



The State Bar of California

OFFICE OF FINANCE

180 Howard Street, San
Francisco, CA 94105

REQUEST FOR PROPOSAL Security Services

This document is a Request for Proposal (**RFP**) for Security (**Services**).

The State Bar anticipates awarding a Master Services Agreement (MSA) for an initial term of up to 3 year (**Initial Term**), with an option to renew two one-year term, at the State Bar's sole discretion. The Initial Term, with Renewal Period(s), if elected, means the Term. Individual Statements of Work (SOWs) will be executed with specific scope, deliverables, timeline, and pricing defined in each SOW. Award can be based on one or both locations at State Bar's discretion. The State Bar expects to award a contract based on this RFP on or before September 4, 2026, for the Initial Term to commence in January 2027.

Please submit an electronic copy of your proposal by email to Grisel.Zendejas@calbar.ca.gov no later than 3:00 p.m. on **August 25, 2026 (Submission Deadline)**. Bidders will receive a confirmation email notifying them of receipt. If bidders do not receive such an email, please follow up by email to Grisel Zendejas.

SOLICITATION SCHEDULE	
RFP Released	July 29, 2026
Questions Deadline	August 10, 2026, by 3 p.m. PST
Answers to Questions Posted by	August 14, 2026
Proposals Due	August 25, 2026, by 3 p.m. PST
Anticipated Notice of Intent to Award	September 4, 2026
Anticipated Board of Trustees Approval	September 17, 2026
Anticipated Contract Start Date	January 1, 2027

San Francisco
Office 180
Howard Street
San Francisco, CA
94105

www.calbar.ca.gov

Los Angeles
Office 845 S.
Figueroa Street
Los Angeles, CA
90017

I. INTRODUCTION

The State Bar, created in 1927 by the Legislature and adopted as a judicial branch agency by amendment to the California Constitution in 1960, is a public corporation within the judicial branch of state government. The purpose of the State Bar is to ensure that the people of California are served by the legal profession in a manner consistent with the highest standards of professional competence, care, and ethical conduct; to carry out such additional programs as may be required by law or by rule of court; and to contribute generally to the science of jurisprudence and the administration of justice. The State Bar serves 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 the 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's mission is to protect the public and includes the primary functions of licensing, regulation and discipline of attorneys; the advancement of the ethical and competent practice of law; and support of efforts for greater access to, and inclusion in, the legal system. The State Bar is one of the largest state bars in the country and licenses approximately 290,000 attorneys. More information about the State Bar can be found [online](#). The State Bar's offices are located in San Francisco and Los Angeles.

II. PROJECT DESCRIPTION & STATEMENT OF WORK

The State Bar seeks to procure security guard services for its San Francisco and Los Angeles office. Each location has different requirements and needs as described in detail below. Award can be based on one or both locations at State Bar's discretion.

1. Background – San Francisco

The State Bar of California is seeking proposals from qualified security service providers to furnish security and lobby ambassador services for its office located at **180 Howard Street, San Francisco, California**.

Approximately 270 State Bar employees work within the San Francisco office. Most employees work one day a week in the office. The State Bar occupies the first floor and floors four (4) through six (6) of the building. The premises include administrative offices, meeting and conference facilities, and a courtroom located on the sixth floor.

The selected Contractor shall provide professional, customer-service-oriented security personnel responsible for maintaining a safe, secure, and welcoming environment for State Bar employees, visitors, contractors, guests, and participants in judicial proceedings. Services shall include lobby ambassador duties, visitor management, access control support, emergency response assistance, and general security awareness for all areas occupied by the State Bar. The Contractor shall provide all staffing, supervision, training, uniforms, equipment, and operational support necessary to perform the services described in this Statement of Work.

1.1 Vendor Requirements – San Francisco

Vendors submitting proposals for **San Francisco** office must meet the following minimum qualifications:

1. Possess all licenses, permits, registrations, and certifications required to provide security services in the State of California.
2. Maintain a local office within the San Francisco Bay Area capable of providing operational support, management oversight, and emergency staffing assistance.
3. Demonstrate experience providing security or lobby ambassador services for facilities of comparable size, complexity, and occupancy.
4. Currently service a minimum of ten (10) active security accounts or client sites of comparable size and complexity within the San Francisco Bay Area or Northern California region.
5. Maintain sufficient staffing resources, management support, and contingency plans to ensure uninterrupted service delivery.
6. Be signatory to and in good standing with any applicable collective bargaining agreement governing security officers assigned within the San Francisco Bay Area and comply with all applicable labor agreements, employment laws, and workforce requirements throughout the term of the contract.
7. Maintain positive working relationships with local law enforcement agencies, emergency responders, and building management personnel.
8. Maintain all required insurance coverage throughout the term of the contract.

Vendors that do not meet these minimum requirements may be deemed non-responsive and may be excluded from further consideration.

1.2 Positions Defined – San Francisco

The positions described in this RFP are defined as follows:

Lobby Ambassador (Full-Time)

A uniformed, unarmed security professional assigned as the primary Lobby Ambassador responsible for reception-area security, visitor assistance, access control support, customer service, and general security awareness during normal business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.).

Lobby Ambassador (Part-Time)

A uniformed, unarmed security professional assigned on a scheduled basis to provide meal and rest break coverage for the Full-Time Lobby Ambassador and to perform all duties associated with the Lobby Ambassador position during assigned hours.

1.3 Services Provided – San Francisco

Vendor shall provide all standard security services normally associated with protecting people and property in a professional office environment. Services shall include, but not be limited to, the following:

1. Implement and enforce access control policies and procedures; greet, check in, screen, direct, and escort employees, visitors, contractors, vendors, and courtroom participants.
2. Recognize and respond to security threats, suspicious activity, and security breaches.
3. Recognize and respond to emergency situations and safety hazards, including fire alarms, power outages, medical emergencies, elevator entrapments, and other incidents affecting State Bar floor occupants.
4. Maintain, test, monitor, and operate security equipment and systems, including access control devices, panic alarms, surveillance equipment and other security-related technology.
5. Monitor and operate access control and camera systems
6. Prepare and maintain appropriate logs, reports, threat watch list, incident documentation, and records of activities.
7. Implement and enforce security procedures as described in the Post Orders and other applicable State Bar policies and procedures.
8. Make recommendations regarding security policies, procedures, operational improvements, and appropriate responses to security concerns based on the Vendor's expertise and accepted industry best practices.
9. Monitor and provide information regarding public events, demonstrations, emergencies, or other activities in the surrounding area that may impact State Bar operations.
10. Provide Fire and Life Safety support, including Floor Warden coordination, emergency preparedness plan updates and related activities, and Emergency Response Team support, as requested by the State Bar.
11. Provide limited administrative support related to reception, visitor management, meetings, events, and general office operations, as requested by the State Bar.

1.4 Post Orders – San Francisco

As approved by the State Bar, the Vendor shall provide and maintain Post Orders, a copy of which shall be maintained at the security post. The State Bar, at its sole discretion,

may modify and/or amend the Post Orders at any time to accommodate its operational needs and/or improve the delivery of services. The Post Orders shall include, but not be limited to, the following:

1. Policies and detailed procedures related to providing security services at the site.
2. Daytime and after-hours contact information for key State Bar personnel, the Vendor's site supervisor, Account Executive, and other appropriate contacts.
3. Reference materials, emergency contact information, and other resources necessary to enable assigned staff to respond effectively to emergency situations.

1.5 Staffing Level and Schedule – San Francisco

Vendor shall provide staffing according to the following minimum requirements. Staffing levels and/or schedules may be changed at any time, temporarily or permanently, at the discretion of the State Bar.

Position/ Post	Hours Week	Usual Schedule*
Lobby Ambassador (Full-time)	40	M-F 8:00 a.m. - 5:00 p.m. 1 hour unpaid lunch
Lobby Ambassador (Part-Time)	20	M-F 8:00 a.m. - 12:00 p.m., or M-F 10:00 a.m. to 2:00 p.m. as arranged with the Full-Time Lobby Ambassador and State Bar personnel

The Part-Time Lobby Ambassador shall provide meal and rest break coverage for the Full-Time Lobby Ambassador and perform all required duties during assigned hours.

