

The State Bar of California

REQUEST FOR PROPOSAL



This document is a Request for Proposal (“RFP”) for Offsite Records Storage.

The State Bar is seeking proposals from vendors who can provide secure off-site storage for designated State Bar documents with the ability to provide enough physical storage capacity for approximately 35,000 boxes at the initiation of the contract. The State Bar may add more boxes to the vendor’s facility during the contract period. The vendor shall accommodate the additional boxes at the original negotiated rates. The vendor shall store the State Bar’s boxes and/or files at facilities located in the Los Angeles area for a period of 36 months, with an option to renew for 2 (two) additional 1 (one) year terms.

Please submit 7 copies of your proposal no later than 4 p.m. on March 20, 2013 to:

The State Bar of California
180 Howard Street
San Francisco, CA 94105-1639

Attn: Robert Mayson
Central Administration
213-765-1278
robert.mayson@calbar.ca.gov

I. INTRODUCTION

The State Bar of California (“the State Bar”) created in 1927 by the Legislature and adopted into the California Constitution in 1960, is a public corporation within the judicial branch of state government. The primary purpose of the State Bar is to serve as an administrative adjunct to the California Supreme Court in all matters pertaining to the admission, discipline, and regulation of California lawyers. The California Constitution, the State Bar Act and California Rules of Court vest in the State Bar the duty to regulate the legal profession, formulate and elevate educational and professional standards, raise the quality of legal services, advance the science of jurisprudence, and aid in the improvement of the administration of justice.

The State Bar is a unified, or integrated bar, and membership is mandatory for all attorneys who are licensed to practice law in the state. In addition to its mandated

licensing, disciplinary and certification functions, the State Bar offers a number of other programs designed to assist, educate and protect its members and the public. The State Bar's programs are financed by fees paid by attorneys and applicants to practice law. The State Bar has over 242,000 members, making it the largest unified state bar in the country. The State Bar has offices located in Los Angeles and San Francisco. For more than 80 years, The State Bar of California has shaped the development of the law, regulated the professional conduct of the state's lawyers and provided greater access to the justice system for all citizens. More information about the organization can be found at <http://www.calbar.ca.gov/AboutUs.aspx>.

II. STATEMENT OF WORK

The State Bar is soliciting proposals from Record Storage Service Providers to furnish off-site document storage and related services for its Los Angeles office. The office is currently located at 1149 South Hill Street, Los Angeles, but expected to move by the end of this year to a new home at 845 Figueroa Street. The State Bar's business hours are 8:45 a.m. to 5:00 p.m. Monday through Friday, excluding holidays. Currently these five separate departments (6 billing accounts) at this location require secure offsite storage of their documents: State Bar Court, Enforcement, Client Security Fund, Probation, and Admissions. As of February 2013, these five departments had approximately 35,000 boxes in storage combined. Additional boxes will be added to this total as required. The majority of the boxes currently stored are standard letter/legal file boxes (15" L x 12" W x 10" H), which are 1.2 cubic feet. Other boxes may include legal size transfer boxes (24" L x 15" W x 10" H, 3.6 cubic feet), planner/blueprint boxes (4" x 4" x 42"), and large planner/blueprint boxes (8" x 8" x 42"). For additional details, see *Attachment C: Offsite Account Inventory*. The Scope of Services shall include, but not be limited to the following services outlines below.

A. Record Storage

The vendor must provide secure off-site storage for the State Bar's documents and be able to provide enough physical storage capacity for approximately 35,000+ boxes at the initiation of the contract. The State Bar may add more boxes to the vendor's facility during the contract period. The vendor shall accommodate the additional boxes at the original negotiated rates. The vendor shall store the State Bar's boxes and/or files at facilities located in the Los Angeles area.

B. Record Pickup and Delivery

The vendor shall accept and respond to pickup and delivery requests from authorized State Bar staff. The vendor will deliver requested boxes and/or files during the State Bar's regular business hours of 8:45 a.m. to 5:00 p.m., Monday through Friday, excluding holidays. Orders for regular delivery placed before 5:00 p.m. will be delivered by the next business day no later than 5 p.m. the next business day. Orders for a Rush A.M. delivery placed before 5:00 p.m. will be delivered by 9:30 a.m. the next business day. A.M. delivery orders placed before

5:00 p.m. will be delivered by 12:00 p.m. the next business day. Same day orders placed by 12:00 p.m. will be delivered before 5:00 p.m. the same day. Emergency delivery orders placed before 3:00 p.m. will be received within 2 hours. Orders for pickup of new or re-file boxes and/or files placed before 5:00 p.m. will be picked up by 5 p.m. the next business day.

