

REQUEST FOR PROPOSALS



SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA

REGARDING:

Microsoft Licensing, RFP 2526-309

PROPOSALS DUE:

JUNE 5, 2026

NO LATER THAN 5:00 P.M. PACIFIC TIME

1.0 BACKGROUND INFORMATION

The Superior Court of California, County of Ventura (hereinafter referred to as “Court”) is issuing this Request for Proposal (RFP) to solicit proposals from qualified and authorized Microsoft licensing resellers/partners to provide Microsoft licensing procurement, renewal support, fulfillment and ongoing licensing advisory services.

The primary intent of this solicitation is to obtain competitive pricing for Microsoft licensing while selecting a reseller/partner with the expertise necessary to validate the Court’s licensing requirements and support the Court through the renewal process.

The selected vendor must be capable of providing Microsoft licensing through authorized channels and advising the Court on appropriate licensing types, quantities, agreement structures, and optimization opportunities. The advisory component is expected to be part of the reseller’s service model and is not intended to be a separate standalone consulting engagement.

This RFP is expected to result in a contract with firm fixed pricing for licenses as defined by the contract. The term shall be for three (3) years, with an anticipated start date of August 1, 2026, and an end date of July 31, 2029.

2.0 DESCRIPTION OF GOODS AND/OR SERVICES

See Attachment 1—Statement of Work attached hereto.

3.0 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	5/21/2026
Deadline for submitting questions to procurement@ventura.courts.ca.gov	5/28/2026
Answers to questions posted on Court website	5/29/2026
Latest date and time proposal may be submitted	6/5/2026 5:00 P.M. PST
Evaluation of proposals (<i>estimate only</i>)	6/10/2026
Posting of scores for the evaluation of non-cost portion of the proposals (<i>estimate only</i>)	6/11/2026

EVENT	DATE
Public opening of cost portion of proposals Microsoft Teams meeting. Join: https://teams.microsoft.com/meet/264962858048443?p=KndHIJHnDwp41kg29H Meeting ID: 264 962 858 048 443 Passcode: jt3CW6YS	6/15/2026 10:00 A.M. PST
Notice of Intent to Award (<i>estimate only</i>)	6/17/2026
Negotiations and execution of contract (<i>estimate only</i>)	June 2026
Contract start date (<i>estimate only</i>)	August 1, 2026
Contract end date (<i>estimate only</i>)	July 31, 2029

4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Scope of Work	Scope of Work
Attachment 2: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
Attachment 3: Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign a Standard Form agreement containing these terms and conditions (the “Terms and Conditions”).
Attachment 4: Proposer Submission Form	The Proposer must complete Part I Questionnaire. The Proposer may include the Technical Proposal in Part II or may submit the Technical Proposal as a separate attachment. The Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions in Part III. The Proposer must complete Part IV – General Certifications and Part V – Darfur Contracting Act Certification.
Attachment 5: Cost Proposal	The Proposer may include the Cost Proposal in Attachment 5 or may submit the Cost Proposal as a separate attachment.
Attachment 6: DVBE	Disabled Veterans Business Enterprise Declaration and Declaration Instructions.
Attachment 7: SBD	Small Business Declaration and Declaration Instructions.

5.0 SUBMISSIONS OF PROPOSALS

- 5.1 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. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.
- 5.2 The Proposer must submit its proposal electronically in two parts, the non-cost portion and the cost portion.
- a. **Non-cost portion of the proposal.** The Proposer must submit **an electronic copy** of the non-cost portion of the proposal on Attachment 4 – Proposer Submission Form. The technical proposal may be submitted in Part II of Attachment 4 or may be submitted as a separate attachment. If submitted as a separate attachment, the technical proposal must be signed by an authorized representative of the Proposer and must be marked as either “NON-COST PROPOSAL” or “TECHNICAL PROPOSAL”. The non-cost portion of the proposal must be submitted via email to procurement@ventura.courts.ca.gov. The Proposer must write the RFP title and number in the subject line of the email.
 - b. **Cost portion of the proposal.** The Proposer must submit **an electronic copy** of the cost portion of the proposal. The proposer may submit the cost proposal on Attachment 5 – Cost Proposal Form or as a separate attachment. If submitted as a separate attachment, the cost portion of the proposal must be submitted as a **separate attachment** from the non-cost portion of the proposal and must be marked “COST PROPOSAL”. The cost portion of the proposal must be signed by an authorized representative of the Proposer and must be submitted via email to procurement@ventura.courts.ca.gov. The Proposer must write the RFP title and number in the subject line of the email.
- 5.3 Late proposals will not be accepted. Submission acceptance will be based on the date and time the emails are received by the Court. Both emails must be received prior to the due date and time, or the proposal will not be accepted. Due to the potential for email transmission delays, which may cause late receipt and non-acceptance of proposals, it is recommended that Proposers email their proposals well in advance of the due date and time. It is the Proposer’s responsibility to verify their submission was received. The Proposers should confirm that their Proposal was successfully emailed and received by checking their junk folders for “Undeliverable” emails.