The State Bar may require extended-hour coverage for special events, courtroom proceedings, emergencies, or business continuity operations. Vendor shall demonstrate the ability to provide qualified personnel outside normal business hours upon request.

1.6 Staffing Considerations – San Francisco

The term “staff” as used in this section applies to all personnel assigned to the State Bar account, including Lobby Ambassadors (Full-Time and Part-Time), substitutes, and any supervisory or support personnel provided under this Agreement. The following provisions shall apply:

1. Vendor acknowledges that the quality of services provided is, in part, dependent upon the Vendor’s thorough understanding of the State Bar’s operations, employees, and specific security issues. The Vendor will work closely with the State Bar to select and

schedule a stable team of security staff, making changes in personnel only when necessary.

2. The State Bar reserves the right to participate in the interview process and to approve or reject the assignment of the Vendor's staff to its account. The State Bar further reserves the right to remove any staff member from its account at any time and for any reason.
3. As approved in advance by the State Bar, the Vendor shall provide at least one (1) additional fully trained substitute full-time Lobby Ambassador and one (1) additional fully trained substitute part-time Lobby Ambassador, who shall be available on short notice (four (4) hours or less) to substitute for regularly scheduled staff as needed and/or provide supplemental or overtime services as requested.
4. If the contract is awarded to a new vendor, the State Bar may wish to retain the services of individual staff currently employed by the State Bar's existing vendors to benefit from their experience and familiarity with State Bar operations. As part of the proposal, the Vendor shall describe its willingness and ability to hire incumbent personnel, its transition and retention strategy, and its approach to offering compensation and benefits that support the recruitment and retention of qualified personnel and promote continuity of service.

1.7 Staff Qualifications & Training – San Francisco

The term "staff," as used in this section, applies to all personnel assigned to the State Bar account, including Lobby Ambassadors (full-time and part-time), substitutes, and any supervisory or support personnel provided under this Agreement. The following provisions shall apply:

1. As a condition of employment, staff shall be screened in accordance with the Vendor's hiring requirements and, at a minimum, shall possess a valid guard card permit as required by the State of California and shall have passed background, reference, and criminal record checks conducted by the Vendor at no cost to the State Bar.
2. The Vendor shall ensure that staff possess the skills necessary to provide the required services consistent with the highest professional standards in the building security industry.
3. The Vendor shall provide all staff with the minimum training required by the California Bureau of Security and Investigative Services (BSIS) at no cost to the State Bar.
4. In addition to the minimum training required by BSIS, the Vendor shall provide all staff, prior to assignment at the State Bar and at no cost to the State Bar, training in the following areas:
 - a. Basic first aid and CPR
 - b. Customer service
 - c. De-escalation techniques and dealing with difficult individuals

- d. Basic report writing
- e. Emergency response procedures

5. For all staff newly assigned to the State Bar, the Vendor shall provide, at no cost to the State Bar, a minimum of sixteen (16) hours of orientation and training on the State Bar's facilities, operations, and security procedures. This training is separate from, and in addition to, the training described above.
6. For all staff assigned to the State Bar, the Vendor shall provide, at no additional cost to the State Bar, a minimum of four (4) hours per calendar quarter of supplemental training and continuing education. Training topics shall be agreed upon in advance by the State Bar and the Vendor.
7. For all supervising guards assigned to the State Bar, the Vendor shall provide, at no additional cost to the State Bar, a minimum of eight (8) hours per calendar quarter of supplemental training and continuing education. Training topics shall be agreed upon in advance by the State Bar and the Vendor.
8. The supervising guard and/or account executive shall maintain training records for all staff.
9. The State Bar reserves the right to require additional or specialized training for staff assigned to its account, to be provided by the State Bar at its expense.

1.8 Uniforms and Equipment – San Francisco

The Vendor shall furnish and maintain uniforms that are clean, pressed, and professional in appearance for all staff. Such uniforms shall be subject to approval by the State Bar and shall include, at a minimum: two (2) black blazers with the Vendor's company insignia, which may be in the form of an embroidered logo, sewn patch, or removable pin; three (3) black dress slacks; five (5) black long-sleeve shirts; and three (3) black ties.

1.9 Account Executive – San Francisco

The Vendor shall designate a primary management representative responsible for operational communications, staffing matters, issue resolution, and overall service delivery. Management personnel shall be available during normal business hours and shall maintain emergency contact availability outside normal business hours.

1. The Vendor shall assign a senior management representative as the Account Executive responsible for the State Bar account and serving as the State Bar's primary point of contact for all matters related to services provided under this contract.
2. The Account Executive shall hold monthly status meetings with the State Bar at mutually agreed-upon times.
3. The Account Executive shall ensure that the Lobby Ambassadors receive sufficient oversight, support, guidance, and resources from the Vendor; shall confer regularly with any Account Manager assigned to the project; and shall conduct both

scheduled and unscheduled site visits at least once per week. These visits shall be documented and reported to the State Bar in a mutually acceptable format.

4. The Vendor shall provide a 24/7 telephone number through which the State Bar may contact the Account Executive or a designated on-call representative in emergency situations.

2. Background – Los Angeles

The State Bar of California is seeking uniformed, unarmed security guard services for its 5-story office building located at **845 S. Figueroa Street, Los Angeles, CA 90017**. Approximately 300 State Bar Employees work in 845 S. Figueroa. Most employees work from the office 1-2 days a week. The State Bar occupies four office floors, a small area on the ground floor, two loading dock areas on the ground floor, and a basement parking garage. The majority portion of the first floor is occupied by a retail tenant. At the moment, the building has 24/7 security coverage. The vendor will provide uniformed, unarmed security guard services for the entire building, excluding the ground floor retail tenant and designated State Bar storage rooms.

2.1 Vendor Requirements – Los Angeles

Vendors submitting proposals for **Los Angeles** office must meet the following minimum qualifications:

1. Vendors must be party to the August 5, 2017, collective bargaining agreement with the Service Employees International Union, United Service Workers West (SEIU-USWW) Los Angeles.
2. Vendor must have a local Downtown Los Angeles branch office.
3. Vendors must currently service a minimum of ten active security accounts or sites in Los Angeles County, of comparable size and complexity to the State Bar's account.
4. Vendors must have immediate additional labor support, management support, continuity plans, and excellent law enforcement relationships.

Vendors that do not meet these minimum requirements may be deemed non-responsive and may be excluded from further consideration.

2.2 Positions Defined – Los Angeles

The positions described in this RFP are defined as follows:

Regular Guard

A regular, non-exempt security guard performing standard duties.

Supervising Guard

A non-exempt security guard with additional responsibility for the on-site supervision of the regular guards.

Account Executive

The vendor's senior management representative, responsible for the account with State Bar and serving as the State Bar's contact for all matters related to services provided under the contract.

2.3 Services Provided – Los Angeles

Vendor shall provide all the standard security services normally associated with protecting people and property in high-rise office buildings. Services shall include, but may not be limited to, the following:

1. Implement/enforce access control policies/procedures; greet, check-in, screen, direct and escort employees, tenants, visitors and vendors.
2. Recognize and respond to security threats or breaches.
3. Recognize and respond to emergency situations and safety hazards such as fire alarms, power outages, medical emergencies and elevator entrapments.
4. Maintain, test, and operate security equipment such as x-ray machines, metal detectors, panic alarms, access card readers and radios.
5. Monitor and operate access and video systems. Monitor surveillance systems, life safety systems, etc.
6. Prepare/maintain appropriate logs and reports of activities, incidents, etc.
7. Implement/enforce security procedures as described in the Post Orders.
8. Make recommendations about changes to security policies and procedures, or about appropriate responses to specific issues, based on vendor's own expertise and accepted industry best practices.
9. Monitor and provide information about public events or other activities in the geographic area that may impact State Bar operations.
10. Fire Life Safety training including Floor Warden and Emergency Response Team training to State Bar building occupants.