Deliveries are to be made to the 7th floor mailroom in the State Bar building unless the requesting department specifically asks for delivery to another location in the building. New or re-file boxes and/or files for pick up will be picked up from the requesting department's office unless the department requests pick up from a different location in the building.

Vendor shall combine delivery and pick up of boxes into one trip when requested, and shall meet the delivery requirements listed above.

C. Transition Services

At the commencement of the contract, the vendor shall assume full responsibility for the transfer of all of the State Bar's records stored at its current storage facility to the vendor's facility. The entire Los Angeles inventory is currently stored at GRM Information Management Services, 8500 Mercury Lane, Pico Rivera CA 90660. This responsibility includes new bar coding, labeling, data entry, and inventorying for the boxes to be stored at the vendor's facility or facilities at the beginning of the contract period. The vendor should include in its response the process for acquiring the client's boxes from the current facility and a time line for the process. Any costs related to this requirement must be clearly identified in the vendor response.

The new vendor will replace boxes damaged during transfer from the State Bar's current vendor to the new vendor's facilities. Should such damage occur, the new vendor shall furnish a report to the State Bar detailing which boxes were damaged and replaced.

Upon successful completion of the transfer, the vendor will supply to the State Bar an inventory report of the boxes moved to the new storage facility. This inventory report will list boxes by department name and /or cost center and number of boxes for each department/cost center.

D. Permanent Removal or Destruction Services

The State Bar may require the permanent removal or destruction of specified boxes stored with the vendor. The vendor shall provide for the permanent removal of such specified boxes. The State Bar may also require the permanent removal or destruction of specified boxes to be conducted at the State Bar office. In this instance, vendor shall return such specified boxes to the designated requestor at the State Bar. Boxes permanently removed from storage must not appear on

subsequent monthly invoices for storage. Any costs or fees associated with permanent removal of boxes must be identified in the vendor's response.

The vendor must have the ability to accomplish the certified destruction of records stored at the vendor's facility and off site at the State Bar offices. The certified destruction shall be performed by either shredding or incineration. The vendor must ensure that confidentiality of all destroyed records is maintained throughout the destruction process. The vendor will provide a certificate of destruction to the State Bar for those records destroyed. No records shall be destroyed without written approval from the administrator or authorized user of the State Bar account with the vendor.

E. Inventory Tracking

The vendor shall maintain an accurate, bar-coded and computer-based inventory tracking system. The computerized system must be web enabled, with adequate security, to provide Internet access to the information by State Bar users. At a minimum, this system must identify each stored State Bar box by department, cost center, description, and status (checked in/checked out). Essential data fields include: box number, bar code, box size, location, cost center, department, major description, minor description, status, and box history (dates of check out and check in).

The inventory tracking process shall include appropriate logs and receipts for pick-up and delivery of the individual boxes for verification and audit purposes. Logs and receipts will be made available to the State Bar upon request. The inventory status must be updated within 24 hours of activity.

F. Reporting

The vendor shall provide the following reports to the State Bar upon request. The State Bar should have access to these reports without additional fees.

1. Inventory reports for all State Bar boxes stored at the vendor's facility. Also, detailed reports of the quantity of boxes and/or files by division or departments.
2. Activity reports including a summary of ordering activity by location, quantity, and order type. Retrieval activity reports include: history for checked out, permanently removed, and destroyed inventory.
3. Financial reports that provide billing activity for a specified invoice period.

G. Account and Invoicing

The main account set up for the State Bar of California must include separate billing and invoicing for 6 sub-accounts (State Bar Court, the Office of Admissions, the Client Security Fund, Probation, and 2 separate accounts for Enforcement).

The vendor will provide monthly invoices to each designated department showing a line item for that department's storage and activity costs. The invoice will include a detail list of all transactions for that department. The total monthly cost for each department will be billed to and paid separately by each department.

H. Secure Storage and Facility Standards

The vendor's storage facilities shall provide a level of protection consistent with industry standards. The vendor's storage facility shall be solidly constructed with secure loading and unloading areas. Floors shall support at least 300 pounds per square foot, and shall be at or above ground level to assure dry storage. Walls surrounding the record storage area shall be four hour fire resistant. Roof shall be of non-combustible construction and leak proof. The records storage facility must meet all applicable and current requirements of the National Fire Protection Association.

