REQUEST FOR PROPOSALS

SUPERIOR COURT OF CALFORNIA, COUNTY OF VENTURA

REGARDING:

***IT Staffing Services**, RFP 2627-318*

PROPOSALS DUE:

November 10, 2026

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

1.0 BACKGROUND INFORMATION

The Superior Court of California, County of Ventura, a Judicial Branch Entity (JBE), is issuing this Request for Proposal (RFP) to secure qualified and experienced information technology (IT) contracting services. The primary objective of this RFP is to establish a multi-year contract with a specialized IT staffing, consulting, or similar agency. The anticipated contract term will be for an initial term through December 31, 2027, with options to extend for up to additional two years. The selected partner will provide high-quality IT professionals on an as-needed basis to support the JBE's IT modernization projects.

The JBE currently needs placement for the following roles:

- SQL Server Developer
- PowerBuilder Developer
- Technical Business Analyst

While the immediate focus is on developers and business analysts, the contract will allow the JBE to request additional IT classifications as future project needs evolve. Staffing agencies, consulting firms, and similar organizations specializing in IT workforce solutions are encouraged to submit proposals.

2.0 DESCRIPTION OF GOODS AND/OR SERVICES

See Attachment 1—Statement of Work attached hereto.

3.0 TIMELINE FOR THIS RFP

The JBE has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the JBE.

EVENT	DATE
RFP issued	*October 27, 2026*
Deadline for questions to procurement@ventura.courts.ca.gov	*November 3, 2026*
Answers to questions posted on Court website	*November 5, 2026*
Latest date and time proposal may be submitted	*November 10, 2026 5:00 P.M. PST*
Evaluation of proposals (*estimate only*)	*November 13, 2026*
Posting of scores for the evaluation of non-cost portion of the proposals (*estimate only*)	*November 16, 2026*

EVENT	DATE
Public opening of cost portion of proposals **Microsoft Teams meeting**. **Join:** https://teams.microsoft.com/meet/264935859579244?p=XSfTkwjFvqQUq0YMGg Meeting ID: 264 935 859 579 244 Passcode: BE9qu9pj	*November 18, 2026* *10:00 A.M. PST*
Notice of Intent to Award (*estimate only*)	*November 20, 2026*
Negotiations and execution of contract (*estimate only*)	*December 1, 2026*
Contract start date (*estimate only*)	*December 1, 2026*
Contract end date of initial term (*estimate only*) Contract end date if option years exercised	*December 31, 2027* *December 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 (IT Goods and 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. 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 "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 separately 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 JBE. 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.

b. Provide the Technical Proposal in Part II or as a separate attachment. The Technical Proposal must include the following minimum information:

i. Your ability to meet the JBE's current placement needs for a SQL Server Developer, PowerBuilder Developer, and Technical Business Analyst.

ii. Your agency's experience in providing qualified and experienced IT professionals to support IT modernization efforts of public sector organizations.

iii. Your agency's plan, approach, and expected timeline in providing IT workforce solutions.

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 following information must be included in the cost portion of the proposal.

a. Provide the minimum and maximum hourly rates for SQL Server Developer, PowerBuilder Developer, and Technical Business Analyst for the initial contract period through December 31, 2027, and each option year through December 31, 2029. Hourly rates provided should be all-inclusive rates. Complete the cost proposal using the Cost Proposal Form in Attachment 5, or submit the Cost Proposal as a separate attachment.

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 JBE 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; **November 18, 2026, at 10:00 A.M. PST Microsoft Teams meeting**.

Join:
https://teams.microsoft.com/meet/264935859579244?p=XSfTkwjFvqQUq0YMGg
Meeting ID: 264 935 859 579 244
Passcode: BE9qu9pj

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	22
Experience of proposer on similar assignments	20
Cost	50
Acceptance of terms and conditions	5

CRITERION	MAXIMUM NUMBER OF POINTS
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 JBE 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 JBE's right to disclose information in the proposal, or (b) requiring the JBE 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 JBE'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

JBE'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 JBE 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 PREFERNCE 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: Protest Hearing Officer for RFP 2627-318
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.

13.1 In its proposal, Proposer must notify the JBE 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 JBE 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 JBE operations);

(b) risk to the JBE (i.e., the work using GenAI could have a significant, substantial effect on the JBE'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 JBE); 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).

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

13.3 The JBE 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 JBE, as determined by the JBE in its sole discretion.