2.4 Post Orders – Los Angeles

As approved by the State Bar, vendor shall provide and maintain Post Orders, a copy of which shall be maintained at each security post. The State Bar, at its sole discretion, may change and/or amend the Post Orders at any time to accommodate its needs and/or to improve the delivery of services. The Post Orders shall include but not be limited to:

1. The policies and detailed procedures related to providing security at the site;
2. Daytime and after-hours contact information for key State Bar staff; for the vendor's site supervisor and account executive; and for others as appropriate;
3. Reference information, emergency contact information and any other resources required to allow the security team to effectively respond to emergency situations.

2.5 Staffing Level and Schedule – Los Angeles

Vendor shall provide a security team at the site according to the staffing plans below. The plans reflect the State Bar's current, regular staffing level and schedule at each site. Staffing levels and/or schedules may be changed at any time, temporarily or permanently, at the discretion of the State Bar.

Position/ Post	Hours Week	Usual Schedule*
Supervising Guard	40	M-F 8:00 a.m. - 5:00 p.m.
Regular Guard 1/1st floor	40	M-F 6:00 a.m. - 2:00 p.m.; ½ hour paid lunch
Regular Guard 2/1st floor	40	M-F 8:00 a.m. - 4:00 p.m. ½ hour paid lunch
Regular Guard 3/1st floor	40	Sun 6:00 a.m.-2:00 p.m.; ½ hour paid lunch M-R 10:00 a.m. - 6:00 p.m.; ½ hour paid lunch
Regular Guard 4/relief, weekend	40	F 10:00 a.m. - 6:00 p.m.; ½ hour paid lunch Sat 6:00 a.m.-2:00 p.m.; ½ hour paid lunch Sun-M 2:00 p.m. – 10:00 p.m.; ½ hour paid lunch W 8:00 a.m. - 5:00 p.m.
Regular Guard 5/swing	40	Tue-Sat 2:00 p.m. – 10:00 p.m.; ½ hour paid lunch
Regular Guard 6/grave	40	Thurs-Mon 10:00 p.m. – 6:00 a.m.; ½ hour paid lunch

Regular Guard 7/grave, weekend	16	Tue-Wed 10:00 a.m. – 6:00 a.m.; ½ hour paid lunch
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*Schedule includes 1-hour unpaid lunch break, unless otherwise noted.

2.6 Staffing Considerations – Los Angeles

The term “staff” as used below applies to regular guards, supervising guards and their substitutes. The following provisions will apply:

1. Vendor acknowledges that the quality of services provided is, in part, dependent upon the vendor’s thorough understanding of the State Bar’s operations, employees and particular security issues. Vendor will work closely with the State Bar to select and schedule a stable team of security staff, making changes in personnel only when necessary.
2. The State Bar reserves the right to participate in the interview process and to approve or reject the assignment of vendor’s staff to its account. The State Bar further reserves the right to remove any staff member from its account, at any time and for any reason.
3. As approved in advance by the State Bar, vendor shall provide at least four (4) additional fully-trained substitute regular guards and one (1) additional fully-trained substitute supervising guard, who shall be available on short-notice (four hours or less) to substitute for the regularly scheduled staff as needed, and/or provide to supplemental or overtime services as requested. Vendor shall be responsible for any costs associated with training the substitute security staff. Rates billed for the substitute staff shall be at the State Bar’s contracted hourly billable rates.
4. If the contract is awarded to a new vendor, the State Bar may wish to retain the services of individual staff currently employed by the State Bar’s existing vendors to benefit from their experience and familiarity with State Bar operations. As part of the proposal, the Vendor shall describe its willingness and ability to hire incumbent personnel, its transition and retention strategy, and its approach to offering compensation and benefits that support the recruitment and retention of qualified personnel and promote continuity of service.

2.7 Staff Qualifications & Training – Los Angeles

The term “staff” as used below applies to regular guards, supervising guards and account executives, and their substitutes. The following provisions will apply:

1. As a condition of employment staff shall be screened according to the vendor’s hiring requirements, and at a minimum possess a valid guard card permit as required by the State of California, and have passed background, reference, DMV, and criminal record checks as conducted by the vendor and at no cost to the State Bar.
2. Vendor shall ensure that staff has sufficient skills necessary to provide the required services

consistent with the highest professional standards in the building security industry.

3. Vendor shall provide to all staff the minimum training as required by the California Bureau of Security and Investigative Services (BSIS) at no cost to the State Bar.
4. In addition to the minimum training required by the BSIS, vendor shall provide to all staff, prior to assignment at the State Bar and at no cost to the State Bar, training in the following areas:
 - a. Basic first aid and CPR
 - b. Customer service
 - c. How to deal with difficult people; de-escalation techniques
 - d. Basic report writing
 - e. Emergency Response
5. For all staff newly assigned to the State Bar, vendor shall provide, at no cost to the State Bar, a minimum of sixteen (16) hours of orientation and training on the State Bar's facilities, operations and security procedures. This training is separate from and in addition to any training described above.
6. For all regular guards assigned to the State Bar, vendor shall provide, at no additional cost to the State Bar, a minimum of four (4) hours per calendar quarter of supplemental training/continuing education. Training topics shall be agreed upon in advance by the State Bar and the vendor.
7. For all supervising guards assigned to the State Bar, vendor shall provide, at no additional cost to the State Bar, a minimum of eight (8) hours per calendar quarter of supplemental training/continuing education. Training topics shall be agreed upon in advance by the State Bar and the vendor.
8. The supervising guard and/or account executive shall maintain training records for all staff.
9. The State Bar reserves the right to require additional/specialized training for staff assigned to its account, to be provided by the State Bar at its expense.

2.8 Uniforms and Equipment – Los Angeles

1. Vendor shall furnish and maintain uniform, clean, pressed, and professional attire for all staff. Such attire shall be subject to approval by the State Bar and include, at a minimum: Two (2) blazers; five (5) dress slacks; five (5) long-sleeve white or blue dress shirts; three (3) ties.
2. A supervising guard will be permitted to wear their own clean, pressed, and professional business attire in lieu of the attire provided by the vendor.

2.9 Account Executive – Los Angeles

1. Vendor shall assign, as an account executive, a senior management representative, responsible for the account with State Bar, and serving as the State Bar's contact for all matters related to services provided under the contract.
2. The account executive will hold monthly status meetings with the State Bar, at a mutually agreed upon time.
3. The account executive will ensure that the supervising guard receives sufficient oversight, support, guidance, and resources from Vendor; will confer on a regular basis with the supervising guard and/or any account manager Vendor assigns to the project; and will make regular scheduled and unscheduled visits to the site at least once per week. These visits will be documented and reported to the State Bar in a mutually acceptable format.
4. Vendor will provide a 24/7 telephone number through which the State Bar can contact the account executive or a substitute "on call" account executive in emergency situations.

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 Submission Deadline. Reference to a certain number of days in this RFP shall mean Business Days unless otherwise specified. **Business Day** means any day except any Saturday, any Sunday, any day which is a federal legal holiday in the United States or any day which is a [State Bar holiday](#).

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 table number and page number, and in the order below. All submission materials may be subject to California Public Records Act (CPRA) requests. If a proposal contains information considered to be a trade secret under California Civil Code section 3426.1 or otherwise believed by the bidder to be exempt from disclosure under the CPRA, bidder shall, when submitting its proposal, submit a complete duplicate copy of its proposal as one electronic file in Adobe Acrobat PDF format, with those parts of its proposal which Bidder deems to be exempt from disclosure under the CPRA redacted using black-out ("redacted copy"). Do not omit any pages from the redacted copy. Bidder shall submit with its redacted proposal a separate table detailing its basis for each redaction. A blanket statement of confidentiality or the marking of each page of the proposal as confidential shall not be deemed sufficient notice of a CPRA exemption, and a bidder who indiscriminately and without justification identifies most or all of its proposal as exempt from disclosure may be deemed non-responsive.

The CPRA permits the State Bar to withhold from the public all or part of a public record that is exempt from disclosure under the CPRA, and the State Bar will exercise this authority in its sole and absolute discretion. The State Bar shall not, in any way, be liable for any damages of any kind for the disclosure of a bidder's proposal, communications about a bidder's proposal, or any such related records or any parts thereof. In the event the State Bar is required to defend an action on a CPRA request for any contents of a proposal marked "trade secret", "confidential", or "proprietary", the bidder agrees to defend and indemnify the State Bar from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the CPRA.