Vendor shall provide an environmentally controlled (at minimum, an average office environment temperature and humidity) storage area. The climate control equipment should not be turned off or thermostat settings adjusted during nights, weekends and holidays. The vendor must have a back-up power system in all facilities. Storage facilities cannot house any hazardous material. Storage facilities cannot be located within a flood area or risk exposure from external hazards.

The vendor is responsible for security of all storage facilities. Storage facilities must be equipped with an intrusion alarm system that is monitored 24 hours per day, including weekends and holidays. The vendor must provide adequate storage capacity to meet both the current and future needs of the State Bar.

The vendor is responsible for all the contents stored in any of its storage facilities. The vendor must provide a written disaster and recovery plan for any catastrophic occurrences including but not limited to earthquake, flood, fire, etc. The vendor is responsible for recovery from any catastrophic occurrences, including but not limited to fire, damage or theft, as well as any associated costs. The vendor must carry the appropriate insurance and provide proof thereof.

The storage facility or facilities must be properly shelved, fully secured, and equipped with motion, smoke and heat detectors/alarms to prevent loss from theft and fire. The State Bar requires that the facility or facilities be constructed and equipped with fire safety systems as required by the International Fire Code and other applicable codes. Appropriate redundant systems must ensure continuous

operation. Vendor shall provide proof of semi-annual treatment and/or inspection for rodent and insect protection.

I. Transportation

The vendor must provide vehicles designed for the transportation of storage records. The vehicles must have the appropriate security features (anti-theft device) and be secured while at a delivery/pick up site. All vehicles must be equipped with a fire extinguisher.

J. Account Representation

The vendor shall appoint an account representative for the State Bar as a single point of contact in order to insure a high level of responsiveness to the State Bar's needs. A backup contact shall also be designated for the purposes of providing coverage during the primary contact's absence.

K. Price Schedule

All charges, fees and rates must be itemized in the applicable cells on the worksheet as listed in **Attachment A: Itemized Cost Proposal**. Cost proposals submitted in any other format will be deemed non-responsive and not be considered by the RFP evaluation team. See instructions on worksheet for additional information. Prices must be quoted per cubic foot per month as noted. Bids must include both the amount to remove the entire inventory at the end of 3/5 years (permanent removal + any additional handling, prepping, palletizing charges, if any) plus the amount offered at contract award to offset the same permanent removal charges levied by the incumbent provider.

In order to ensure that your pricing methodology conforms to our expectations, please consult **Attachment D: Sample Service Scenarios**:

1. New materials added to storage facility (after initial move-in of all inventory) will consist of one round-trip transportation charge for all + one pick-up fee and one receiving entry fee per item (see sample formula in attachment). No gasoline surcharges allowed on any delivery scenarios below.
2. Retrievals from storage will consist of one round-trip transportation charge for all + one retrieval fee and one delivery fee per item.
3. Returning materials to storage will consist of one round-trip transportation charge for all + one pick-up fee and one refilling fee per item.
4. Removing Materials:

- a. Container/file destruction requests will consist of a retrieval and archival destruction fee per item.
 - b. Requests for permanent withdrawal (no destruction) will consist of retrieval, permanent withdrawal and delivery fee per item + one of one round-trip transportation charge.
 - c. Permanent withdrawal (bulk removal) of entire stock at end of contract term will consist of a retrieval and permanent withdrawal fee per item only, palletized stock to held at vendor's loading dock for pick-up and delivery to new storage facility.
5. Multiple-purpose trips both delivering and picking-up materials will consist of one round-trip transportation charge for all (both legs) + one retrieval fee and one delivery fee per item coming to State Bar and one pick-up and one refile fee per item (new materials will be charged a receiving entry fee *instead* of the refilling fee).
6. Monthly storage fees will consist of the number of containers (calculated by cubic foot) multiplied by contracted monthly storage rate + monthly administrative fee (if any).

Please detail any other management fees or recurring operational charges not itemized on ***Attachment A-Itemized Cost Proposal including*** any additional charges for miscellaneous services, , data processing, recurring operation charges, all-inclusive costs for access to vendor's website , charges for reports (including special sorting costs, special file listing costs, computer listing charges, initial setup, and download fees), costs for vendor required storage supplies including vendor's bar codes, transmittal sheets, file labels, etc. Every effort must be made to provide detailed information for ordinary, usual, and routine services and goods, whether or not noted in the item descriptions above. If the renewal option is exercised the pricing in the existing contract will apply.

III. GENERAL INFORMATION

The submission requirements for this RFP are set forth below. A proposal shall constitute an irrevocable offer for 60 business days following the deadline for its submission. Reference to a certain number of days in this RFP shall mean business days unless otherwise specified.

