any format
- Public opening of cost proposal June 3, 2025 @10am
- Cost/price must be inclusive, at no time after submission of its proposal will contractor increases be considered.
- Up to 40 points



SUBMISSION OF PROPOSALS

SUBMITTING YOUR PROPOSAL (RFP section 5.0)

- Proposals must be submitted by **May 27th, 2025 no later than 2:00pm Pacific Time.**
- Proposals must be submitted in 2 separate emails: **(1) Technical Proposal** and **(2) Cost Proposal.**
- Proposal must be emailed to bidquestions@alameda.courts.ca.gov
- The subject line of the email must include the **RFP title, RFP number, Proposal Type**
- Sample: **IT Disaster Recovery Plan, SC 1901.2025.1.CF, Technical Proposal**
- Sample: **IT Disaster Recovery Plan, SC 1901.2025.1.CF, Cost Proposal**

QUESTIONS

Email additional questions by May 20th, 2025.

bidquestions@alameda.courts.ca.gov

Court Website:

[Contract Opportunities](#) | [Superior Court of California](#) | [County of Alameda](#)

Deadline to submit proposals:

May 27th, 2025 no later than 2:00PM Pacific Time