1. An executive summary of no more than five pages, providing an overview of the bidder's organizational structure, history, services, market position, unique qualifications, strategic alliances, and any other information the bidder believes is pertinent. If the bidder intends to use subvendors for any portion of the Services, the executive summary must also include identification of proposed subvendors, their proposed roles in the project, and a brief overview of their qualifications and relevant experience with similar matter management implementations.
2. Qualifications, background, experience, and resumes of the project director and other staff proposed to work on the project including key personnel from any proposed subvendors if applicable.
3. A detailed overview of your company's Diversity, Equity, and Inclusion (DEI) policy, if applicable, outlining the company's commitment to DEI principles and actions taken to uphold them.
4. A detailed description of the services, techniques, approaches, and methods to be used in completing the project scope described in Section II.
 - a. Timelines and deadlines for each task (as applicable)
 - b. A proposed implementation strategy
 - c. Methodology for each of the following components of the SOW:
 - i. Training –using the system, running reports
 - d. Quality assurance processes and risk mitigation strategies throughout the services
5. A detailed cost proposal (Attachment B) to deliver the Services, including any travel costs and other expenses. If necessary, bidders' travel expenses will be reimbursed in accordance with the State Bar's [Travel and Business-Related Expense Policy](#).
6. 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.

7. A description of at least three (3) contracts within the past three (3) years for whom the bidder has performed services similar to those being requested in this RFP. Include the name of a contact person, title, physical and email addresses, and telephone numbers. The State Bar may, but is not obligated to, contact these references, or ask the bidder to provide additional references.
8. A description of the history of work previously performed for other State of California agencies or State Judicial Branch Entities.
9. 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 A. Vendor History Questionnaire** electronically in native .xls format per instructions below.
10. Disclosure of any potential or actual business, personal, or financial conflicts of interest with the [State Bar's Board of Trustees](#) and/or [State Bar staff](#) that could reasonably be expected to influence decisions or actions with respect to the State Bar's Board of Trustees or State Bar staff (Attachment A). Any disclosure shall include a description of the nature and extent of the actual or potential conflict. This disclosure must, at a minimum, include all known business, personal, or professional relationships between the State Bar and vendor. Examples of such relationships include but are not limited to: current or prior employment or contractual relationships between the State Bar and vendor in any capacity, current or prior employment or contractual relationships between State Bar and any vendor staff or vendor staff's family and friendships, or familial relationships between vendor staff and State Bar staff or Trustees.
11. A list and description of any legal actions, lawsuits, arbitrations, or formal protests related to the project scope described in Section II in which the bidder has been involved in the last 24 months that would have an impact on the bidder's ability to provide the requested services.
12. Confirmation that the bidder has all necessary business licenses, professional certifications, or other credentials to perform the services, and that the bidder, if a corporation, proof that it is in good standing and qualified to conduct business in California.
13. Proof of small business certification if vendor is certified as a small business by the California Department of General Services (DGS), or with a comparable small business certification from a California municipality.

14. A written acknowledgement of the acceptance of the Contracting Requirements set forth in Section IV of this RFP, or an explanation of specific concerns or requested changes. Specific terms may be reserved for future negotiation but must be clearly identified and include reasons given for the reservation. To submit exceptions, modifications, or additions to the terms included herein, bidder shall include its proposed exceptions, modifications, and additions in a redlined copy of the terms below. Bidder may include comments to explain its reasoning for the proposed redlines. The State Bar retains the right to negotiate terms following notice of intent to award.
15. Describe your disaster recovery and business continuity capabilities, including:
 - a. Recovery Time Objective (RTO) and Recovery Point Objective (RPO) commitments
 - b. Backup frequency, methods, and retention policies
 - c. Timeline for full system recovery (must address the State Bar's requirement for recovery within 24 hours)
16. Describe your approach to meeting State Bar security and compliance requirements, including data encryption (at rest and in transit), access controls, audit logging, vulnerability management, Personally Identifiable Information (PII)/ California Privacy Rights Act (PRA) compliance measures, and any relevant security certifications (SOC 2, etc.)
17. Bidder must notify the State Bar in writing if it: (1) intends to provide Generative AI (GenAI) as a deliverable to the State Bar; or (2), intends to utilize GenAI, including GenAI from third parties, to complete all or a portion of any Services or deliverables. Failure to report GenAI to the State Bar may result in disqualification. The State Bar reserves the right to seek any and all relief to which it may be entitled to as a result of such nondisclosure. Upon notification by a Bidder of GenAI as required, the State Bar reserves the right to incorporate clauses related to GenAI into the final contract or reject offers that present an unacceptable level of risk to the State Bar. Government Code 11549.64 defines "Generative Artificial Intelligence (GenAI)" as an artificial intelligence system that can generate derived synthetic content, including text, images, video, and audio that emulates the structure and characteristics of the system's training data."

B. SUBMISSION REQUIREMENTS FORMAT SUMMARY

Proposals must be emailed to Grisel.Zendejas@calbar.ca.gov by the Submission Deadline noted on Page 1 of this RFP.

The proposal package must include:

- One electronic copy containing the proposal in PDF (file-to-PDF only, do not print and scan) and attachments in its native format.

- Proposal (.pdf)
- Attachment A. Vendor History Questionnaire (.xls)
- Attachment B. Itemized Cost Proposal (.xls)

If specific submission components (including the requested plans, samples, and contracts requested) 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 nonresponsive.

Proposals should be prepared simply and economically, providing a straightforward and concise description of the bidder's ability to meet the requirements of this RFP. Emphasis should be placed on completeness and clarity of content, and conformity to the State Bar's instructions. Proposals should not include generic promotional materials and graphics that increase page count and PDF file size without addressing substantive content. Brochures and marketing materials may be included as a supplement if desired, in hard copy or a separate PDF file.

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.

Notwithstanding the foregoing, immaterial deviations may cause a bid to be rejected. The State Bar may 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 competitive, inaccurate or unreliable, or where the cost is unreasonable.

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.

The State Bar may judge a bidder to be materially compliant, even if that bidder is noncompliant to a particular requirement of the RFP.

D. EVALUATION PROCESS AND HIGHEST SCORED BIDDER

An evaluation team will review, in detail, all proposals received to determine the Highest Scored Bidder (**HSB**) through the evaluation process.

The State Bar reserves the right to determine the suitability of a proposal based on that proposal meeting the administrative and technical requirements of this RFP, and the evaluation team's assessment of the quality and performance of the services proposed and the cost of such services. Award can be based on one or both locations at State Bar's discretion.

Overview of Evaluation Process

All responsive proposals will be evaluated based on written submissions to determine which vendors meet requirements

- Evaluation consists of the reviewing written proposals and required attachments
- For the purpose of evaluating the cost of the proposal, vendors certified as a small business by the California Department of General Services (DGS), or with a comparable small business certification from a California municipality, will receive a five percent (5%) bid preference, capped at \$50,000, if the lowest cost responsive bid is received from a vendor that is not a certified small business. A non-small business prime contractor who uses certified small business subcontractors for at least 25 percent of its net bid price is also eligible for the five percent (5%) bid preference when competing against another non-small business. Costs will be evaluated only if a proposal is determined to be otherwise qualified

Scoring Methodology:

- Vendors will be evaluated on the criteria below
- Proposals that fail to address all Submission Requirements #1-17 in Section III-A may be deemed nonresponsive and disqualified from further evaluation

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, demonstration, sandbox environment experience and/or submission of any additional information as requested by the State Bar.

	Evaluation Categories	Weighted Score
Category A	Responsiveness of the proposal to the submission requirements set forth in the RFP.	10
Category B	Agreement with the State Bar's contracting requirements.	10
Category C	The technical ability, financial viability, capacity, and flexibility of the bidder to perform the contract in a timely manner and on budget, as verified by, i.e., the quality of any demonstration, client references, demonstrated success in projects with	50

	Evaluation Categories	Weighted Score
	similar requirements and any other contracts with the State Bar.	
Category D	The total cost of the proposal solution. 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.	30
MAX Score		100

During the evaluation process, the State Bar may require a bidder to answer questions or submit additional information with regard to the proposal; and/or may require a bidder to participate in an oral interview with or make a formal presentation to the evaluation team and/or the State Bar's leadership team. A key element of any oral interview or presentation will be the participation of the specific team members that the bidder intends to work on the State Bar's account.