Contact with State Bar personnel in connection with this RFP may not be made other than as specified in this RFP. Unauthorized direct or indirect contact with any State Bar personnel may be cause for rejection of a bid.

A. Submission Requirements

To be considered responsive, a proposal must contain the following, prefaced by a table of contents, referenced by number and in the order below.

1. A brief description of the history and organization of the bidder's firm, and of any proposed subcontractor.
2. Copies of business licenses, professional certifications or other credentials, together with evidence that bidder, if a corporation, is in good standing and qualified to conduct business in California.
3. The most recent year's annual reports, or comparable document, including detailed current profit and loss, assets and liabilities, and other relevant financial data. Bidders must submit ***Attachment B: Vendor History Questionnaire*** electronically in native .xls format per instructions below.
4. A description of at least three (3) similar new accounts acquisitions completed by the bidder within the past three (3) years. Include personal references with contact information for each.
5. Qualifications, background and experience of the project director and other staff proposed to work on the project.
6. A general description of the techniques approaches and methods to be used for providing the services requested. .
7. A description of the chronology for completing the work, including a time line and deadlines for each task involved in transferring the account to a new facility.
8. A detailed cost proposal, including any travel costs and other expenses. Bidders must submit ***Attachment A: Itemized Cost Proposal*** electronically in native .xls format per instructions below. 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. As the State Bar may award a contract based on the initial offer, a bidder should make its initial offer on the most favorable terms available. The State Bar reserves the right, however, to have discussions with those bidders falling within a competitive range, and to request revised pricing offers from them and to make an award or conduct negotiations thereafter.
9. A written acknowledgement of the acceptance of the Contracting Requirements set forth in section IV of this RFP. Specific terms may be reserved for future negotiation, but must be clearly identified and reasons given for the reservation.

B. Submission Requirements Format Summary

Proposals should be prepared simply and economically, providing a straightforward and concise description of the Vendor's ability to meet the requirements of this RFP. Emphasis should be on completeness and clarity of content.

1. Deliver 7 physical hardcopies to the attention of Robert Mayson, no later than 4 p.m. March 20, 2013.
2. Each set should include all attachments requested, including copies of the electronic attachments itemized below.
3. Deliver electronically in with above (one set--CD-ROM, DVD, or USB flash drive) in native unlocked format as noted below:
 - a. Attachment A: Itemized Cost Proposal (.xls)
 - b. Attachment B: Vendor History Questionnaire (.xls)

Proposals that fail to address each of the submission requirements above may be deemed non-responsive and will not be further considered. The State Bar, solely upon its own discretion, will judge vendors on their overall compliance, and may judge a vendor to be materially compliant, even if that vendor is non-compliant to a particular requirement of the RFP.

If specific submission requirements are particularly large and self-contained they may be included in a separate appendix rather than in the body of the proposal. Submittals should not direct the evaluation team to general brochures, marketing materials or websites to obtain information related to the specific submission requirements; submittals that utilize references to external materials as an answer will be considered non-responsive.

Submittals should provide straightforward and concise information that fulfill the requirements of the RFP. Emphasis should be placed on brevity, conformity to the State Bar's instructions, and completeness and clarity of content. Proposals should not include generic promotional materials and graphics that increase page count and PDF file size without addressing substantive content. Hard copy brochures and marketing materials may be included as a supplement if desired.

C. Rejection of Proposals

The State Bar reserves the right in its sole discretion to reject any or all proposals in whole or in part, without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. If a proposal fails to meet a material requirement of the RFP, or if it is incomplete or

contains irregularities, the proposal may be rejected. A deviation is material to the extent that a proposal is not in substantial accord with RFP requirements.

Immaterial deviations may cause a bid to be rejected. The State Bar may or may not waive an immaterial deviation or defect in a proposal. The State Bar's waiver of an immaterial deviation or defect will in no way modify the RFP or excuse a bidder from full compliance with the RFP requirements.

Any proposal may be rejected where it is determined to be not really competitive, or where the cost is not reasonable.

Proposals that contain false or misleading statements may be rejected if in the State Bar's opinion the information was intended to mislead the State Bar regarding a requirement of the RFP.

D. Evaluation Process and Highest Scored Bidder

An evaluation team will review, in detail, all proposals that are received to determine the Highest Scored Bidder (“HSB”).

Following the initial review and screening of the written Proposals, using the selection criteria described below, several bidders may be invited to participate in the final selection process, which may include participation in an oral interview and/or submission of any additional information as requested by the State Bar.