6.0 PROPOSAL CONTENTS

- 6.1 Non-Cost Portion. The proposer must complete the Proposer Submission Form. An incomplete form and/or a technical proposal lacking any of the following information may be deemed non-responsive.
- a. Complete Part I – Proposer Information Questionnaire and attach a resume for each key staff member who will provide licensing advisory, procurement, fulfillment, and renewal services as described in this RFP.
 - b. Provide the Technical Proposal in Part II or as a separate attachment. The Technical Proposal must include the following minimum information:
 - i. Description of proposed Microsoft agreement structure and purchasing channel.
 - ii. Summary of assumptions used to develop the cost proposal.
 - iii. Identification of recommended changes to the baseline quantities or license types, if any.
 - iv. Description of account management, licensing support, escalation process, and response expectations.
 - v. Detailed work plan and timeline for assessment and validation of Court’s inventory and licensing needs.
 - vi. Description of value-added services included at no additional cost and any services that would require separate fees.
 - c. Part III – Proposer Certification of Acceptance
 - i. The Proposer must check the appropriate box and sign the form. If the Proposer marks the second box, it must provide the required additional materials. An “exception” includes any addition, deletion, or other modification.
 - ii. If exceptions are identified, the Proposer must also submit (a) a red-lined version of the Terms and Conditions that implements all proposed changes, and (b) a written explanation or rationale for each exception and/or proposed change.

iii. **Note: A material exception to a Minimum Term will render a proposal non-responsive. The Court, in its sole discretion, will determine what constitutes a material exception.**

d. Complete Part IV – General Certifications and Part V – Darfur Contracting Act Certification

6.2 Cost Portion. The proposer must provide the annual cost for each licensing categories and quantities identified in the Cost Proposal Form, for years 1, 2, and 3. Year 1 covers the licensing period August 1, 2026 to July 31, 2027. Year 2 covers the licensing period August 1, 2027 to July 31, 2028. Year 3 covers the licensing period August 1, 2028 to July 31, 2029. The proposer may provide additional recommended or required licenses and add-ons not specifically listed to support the Court’s environment. The proposer may also provide alternate term options as a separate attachment for licensing categories and quantities listed in the Cost Proposal Form.

NOTE: It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code.

7.0 OFFER PERIOD

A Proposer'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.

8.0 EVALUATION OF PROPOSALS

The cost portion of proposals will be publicly opened at the date and time noted in Section 3.0; **June 15, 2026, at 10:00 A.M. PST Microsoft Teams meeting.**

Join:

<https://teams.microsoft.com/meet/264962858048443?p=KndHIJHnDwp41kg29H>

Meeting ID: 264 962 858 048 443

Passcode: jt3CW6YS

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

If a contract will be awarded, the Court will post an intent to award notice at <https://www.ventura.courts.ca.gov/vendors.html>.

CRITERION	MAXIMUM NUMBER OF POINTS
Quality of work plan submitted	13
Ability to meet timing requirements for license renewal	12
Experience of proposer on similar assignments	12
Credentials of key staff to be assigned	5
Cost	50
Acceptance of terms and conditions	5
DVBE incentive	3

9.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

PROPOSALS ARE SUBJECT TO DISCLOSURE TO THIRD PARTIES AND MEMBERS OF THE PUBLIC PURSUANT TO APPLICABLE LAWS, INCLUDING PUBLIC DISCLOSURE PURSUANT TO RULE 10.500 OF THE CALIFORNIA RULES OF COURT. Except as required by law, the Court will not disclose (i) social security numbers, or (ii) balance sheets or income statements submitted by a Proposer that is not a publicly-traded corporation. All other information in proposals may be disclosed in response to applicable public records requests, or as otherwise required by law. Such disclosure may be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” “copyright ©,” 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 Proposer 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. Submission of any proposal pursuant to this RFP constitutes acknowledgment and consent by the Proposer to the potential public disclosure of its proposal content, as set forth in this Section 12. **Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.**

10.0 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/proposer 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.