E. RESERVED RIGHTS

The State Bar reserves the right to review the proposals using a tiered evaluation system, with the top candidates advancing as finalists and receiving a full evaluation as outlined above, which may include requests for revised pricing from such bidders.

This RFP 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.

F. AWARD AND EXECUTION OF CONTRACT

The evaluation team will select a winning proposal subject to approval by the Board of Trustees. In the case of a virtual tie (defined as evaluation scores within two points of one another), the Director of Finance may determine the awardee. Notice of Intent to Award will be emailed to the bidders on or about **September 4, 2026**. Upon selection, the State Bar and the selected Bidder will enter into good faith negotiations on a contract containing, without limitation, the Statement of Work/Project Scope section above and Contracting Requirements section 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 an 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 the next highest-ranked bidder who submitted a timely and responsive proposal to this RFP.

If, after the State Bar and the HSB agree to the terms and execute a contract, and 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. Where the contract is terminated for the HSB's default, the State Bar reserves the right to seek from the HSB the excess costs of reprocurement.

Questions regarding the State Bar's award of any contract 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 Grisel Zendejas, Principal Procurement Analyst at Grisel.Zendejas@calbar.ca.gov.

Where written notice is required in this RFP, the notice must be sent by email.

G. 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 Submission Deadline by issuing an addendum to all potential bidders to whom the RFP was sent.

If prior to the Submission Deadline, 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.

H. QUESTIONS REGARDING THE RFP

Questions regarding the RFP may be addressed in writing to Grisel Zendejas at Grisel.Zendejas@calbar.ca.gov. All questions must be submitted no later than 3 p.m. on **August 10, 2026**. 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, subject to the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1 of the Government Code). 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 ten (10) calendar days before the Submission Deadline.

I. ADDENDA

The State Bar may modify the RFP prior to the Submission Deadline 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 seven calendar days prior to the Submission Deadline.

J. WITHDRAWAL AND RESUBMISSION/MODIFICATION OF PROPOSALS

A proposal may be withdrawn at any time prior to the Submission Deadline 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 Submission Deadline. Modification offered in any other manner, oral or written, will not be considered. Proposals cannot be changed after the evaluation process begins.

K. PROTEST PROCEDURE

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

1. The State Bar failed to follow the procedures specified in either subdivision (b) or (c) of Public Contract Code section 10344.
2. The State Bar failed to correctly apply the standards for reviewing the format requirements or evaluating the proposals as specified in this RFP.
3. The State Bar failed to follow the methods for evaluating and scoring the proposals specified in this RFP.
4. The State Bar is proposing to award the contract to a bidder other than the bidder given the highest score by the evaluation team.

Within five (5) business days of the issuance of the notice of intent to award, a bidder qualified to protest should contact Grisel Zendejas, Principal Procurement Analyst at Grisel.Zendejas@calbar.ca.gov 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 prior to the award. Within five calendar days after filing the protest, the protesting bidder shall file a full and complete written statement specifying the grounds for the protest. 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
Attention: Chief Financial Officer
180 Howard Street
San Francisco, CA 94105-1639

Protests will be reviewed and decided by the State Bar's Award Protest Team within 30

calendar 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.

L. NEWS RELEASES

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

M. DISPOSITION OF MATERIALS

All materials submitted in response to an RFP will become the property of the State Bar 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 pursuant to the California Public Records Act. 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 (**Agreement**) containing such additional covenants and other provisions as may be mutually acceptable.

The State Bar contemplates that, in addition to the terms and conditions described above in this RFP, final agreement between the State Bar and the selected vendor will include, without limitation, the below terms and conditions (**Contracting Requirements**). Submission of a proposal shall constitute agreement to contract on these Contracting Requirements, 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

1. **Qualifications.** Vendor warrants that Vendor and its personnel, employees, and subvendors (if authorized) have the education, qualifications, expertise, experience, and ability necessary to perform the Services in a diligent, timely, professional, and workmanlike manner consistent with the highest industry standards for similar services.
2. Vendor's subcontractors, if any, warrants that its subcontractors, if any, will have the same standards of professionalism, ability and expertise as are required of Vendor, and its personnel and employees by the final Agreement.

3. Vendor warrants that the Services furnished pursuant to the final Agreement will conform to the requirements of the final Agreement.
4. **Legal Compliance.** Vendor warrants that it has or it will obtain in a timely manner, all permits, licenses, registrations, or approvals necessary or applicable to Vendor's delivery of the Services under the final Agreement.
5. **Intellectual Property.** Vendor warrants: (i) Vendor owns all right, title, and interest in, or otherwise has full right and authority to permit the use of any Pre-Existing IP; (ii) to the best of vendor's knowledge, the Pre-Existing IP does not infringe the rights of any third party, and use of the Pre-Existing IP as well as any of vendor's intellectual property rights in connection with the applicable statement of work does not and will not violate the rights of any third parties; (iii) vendor will comply with the terms and conditions of any licensing agreements which govern the use of third party materials; and (iv) vendor will comply with all laws and regulations as they relate to the services and deliverables.
6. **Original Work.** Vendor warrants that all Work Product is and will be vendor's original work (except for material in the public domain or provided by the State Bar) and does not and will not violate or infringe upon the intellectual property rights or any other rights of any person, firm, corporation, or other entity.
7. If any deliverable fails to conform to the standard specified above, vendor, at its sole expense, will promptly correct the defective deliverable. This remedy is cumulative of any and all other remedies to which the State Bar may be entitled pursuant to the final Agreement and applicable law.
8. **Title to Work.** Vendor warrants that the State Bar will receive good and valid title to all Work Product, free and clear of all encumbrances and liens of any kind.
9. **Good Standing.** Vendor represents that it has been duly organized, is validly existing and in good standing under the laws of the jurisdiction of its organization, and is duly qualified to do business in and is in good standing in the State of California.
10. **No Material Litigation.** Vendor represents that to the knowledge of Vendor no litigation is pending or threatened against or affecting vendor or any affiliate of vendor (i.e., entity in which vendor has a minority stake in the ownership of such entity) that will have a material adverse effect on vendor's ability to perform the Services.
11. **Inducement.** The representations and warranties in the final Agreement are essential inducements on which the State Bar relies in awarding and performing under the final Agreement.
12. **Conflicts.** Vendor represents and warrants that it has no known conflicts of interest that would prevent it from fulfilling its obligations under the final Agreement.
13. **Survival of Warranties.** Vendor's representations and warranties under the final Agreement will survive the termination or expiration of the final Agreement and will remain in full force

and effect throughout the useful life of the deliverables.

C. Independent Contractors

1. The Parties agree that vendor is an independent contractor and not an associate, employee, agent, joint venturer, or partner of the State Bar. Nothing in the final Agreement will be interpreted or construed as creating or establishing the relationship of employer and employee between the State Bar and vendor or any assistant, employee, or agent of vendor. Neither vendor nor its employees or agents will perform any act or acts that might lead others to believe that they are representatives of the State Bar, except as to the performance of the Services. Vendor has no authority (and will not hold itself out as having authority) to bind the State Bar and Vendor will not make any agreements or representations on the State Bar's behalf without the State Bar's prior written consent.
2. The State Bar will not control or direct the manner or means by which vendor, or vendor's employees or subvendors, perform the Services.
3. The Parties agree that the Services performed are outside the usual course of the State Bar's business.
4. Vendor represents that it is customarily engaged in an independently established trade, occupation, or business of the same nature as the Services performed hereunder.
5. **Furnish Labor and Equipment.** Unless otherwise provided in the final Agreement, vendor will furnish, at its own expense, all labor, tools, equipment, and materials necessary to perform the Services.
6. **Compliance with Applicable Rules.** Vendor will comply with all rules and procedures communicated to vendor in writing by the State Bar, including those related to safety, security, and confidentiality.
7. **State Bar Benefits and Tax Withholdings.** Vendor is not eligible to participate in any vacation benefits, group medical or life insurance, disability benefits, retirement benefits, or any other fringe benefits or benefit plans offered by the State Bar to its employees. The State Bar will not be responsible for withholding or paying any income, payroll, Social Security, or other federal, state, or local taxes. The State Bar will not be responsible for making any insurance contributions, including for unemployment, disability, or workers' compensation insurance on vendor's behalf.
8. Vendor may, at vendor's own expense, retain or employ such assistants, employees, or personnel as vendor deems necessary to perform the Services and such individuals will be vendor's employees or subvendors. Vendor assumes full and sole responsibility for the payment of all compensation and expenses of these

assistants, employees, or personnel, including workers' compensation coverage as required, all federal, state, and local income taxes, unemployment and disability insurance, Social Security, or other applicable withholdings.