The State Bar reserves the right to determine the suitability of proposals on the basis of a proposal's meeting administrative requirements, technical requirements, the review team's assessment of the quality and performance of the equipment and services proposed, and cost.

During the evaluation process, the State Bar may require a bidder's representative to answer questions with regard to the proposal and/or require certain bidders to make a formal presentation to the evaluation team and/or the State Bar Senior Executive Team. The State Bar may also have discussions with those bidders falling within a competitive range, request revised pricing offers from such bidders, and make an award and/or conduct negotiations thereafter.

This Request for Proposal does not commit the State Bar to awarding a Contract. Bidders shall bear all costs incurred in the preparation of the Proposal and participating in the Proposal evaluation process. The State Bar reserves the right to reject any and all Proposals, to accept the Proposal it considers most favorable in its sole discretion, and to waive minor irregularities. The State Bar further reserves the right to seek new Proposals when such procedure is considered by it to be in the best interest of the State Bar.

1. The following criteria will be used in reviewing and comparing the proposals and in determining the HSB. The weight to be assigned to each criterion appears following each item.
 - a. Responsiveness of the proposal to the submission requirements set forth in the RFP (5%).
 - b. Agreement with the State Bar's contracting requirements (5%).
 - c. The technical ability, capacity, and flexibility of the bidder to perform the contract in a timely manner and on budget, as verified by, e.g., the quality of any demonstration, client references, demonstrated success in projects with similar requirements and any other contracts with the State Bar (35%).
 - d. The financial viability of the bidder as evidenced by standard financial reports (10%).
 - e. The total cost of the proposal solution. If the proposal contains itemized rates, per piece pricing, or commission-based pricing, the State Bar reserves the right to calculate total contracted cost by calculating rates using either previous known usage activity or future projected volume. Costs will be evaluated only if a proposal is determined to be otherwise qualified. Costs should be itemized by type to allow the State Bar to implement the solution over the term of the contract (45%).
2. If a large number of proposals are received, the State Bar reserves the right to review the proposals using a tiered evaluation system. All qualified proposals will be evaluated based on the Submission Requirements and Cost, with the top candidates advancing as finalists and receiving a full evaluation as outlined above.

E. Award and Execution of Contract

Subject to the State Bar's right to reject any or all proposals, the HSB will be awarded the contract. Notice will be posted at the State Bar's offices at 180 Howard Street, San Francisco, CA and written notice sent to bidders on or about April 17, 2013 of the Bar's intention to award the contract to the HSB. It is anticipated that final selection of the HSB will be made by April 24, 2013. The evaluation team will select a winning proposal subject to approval by the Board of Trustees. Upon selection, the State Bar and the selected Vendor will enter into good faith negotiations on a contract containing, without limitation, the Statement of Work and Contracting Requirements sections below.

No contract or agreement, express or implied, shall exist or be binding on the State Bar before the execution of a written contract by both parties. If agreement on the terms of such a contract cannot be reached after a period deemed reasonable by the State Bar in its sole discretion, the State Bar may enter into negotiations and sign a contract with any other bidder who submitted timely, responsive and responsible proposals to this RFP.

If, after the State Bar and the HSB agree to terms and execute a contract, that contract is terminated for any reason, the State Bar may, in its sole discretion, either enter into negotiations with the next highest scored bidder, or issue a new RFP and begin the proposal process anew.

Questions regarding the State Bar's award of any business on the basis of proposals submitted in response to the RFP, or on any other matter in connection with the selection process, should be addressed in writing to andrew.conover@calbar.ca.gov.

Where written notice is required in this RFP, the notice must be sent by U.S. mail and either facsimile or e-mail.

F. Errors in the RFP

If a bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the bidder should immediately provide the State Bar with written notice of the problem and request that the RFP be clarified or modified. Without disclosing the source of the request, the State Bar may modify the document prior to the date fixed for submission of proposals by issuing an addendum to all potential bidders to whom the RFP was sent.

If prior to the date fixed for submissions, a bidder knows of or should have known of an error in the RFP but fails to notify the State Bar of the error, the bidder shall bid at its own risk, and if, awarded the contract, shall not be entitled to additional compensation or time by reason of the error or its later correction.

G. Questions Regarding the RFP

Questions regarding the RFP may be addressed in writing to Robert Mayson at robert.mayson@calbar.ca.gov. All questions must be submitted no later than 8 days prior to the date for submission of proposals. Questions and answers regarding the RFP may be shared with all bidders known to be interested in submitting a proposal.