11.0 SMALL BUSINESS PREFERENCE

Small business participation is not mandatory. Failure to qualify for the small business preference will not render a proposal non-responsive.

Eligibility for and application of the small business preference is governed by the Court's Small Business Preference Procedures for the Procurement of Information Technology Goods and Services. The Proposer will receive a small business preference if, in the Court's sole determination, the Proposer has met all applicable requirements. If the Proposer receives the small business preference, the score assigned to its proposal will be increased by an amount equal to 5% of the points assigned to the highest scored proposal. If a DVBE incentive is also offered in connection with this solicitation, additional rules regarding the interaction between the small business preference and the DVBE incentive apply.

To receive the small business preference, the Proposer must be either (i) a Department of General Services ("DGS") certified small business or microbusiness performing a commercially useful function, or (ii) a DGS-certified small business nonprofit veteran service agency.

If the Proposer wishes to seek the small business preference, the Proposer must complete and submit with its proposal the Small Business Declaration (Attachment 7). The Proposer must submit with the Small Business Declaration all materials required in the Small Business Declaration.

Failure to complete and submit the Small Business Declaration as required will result in the Proposer not receiving the small business preference. In addition, the Court may request additional written clarifying information. Failure to provide this information as requested will result in the Proposer not receiving the small business preference.

If the Proposer receives the small business preference, (i) the Proposer will be required to complete a post-contract report; and (ii) failure to meet the small business commitment set forth in its proposal will constitute a breach of contract.

FRAUDULENT MISREPRESENTATION IN CONNECTION WITH THE SMALL BUSINESS PREFERENCE IS UNLAWFUL AND IS PUNISHABLE BY CIVIL PENALTIES. SEE GOVERNMENT CODE SECTION 14842.5.

12.0 PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contracting Manual (see www.courts.ca.gov/documents/jbcl-manual.pdf). Failure of a Proposer 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 the proposal due date. Protests must be sent to:

Superior Court of California, County of Ventura
Attn: Michael Mayer, General Counsel
Court Administration
P.O. Box 6489
Ventura, CA 93006-6489

13.0 GENERATIVE ARTIFICIAL INTELLIGENCE

Definitions:

“Artificial intelligence” or “AI” means technology that enables computers and machines to reason, learn, and act in a way that would typically require human intelligence.

“Generative Artificial Intelligence” or “GenAI” means an artificial intelligence system that can generate derived synthetic content, including text, images, video, audio, code, and data visualizations, that emulates the structure and characteristics of the system’s training data.

16.1 In its proposal, Proposer must notify the Court if Proposer’s goods or services contain or utilize GenAI (or will contain or utilize GenAI), or if GenAI is or will be included in any services, goods, or deliverables that materially impact:

(a) functionality of a Court system (i.e., the work using GenAI could have a significant, substantial effect on the system’s data integrity, availability, confidentiality, or security, and failure to perform such work in accordance with the contract could cause major disruptions to Court operations);

(b) risk to the Court (i.e., the work using GenAI could have a significant, substantial effect on the Court’s operations, finances, security, or reputation, and failure to perform such work in accordance with the contract would constitute a high likelihood of damage to the Court); or

(c) contract performance (i.e., when failure to conduct work which uses GenAI in accordance with the contract would constitute a material breach of contract).

16.2 Proposer’s failure to disclose GenAI to the Court may result in disqualification (at the Court’s sole discretion), and the Court reserves the right to seek any and all relief it may be entitled to as a result of such non-disclosure.

16.3 The Court reserves the right to incorporate GenAI-related provisions into the final contract and to reject bids/offers that present an unacceptable level of risk to the Court, as determined by the Court in its sole discretion.