D. Indemnity Obligations of Vendor

1. Indemnification by Vendor. Vendor will indemnify and defend and hold harmless the State Bar, including its Board of Trustees, members of State Bar committees and subentities, officers, directors, agents, attorneys, employees, volunteers, successors, and assigns, including their respective boards, officers, directors, agents, attorneys, employees and partners, (as the same may be constituted from time to time, hereinafter referred to as "**State Bar Indemnified Party (or Parties)**") from and against any and all claims, demands, damages, debts, liabilities, losses, obligations, costs, expenses, liens, judgments, awards, penalties, fines, actions, or causes of action (including but not limited to reasonable attorneys' fees, costs, and expenses), whether or not litigation is actually commenced (collectively, "**Losses**"), arising out of or in connection with any actual or alleged direct claim or third-party claim alleging: (i) breach by vendor of any warranty, representation, term, condition, or obligation under the final Agreement; (ii) any claim or action related to the Work Product, the Services, and the deliverables prepared by or for vendor in connection with the final Agreement and provided to the State Bar; (iii) any claim or action for personal or bodily injury, or death, or damage to personal or real property; (iv) any failure by vendor to comply with any statutory or regulatory obligation in the performance of its obligations under the final Agreement; (v) the actual or alleged infringement by vendor of any copyright, trademark, or other proprietary right of any person or entity; (vi) breach or potential breach of any confidentiality, data security, or privacy terms in the final Agreement; or (vii) any act or omission of vendor or its employees, agents, or subvendors related to the performance of the final Agreement.

2. Indemnification Procedures.

- a) If any third-party claim is commenced against any State Bar Indemnified Party entitled to indemnification under this Article, the State Bar shall promptly give written notice thereof to vendor, and vendor will immediately assume the defense of such claim with counsel satisfactory to the State Bar. The State Bar's failure to provide a notice to vendor under this section does not relieve vendor of any liability that vendor may have to the State Bar. In the event of a third-party claim, the State Bar Indemnified Party will cooperate, at the sole cost of vendor, in all reasonable respects with vendor and its attorneys in the investigation, trial, and defense of such claim, and in any appeal arising therefrom; provided, however, that the State Bar Indemnified Party may participate, through its attorneys (including, but not limited to, the State Bar's Office of General Counsel) or otherwise, in such investigation, trial, and defense of such claim, and any appeal arising therefrom. Vendor will coordinate the defense

of any third-party claim with the State Bar, including any investigation and trial, and any appeal therefrom. Vendor shall not enter into a settlement of any claim that involves a remedy other than the payment of money by vendor without the prior written consent of the State Bar. If vendor does not assume an immediate defense of a claim that vendor is obligated to defend, or if the State Bar's interests in any indemnified claim are adverse to the Vendor's, the State Bar will have the right to defend the claim in such manner as it may deem appropriate, at the sole cost and expense of vendor.

b) Notwithstanding anything to the contrary in this Article, the State Bar may select its own legal counsel to represent its interests, and vendor will:

- i. reimburse the State Bar for its costs and attorneys' fees immediately upon request as they are incurred; and
- ii. remain responsible to the State Bar for any Losses indemnified under this section.

c) If any legal work reasonably necessary to the State Bar's defense as described herein is performed by the Office of General Counsel, the State Bar will determine the value of such work at a reasonable hourly rate for comparable outside counsel and it will be promptly paid by vendor; provided, however, the Parties hereby confirm that such fees will be recoverable with respect to legal work performed by the Office of General Counsel only to the extent that such work is not duplicative of legal work performed by outside counsel paid for by vendor and representing the State Bar in such matter.

i. Survival. Vendor's obligations under this indemnity provision will survive the expiration and termination of the final Agreement.

ii. Enforcement of this Provision. Vendor will be liable to the State Bar for all costs (including but not limited to reasonable attorneys' fees, costs, and expenses) incurred by the State Bar for the purposes of enforcing this indemnity provision,

E. Rights in Work Product

1. **Intellectual Property Rights Defined.** For purposes of the final Agreement, the term "Intellectual Property Rights" means know-how, inventions, patents, patent rights, and registrations and applications, renewals, continuations and extensions thereof, works of authorship and art, copyrightable materials and copyrights (including, but not limited to, titles, computer code, designs, themes, concepts, artwork, graphics and visual elements, and methods of operation, and any related documentation), copyright registrations and applications, renewals and extensions thereof, mask works, industrial rights, trademarks, service marks, trade names, logos, trademark registrations and applications, renewals and extensions thereof, derivative works, trade secrets, rights in trade dress and packaging, publicity, personality and privacy rights, rights of attribution, authorship, integrity and other similarly afforded

“moral” rights, and all other forms of intellectual property and proprietary rights recognized by the U.S. laws, and other applicable foreign and international laws, treaties and conventions.

2. **Work Product.** Vendor recognizes and agrees that all right, title, and interest, including all Intellectual Property Rights, which may be prepared, procured, or produced in whole or in part in, or resulting from, the Services rendered by vendor pursuant to the final Agreement, including, without limitation, any and all deliverables, research, proposals, materials, reports, plans, other writings, and other work product (collectively referred to as “**Work Product**”), including all Intellectual Property Rights, are “works made for hire” for the benefit of the State Bar, and will be owned by the State Bar. To ensure that the Work Product becomes the sole property of the State Bar, in consideration of the mutual promises contained in the final Agreement, vendor hereby agrees to transfer, in perpetuity, to the State Bar all of the right, title, and interest in the Work Product, in the United States of America and throughout the world, and hereby assigns any and all such rights, including renewals and extensions of each such copyright(s) that may be secured under the laws now or hereafter. Vendor will execute, at the State Bar’s request and expense, during and after the Term, all further actions including execution and delivery of documents reasonably required to perfect the foregoing rights in the State Bar. In the event vendor fails to execute any documents, vendor appoints the State Bar as its attorney-in-fact to execute such documents on vendor’s behalf. Vendor hereby waives or transfers any and all moral rights, including without limitation any right to attribution, identification, integrity, disclosure, authorship or any other rights that may be known as “moral rights,” or limitation on a subsequent modification that vendor (or its employees, agents, or subvendors) has or may have in the Work Product or any part thereof.
3. **No Transfer of Title in and to Vendor’s Pre-Existing IP.** Notwithstanding the foregoing, the State Bar acknowledges that independent of the final Agreement, vendor has created, acquired, or otherwise has rights in and may, in connection with the performance of the final Agreement, employ certain intellectual property, including, without limitation, various concepts, ideas, methods, methodologies, procedures, processes, know-how, or techniques (collectively, “**Pre-Existing IP**”). The State Bar and vendor intend that vendor’s interests in or title to such Pre-Existing IP will remain vested in vendor; provided, however, that to the extent that Work Product incorporates any Pre-Existing IP, vendor hereby grants to the State Bar a worldwide, perpetual, nonexclusive, fully paid-up, royalty-free, irrevocable right and license to use such Pre-Existing IP as incorporated into such Work Product to enable the State Bar to have full use of such Work Product as contemplated by the final Agreement, including, without limitation, the right to run, execute, copy, modify, create derivative works, display, distribute, and sublicense such rights. Vendor represents that its rights to any Pre-Existing IP are sufficiently broad to meet the requirements of this section.
4. **No Transfer of Title in and to State Bar’s Pre-Existing IP.** As between vendor and

the State Bar, the State Bar is, and will remain, the sole and exclusive owner of all right, title, and interest in and to any documents, specifications, data, know-how, methodologies, software, Confidential Information and other materials provided to vendor by the State Bar ("State Bar Materials"), including all Intellectual Property Rights therein. Vendor has no right or license to reproduce or use any State Bar Materials except solely during the Term to the extent necessary to perform vendor's obligations under the final Agreement. All other rights in and to the State Bar Materials are expressly reserved by the State Bar. Vendor has no right or license to use the State Bar's trademarks, service marks, trade names, logos, symbols, or brand names.