If a question relates to a proprietary aspect of its proposal and the question would expose proprietary information if disclosed to competitors, the bidder may submit the question in writing, conspicuously marking it as "CONFIDENTIAL." With the question, the bidder must submit a statement explaining why the question is

sensitive. If the State Bar concurs that the disclosure of the question or answer would expose proprietary information, the question will be answered, and both the question and answer will be kept in confidence. If the State Bar does not concur regarding the proprietary nature of the question, the question will not be answered in this manner and the bidder will be notified.

A bidder, who believes that one or more of the RFP's requirements is onerous or unfair, or unnecessarily precludes less costly or alternative solutions, may submit a written request that the RFP be changed. The request must set forth the recommended change and reason for proposing the change. The State Bar must receive any such request no later than 5 days before the deadline for submitting proposals.

H. Addenda

The State Bar may modify the RFP prior to the date fixed for submission by posting, mailing, emailing or faxing an addendum to the bidders known to be interested in submitting a proposal. If any bidder determines that an addendum unnecessarily restricts its ability to bid, it must notify the State Bar in writing no later than 5 days before the deadline for submitting proposals.

I. Withdrawal and Resubmission/Modification of Proposals

A proposal may be withdrawn at any time prior to the deadline for submitting proposals by notifying the State Bar in writing of its withdrawal. The notice must be signed by the bidder. The bidder may thereafter submit a new or modified proposal, provided that it is received at the State Bar no later than the deadline.

Modification offered in any other manner, oral or written, will not be considered. Proposals cannot be changed after the evaluation process begins.

J. Protest Procedure

A bidder may protest the award if it meets all the following conditions:

1. The bidder has submitted a proposal that it believes is or should have been the HSB, under the criteria set forth above;
2. The bidder believes that its proposal meets the State Bar's administrative and technical requirements, proposes services of proven quality and performance, and offers a competitive cost to the State Bar; and
3. The bidder believes that the State Bar has incorrectly selected another bidder.

A bidder qualified to protest should contact Andrew Conover, Finance Manager, (415) 538-2207, to attempt an informal resolution. If this contact is unable to resolve the protest to the bidder's satisfaction, the bidder must file a written protest within 5 days of the notice of intention to award the contract. The written protest must state the facts surrounding the issue and the reasons the bidder believes the award to be invalid. The protest must be sent by certified or registered mail or delivered personally to:

The State Bar of California
180 Howard Street
San Francisco, CA 94105-1639

Attention: Peggy Van Horn, Chief Financial Officer

Protests will be reviewed and decided by the State Bar's Award Protest Team within 30 days after the State Bar issues written acknowledgment of the protest. In the event that a protest is filed, the contract award will be postponed pending resolution of the protest.

K. News Releases

News releases pertaining to the award of a contract may not be made without the prior written approval of the State Bar.

L. Disposition of Materials

All materials submitted in response to an RFP will become the property of the State Bar of California and will be returned only at the State Bar's option and at the expense of the bidder. One copy of each proposal will be retained for the State Bar's official files and become a public record. Specific limited pages of a proposal, not including proposed cost and compensation, may be marked as proprietary and confidential. The entire proposal cannot be deemed confidential. The bidder's consent will be requested before release of such confidential pages to non-State Bar personnel. By submitting a proposal, a bidder agrees to these terms and waives any right to pursue a cause of action for damages incurred as a result of the release of any information contained in a proposal.

IV. CONTRACTING REQUIREMENTS

Upon selection of a vendor, the terms set forth in this RFP are to be embodied in a definitive agreement containing such additional covenants and other provisions as may be mutually acceptable.

The State Bar contemplates that, in addition to the terms described above in this RFP, final agreement between the State Bar and the selected vendor will include, without limitation, the following terms. Submission of a proposal shall constitute agreement to

contract on these terms, except for any term specifically reserved in the proposal for future negotiation.

A. Time of Essence

Time is of the essence with respect to Vendor's performance of the services and equipment to be provided in the final agreement.

B. Warranties and Representations

Vendor warrants and represents that it possesses such expertise, experience and resources to perform the scope of services required in a diligent, timely and professional manner consistent with the standards of the industry. Vendor represents and warrants that none of its work performed under this Agreement will infringe on the rights of third parties. Vendor will supply at all times an adequate number of well-qualified personnel to perform the work. Vendor will provide a contact person available and authorized to remedy any non-conformity with this warranty. If any of Vendor's work is found to be infringing, Vendor will correct the work to be non-infringing at no charge to the State Bar.