5. **Third Party Materials.** As used in the final Agreement, "Third Party Materials" means proprietary third-party materials which are incorporated into the Deliverables. All Third-Party Materials are the exclusive property of their respective owners. Vendor must inform the State Bar of all Third-Party Materials that may be required to perform the Services or otherwise integrated into the Deliverables. Under such circumstances, vendor will inform the State Bar of any need to license and unless otherwise provided for by the State Bar, vendor will obtain the license(s) necessary to permit the State Bar's use of the Third-Party Materials consistent with the usage rights granted herein. In the event vendor fails to properly secure or otherwise arrange for any necessary licenses or instructs the use of Third-Party Materials, vendor hereby indemnifies, saves and holds harmless the State Bar from any and all damages, liabilities, costs, losses or expenses (including reasonable attorney's fees and costs) arising out of any claim, demand, or action by a third party arising out of vendor's failure to obtain copyright, trademark, publicity, privacy, defamation or other releases or permissions with respect to materials included in the Deliverables.

F. Insurance Obligations of Vendor

1. Without in any way limiting vendor's liability pursuant to the "Indemnification" Section of the final Agreement, during the Term of the final Agreement, vendor will maintain and keep in full force and effect at vendor's own cost and expense, the below insurance policies for the joint benefit of vendor and the State Bar.
 - a) **Commercial General Liability Insurance** coverage having a combined single limit of not less than One Million Dollars (\$1,000,000) for bodily injury and property damage liability, Two Million Dollars (\$2,000,000) annual aggregate, and One Million Dollars (\$1,000,000) for products/completed operations. Such commercial general liability insurance will name the State Bar and its Board of Trustees, directors, officers, and employees as additional insured. Such commercial general liability insurance coverage will be with an insurance carrier with an A.M. Best rating of not less than A:X.

- b) **Workers' Compensation** coverage if vendor has one or more employees as defined by the State of California, coverage as required by applicable California state law and federal statutes covering liability for injuries to all persons employed by the insured in the conduct of its operations, together with employer's liability insurance in the amount of One Million Dollars (\$1,000,000) for each accident and One Million Dollars (\$1,000,000) policy limit for bodily injury by disease. Such workers' compensation insurance coverage will be with an insurance carrier with an A.M. Best rating of not less than A:X.
 - c) **Comprehensive Automobile Liability Insurance** coverage if vehicle or mobile equipment are used to perform the Services under the final Agreement, having a combined single limit of not less than One Million (\$1,000,000) per occurrence and insuring against liability for claims arising out of the ownership, maintenance, or use of any owned, hired or nonowned vehicles. Such comprehensive automobile liability insurance will name the State Bar and its Board of Trustees, directors, officers, and employees as additional insured. Such comprehensive automobile liability insurance coverage will be with an insurance carrier with an A.M. Best rating of not less than A:X.
 - d) **Professional Liability Insurance** coverage with the minimum limit of Two Million Dollars (\$2,000,000). Such professional liability insurance coverage will be with an insurance carrier with an A.M. Best rating of not less than A-VII.
 - e) **Privacy Security Liability/Cyber Insurance** coverage for a minimum limit of Two Million Dollars (\$2,000,000) per claim and annual aggregate. Such privacy security liability/cyber insurance will be with an insurance carrier with an A.M. Best rating of not less than A:X.
 - f) **Umbrella Liability Insurance** coverage with a general aggregate limit of Five Million Dollars (\$5,000,000.00) and a per occurrence limit of at least Five Million Dollars (\$5,000,000.00). Such umbrella liability insurance will name the State Bar and its Board of Trustees, directors, officers, and employees as additional insured. Such umbrella liability insurance coverage will be with an insurance carrier with an A.M. Best rating of not less than A:X.
2. Prior to commencing any work under the final Agreement, vendor will deliver evidence of the required insurance to the State Bar offices at:

The State Bar of California Attention:

Procurement Procurement@calbar.ca.gov
 180 Howard Street
 San Francisco, CA 94105

Please include certificates of insurance, together with original endorsements, evidencing compliance with the requirements in this Article. Each certificate will provide that the issuing company (the insurer) will mail written notice to the State Bar 30 calendar days prior to any cancellation of the policies or reduction in coverage or amount. In addition, vendor will also provide prompt written notice to the State Bar if there are any cancellations or lapses, reductions in coverage or coverage limit, or other material changes to the insurance policies. Failure to maintain insurance will constitute a material breach of the final Agreement. If vendor fails to secure and maintain the required insurance policies as set forth in this Section, the State Bar may, but is not required to, purchase the required insurance coverage and vendor will reimburse the State Bar for all the associated costs. Should any required insurance lapse during the term of the final Agreement, requests for payments originating after such lapse will not be processed until the State Bar receives satisfactory evidence of reinstated coverage as required by the final Agreement, effective as of the lapse date. If vendor assigns, subcontracts, or delegates any portion of the duties, vendor will ensure that each such assignee, subvendor, or delegee purchases and maintains insurance coverage required by the final Agreement.

3. Should any of the required insurance be provided under a claims-made form, vendor will maintain such coverage continuously throughout the term of the final Agreement and, without lapse, for a period of three years beyond the expiration of the final Agreement, to the effect that, should occurrences during the contract term give rise to claims made after expiration of the final Agreement, such claims will be covered by such claims-made policies.
4. Should any of the required insurance be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit will be double the occurrence or claims limits specified above.

G. Termination

1. The State Bar may terminate the final Agreement, in its sole discretion, with or without cause and for any reason upon 30 calendar days written notice to vendor. Vendor's sole compensation will be for that portion of the Services performed by vendor to the date of termination, together with reimbursable expenses, if any, then due pursuant to the final Agreement; provided, however, that vendor will not be paid for any services or reimbursable expenses associated with any work or service which was not authorized by the State Bar pursuant to the final Agreement.
2. The State Bar reserves the right to terminate the final Agreement for cause due to

a material breach by the Vendor. Where cure is reasonably possible, the State Bar shall provide written notice of the material breach and provide a reasonable opportunity to cure. Where cure is not reasonably possible, the State Bar may terminate the final Agreement for cause with immediate effect.

3. The final Agreement will terminate automatically in the event of the bankruptcy or insolvency of either Party.
4. If the Term of the final Agreement extends into fiscal year(s) subsequent to that in which it is signed, it is understood that the continuation of the final Agreement is subject to an authorization of sufficient funding for such purpose by the California State Legislature and the Governor of the State of California. If sufficient funds are not so authorized, the Parties mutually agree that the final Agreement may be terminated or amended as appropriate in response to such occurrence. If the final Agreement is terminated, vendor agrees to relieve the State Bar of any further obligations, except for the State Bar's obligation to pay for the Services already performed or reimbursable expenses already incurred up to the date of termination pursuant to the final Agreement.
5. No Party will be liable or responsible to the other Party, nor be deemed to have defaulted under or breached the final Agreement, for any failure or delay in fulfilling or performing any terms of the final Agreement, when and to the extent such failure or delay is caused by or results from acts beyond the affected Party's ("Impacted Party") reasonable control, including, without limitation, the following force majeure events ("Force Majeure Events"): (a) acts of God; (b) flood, fire, earthquake, other specific potential disasters or catastrophes, such as epidemics, pandemics, or quarantines, or explosions; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest; (d) government order or law; (e) actions, embargoes, or blockades in effect on or after the date of the final Agreement; (f) action by any governmental authority; (g) national, regional, or local emergency; (h) strikes, labor stoppages or slowdowns, or other industrial disturbances; or (i) shortage of adequate power or transportation facilities. The Impacted Party will give notice within seven (7) days of the Force Majeure Event to the other Party, stating the period of time the Force Majeure Event is expected to continue, and describing the impact on performance of the Services and other obligations under the final Agreement. Notwithstanding the preceding sentence, if either Party's performance is affected by any Force Majeure Event, either Party may terminate the final Agreement by written notice to the other Party, without any penalty, liability, or any other costs or damages, whatsoever.
6. Upon expiration, cancellation, or termination of the final Agreement, or at any other time upon the State Bar's written request, vendor will, within seven calendar days after such expiration, cancellation, termination, or written request:
 - a) deliver to the State Bar all deliverables (whether complete or incomplete), Work Product and all materials, equipment, and other property provided for vendor's use by the State

Bar;

- b) deliver to the State Bar all tangible documents and other media, including any copies, containing, reflecting, incorporating, or based on the Confidential Information;
- c) permanently erase all the Confidential Information from vendor's computer and phone systems; and
- d) certify in writing to the State Bar that vendor has complied with the requirements of this Section.