C. Equipment, Tools, Supplies

The Vendor will supply all equipment, tools, supplies, offices, personnel, instrumentalities, transportation, support services and insurance required. The Vendor is not required to purchase, rent or hire any equipment, tools, supplies, offices, transportation, personnel, insurance or instrumentalities from the State Bar. The State Bar has no obligation whatsoever to provide any equipment, tools, supplies, offices, personnel, instrumentalities, transportation, support services or insurance required to perform services under this agreement.

D. Indemnity Obligations of Vendor

Vendor will indemnify and defend the State Bar (including its Board of Trustees, officers, director, agents, employees and volunteers, as the same may be constituted from time to time) from all claims, demands, damages, debt, liability, obligations, cost, expense, lien, action or cause of action (including but not limited to actual damages, fines and attorneys' fees, whether or not litigation is actually commenced) arising out of: (i) the material breach by Vendor of any warranty, representation, term or condition made or agreed to by Vendor; (ii) all products and services prepared by or for Vendor hereunder and provided to State Bar; (iii) any claim or action for personal injury, death or otherwise involving alleged defects in Vendor's business or any of its products or services provided to State Bar; (iv) any breach by Vendor of any statutory or regulatory obligation; (v) the actual or alleged infringement by Vendor of any patent, copyright, trademark or other proprietary right of any person or entity; and/or (vi) any act or omission of Vendor, its employees, agents or subcontractors.

E. Insurance Obligations of Vendor

The Vendor will provide and keep in full force and effect during the term of this agreement, at the Vendor's own cost and expense, the following insurance policies for the joint benefit of the Vendor and the State Bar, with an insurer reasonably acceptable to the State Bar:

1. Commercial general liability insurance with a general aggregate limit (other than products/completed operations) of at least Two Million Dollars (\$2,000,000.00); at least One Million Dollars (\$1,000,000.00) personal and advertising injury limit; at least One Million Dollars (\$1,000,000.00) premises and operations limit; at least One Million Dollars (\$1,000,000.00) each occurrence limit;
2. Workers' compensation coverage as required by law, together with employer liability coverage with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence.
3. Comprehensive automobile liability insurance covering owned, leased, hired and non-owned vehicles with at least One Million Dollars (\$1,000,000.00) combined single limit.
4. Professional liability insurance with a general aggregate limit of Two Million Dollars (\$2,000,000) and an occurrence limit of two Million Dollars (\$2,000,000).

The Vendor will deliver to the State Bar offices at 180 Howard Street, San Francisco, CA 94105 Attn: General Services, true and correct copies of its insurance policies required above, and certificates of such insurance within seven (7) days of the execution of this agreement. Each such policy will name the State Bar as an additional insured and will state that the Vendor's policy shall be primary and that any insurance carried by the State Bar shall be noncontributing with respect thereto. Each such policy will provide for thirty (30) days prior written notice to the State Bar in the event of cancellation or reduction in coverage or amount. If the Vendor fails to secure and maintain insurance policies complying with the provisions of this agreement, the State Bar may purchase the appropriate insurance policies and the Vendor will pay upon demand the cost of it to the State Bar or the State Bar may terminate this agreement. Additionally, if the Vendor assigns any portion of the duties under this agreement, each subcontractor or assignee will purchase and maintain the same insurance coverage required hereunder.

The Vendor will immediately notify the State Bar if the Vendor's commercial general liability insurance contains restrictive endorsements other than those restrictive endorsements normally included in the State of California. If the

Vendor's commercial general liability insurance contains such restrictive endorsements, the Vendor shall have five (5) business days to remove said restrictions. If the Vendor is unable to do so, the State Bar may terminate this agreement, and will be required to give the Vendor no more than two (2) days' notice of such termination, anything in this agreement to the contrary notwithstanding.

F. Termination

1. **At Will.** The agreement may be terminated by the State Bar, in its sole and complete discretion, upon thirty (30) days written notice to Vendor. In the event of termination pursuant to this section, the vendor's sole compensation will be for that portion of services performed or goods delivered up to the date of termination, together with reimbursable expenses, if any then due. Vendor will not be paid for any services, goods or reimbursable expenses associated with any work or service not specifically authorized by the State Bar.
2. **Authorization of Funds.** If the term of this agreement extends into fiscal year(s) subsequent to that in which it is signed, it is understood that the continuation of this contract is subject to the authorization of sufficient funding for such purpose by the California State Legislature. If sufficient funds are not so authorized, the parties mutually agree that the contract may be terminated or amended as appropriate in response to the reduction in funding. If the agreement is terminated, Contractor agrees to take back any affected equipment, products, software, or hardware furnished under this contract, and relieve the State Bar of any further obligation, except for the State Bar's obligation to pay for services already performed pursuant to this agreement.
3. **Default by Vendor.** This agreement may be terminated by the State Bar upon fifteen (15) days written notice to the Vendor in the event the Vendor is in default under any of its provisions. In the event this agreement is terminated due to the default by the Vendor, the Vendor will not be entitled to receive any compensation for services performed or for any reimbursable expenses incurred, and the State Bar will have the right to have the services completed by other parties and the Vendor will reimburse the State Bar for the actual costs to complete the services in excess of the balance of the fee and reimbursable expenses, if any, provided for in this agreement. Any such act by the State Bar will not be deemed a waiver of any other right or remedy of the State Bar, including, without limitation, the State Bar's right to consequential damages caused directly or indirectly by the Vendor's default.
4. **Automatic Termination.** This agreement will automatically terminate on the occurrence of any of the following events: (a) bankruptcy or

insolvency of either party; (b) sale of the business of either party; (c) failure to comply with federal, state or local laws, regulations or requirements, or (d) expiration of the agreement.

G. Confidentiality and Publicity

The Vendor will retain all information provided by the State Bar in the strictest confidence and will neither use it nor disclose it to anyone other than employees requiring the information to perform services under this agreement without the prior written consent of the State Bar. The State Bar retains the right to enjoin any unauthorized disclosure in an appropriate court of law. The Vendor will not issue any public announcements concerning the State Bar without the prior written consent of the State Bar.

H. Compliance with Laws

The Vendor agrees to comply with all applicable federal, state, and local laws and regulations, including but not limited to the provisions of the Fair Employment and Housing Act (Govt. Code, § 12900 et seq.) and any applicable regulations promulgated there under (Cal. Code of Regs., tit. 2, § 72850.0 et seq.). Vendor agrees to include the non-discrimination and compliance provisions of this clause in any and all subcontracts to perform work under the agreement.

I. Assignment/Subcontracting

1. **Assignment.** The Vendor will not assign or transfer its interest, in whole or in part, under this agreement, without the written consent of the State Bar, which consent may be granted or withheld in the sole and absolute discretion of the State Bar.
2. **Subcontracting.** The Vendor may subcontract with other qualified firms or individuals as required to complete all, or a portion of, the delivery of equipment and services, with the prior written approval of the State Bar.

The Vendor will clearly describe the reason for using any subcontractors, the specific role each subcontractor will play in the project, and the relationship between the Vendor and its subcontractor to be maintained during the term of this agreement. No subcontract will be approved unless the Vendor provides a written guarantee that the Vendor's firm will be contractually obligated to assume all project responsibilities and the insurance requirements set forth above.

J. General Provisions

1. **Force Majeure.** Neither party will be deemed in default of this agreement or any provision hereunder to the extent that any delay or failure in the performance of the obligations of such party (other than the

payment of money) results from any significant and material causes beyond its reasonable control and without fault or negligence by such party. Examples of such causes include, but are not limited to, (a) acts of God or public enemy, (b) acts of the government in either its sovereign or contractual capacity, (c) fires, (d) floods, (e) epidemics, (f) quarantine restrictions, (g) strikes, (h) embargoes, (i) earthquakes, and (j) unusually severe weather.

2. **Governing Law.** The agreement will be governed by the laws of the State of California without giving effect to its principles of conflict of laws.
3. **Attorneys' Fees.** In the event either party institutes any action or proceeding against the other party relating to this agreement, the unsuccessful party in such action or proceeding will reimburse the successful party for its disbursements incurred and for its reasonable attorneys' fees as fixed by the court. In addition to the foregoing award of attorneys' fees to the successful party, the successful party in any lawsuit will be entitled to its attorneys' fees and costs incurred in any post-judgment proceedings to collect or enforce the judgment. This provision is separate and will survive the merger of this provision into any judgment on this agreement.
4. **Audit.** Vendor agrees that the State Bar or its designee shall have the right to review and copy any records and supporting documentation pertaining to the performance of this Agreement. Vendor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Vendor agrees to allow the State Bar or its designee access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Vendor agrees to include a similar right of the State Bar or its designee to audit records and interview staff in any subcontract related to performance of this Agreement.
5. **License.** In those instances where required, the Vendor represents and warrants that the Vendor holds a license, permit or special license to perform the services pursuant to this agreement, as required by law, or employs or works under the general supervision of the holder of such license, permit or special license and shall keep and maintain all such licenses, permits or special licenses in good standing and in full force and effect at all times while the Vendor is performing the services pursuant to the agreement.