H. Confidentiality and Publicity

1. **Confidentiality Obligations.** Vendor agrees to maintain in strictest confidence any nonpublic, proprietary, or confidential information, records, data, and/or any and all other material disclosed or provided by the State Bar to vendor or its employees, consultants, vendors, subvendors, and agents (collectively, "**Vendor's Representatives**"), either orally, in writing, electronically or in any other form or medium, or that vendor or Vendor's Representatives may otherwise receive access to in connection with the Services, concerning any aspect of the affairs of the State Bar, including by way of example and without limitation any information or material pertaining to the State Bar's operations, processes, plans, policies, procedures, Board of Trustees, leadership, management, employees, personnel, vendors, volunteers, legal and regulatory affairs, attorney-client privileged information, attorney work product, applicant admissions and moral character records, licensee disciplinary records that are confidential under Business and Professions Code section 6086.1(b), Bagley-Keene closed session materials, financial data, licensees (former and current), applicants, and relationships with third-parties ("**Confidential Information**"). Confidential Information also includes any notes, analyses, compilations, studies or other material, Work Product, deliverables or documents prepared by vendor and Vendor's Representatives which contain, reflect, or are based, in whole or in part, on the Confidential Information. Confidential Information also includes any confidential or proprietary information of any third-party who may disclose such information to the State Bar in the course of the State Bar's affairs. Confidential Information will also include the existence and terms of the final Agreement. Confidential Information does not include information that: (a) is or becomes a part of the public domain through no act or omission of vendor or Vendor's Representatives; (b) is lawfully disclosed to vendor or Vendor's Representatives by a third-party without restrictions on disclosure; or (c) was in vendor or vendor's Representative's lawful possession, as established by documentary evidence, prior to the disclosure by the State Bar.
2. **Safeguarding Confidential Information.** Vendor shall safeguard such Confidential Information and will take all necessary steps to protect such Confidential Information. Vendor will only use and disclose Confidential Information to Vendor's Representatives requiring such Confidential Information to perform the Services pursuant to the final Agreement. Vendor will require each of Vendor's Representatives to execute a written agreement containing obligations of

confidentiality substantially similar to those in the final Agreement. All Confidential Information furnished to vendor by the State Bar is the sole and exclusive property of the State Bar or, where applicable, other third-parties. Vendor will notify the State Bar immediately of any unauthorized use, access, or disclosure of Confidential Information and take all commercially reasonable steps to prevent further use, access, or disclosure.

3. **Unauthorized Disclosure.** Vendor shall not disclose Confidential Information or permit it to be disclosed, in whole or part, to any third-party without the prior written consent of the State Bar in each instance. If any person or entity requests by a subpoena or court order any information or materials relating to the final Agreement which is within the possession, custody, or control of vendor (or the possession, custody, or control of personnel, employees, agents, or representatives of Vendor), vendor will promptly inform the State Bar of such request and cooperate with the State Bar to the extent the State Bar objects or moves to quash such request or subpoena. Notwithstanding any contrary provision contained herein, vendor may disclose Confidential Information to the extent that such disclosure is required by law or regulation, or is pursuant to a valid order of a court of competent jurisdiction or an authorized governmental authority; provided that vendor: (a) immediately notifies the State Bar in writing of the disclosure request and to the extent not prevented from doing so by an applicable government authority, provides the State Bar a copy of the order by the applicable court or governmental authority so the State Bar may seek a protective order or another appropriate remedy; (b) cooperates with the State Bar if it seeks a protective order or other appropriate remedy preventing or limiting disclosure; and (c) seeks confidential treatment of any Confidential Information required to be disclosed before disclosure. If the State Bar cannot obtain a protective order, another appropriate remedy, or otherwise fails to quash the legal process requiring disclosure, vendor will work with the State Bar to disclose the requested Confidential Information only to the extent required by such law, regulation, or order.
4. **Injunctive Relief.** Vendor acknowledges that irreparable harm can result to the State Bar and to third parties by disclosure or threatened disclosure of Confidential Information that cannot be adequately relieved by money damages alone. Accordingly, the State Bar may seek equitable remedies including a temporary or permanent injunction or other equitable relief from any court of competent jurisdiction, without the necessity of showing actual damages and without the necessity of posting any bond or other security. The equitable relief will be in addition to, not in lieu of, legal remedies, monetary damages, or other available forms of relief. If the State Bar incurs any loss or liability arising out of disclosure or use of any Confidential Information by any one or more of vendor's Representatives other than as authorized herein, that disclosure or use will be deemed to have been by vendor for purposes of determining whether vendor breached any of its obligations under the final Agreement.
5. **No Publicity.** Vendor shall not issue any public announcements or statements

related to the final Agreement or the Services performed for the State Bar, or engage in any publicity or advertising related to the same without obtaining the prior written consent of the State Bar.

6. **Data Security.** Vendor shall notify the State Bar in writing, as provided by the terms of the final Agreement and to irt@calbar.ca.gov, as soon as reasonably feasible, and in any event within twenty-four hours, of vendor's discovery or reasonable belief of any security incident including, but not limited to, any actual or reasonably suspected: (i) unauthorized use of, or unauthorized access to, information systems or any attempted unauthorized use of, or unauthorized access to information systems (excluding pings), (ii) damage to, or inability to access, Confidential Information or information systems due to a malicious use, attack or exploit of such Confidential Information or information systems or any attempt to do so, (iii) unauthorized acquisition, alteration, disclosure, theft, or loss of or access to Confidential Information or any attempt to do so, (iv) unauthorized use of Confidential Information for purposes of actual, reasonably suspected, or attempted theft, fraud, identity theft or other misuse, (v) transmission of malicious code to the State Bar's information systems arising from, in whole or part, an act, error, or omission of vendor or vendor's Representatives, (vi) poisoning attacks or content-based attacks that materially impact the safety, reliability, and accuracy of Contractor's Services, and or (vii) any other cybersecurity event or personal information breach as defined by any applicable data protection laws ("Security Incident"). Vendor shall begin remediation immediately. Vendor shall provide frequent updates regarding findings and actions performed by vendor until the Security Incident has been effectively resolved to the State Bar's satisfaction. Vendor shall conduct an investigation of the Security Incident and shall share the report of the investigation with the State Bar. At the State Bar's sole discretion, the State Bar and its authorized agents shall have the right to lead or participate in the investigation. If the State Bar is subject to liability for any Security Incident, then vendor shall indemnify, defend, and hold harmless the State Bar from such claims.

I. Compliance with Laws

Vendor, and its personnel, employees, and subvendors will comply with all applicable laws, ordinances, and regulations adopted or established by federal, state, or local governmental bodies or agencies, including but not limited to the provisions of the Fair Employment and Housing Act (California Government Code, section 12900 et seq.) and any applicable regulations promulgated thereunder (California Code of Regulations, Title 2, section 7285.0 et seq.), ADA/ADAAA, and section 508 of the Rehabilitation Act. Vendor will include the nondiscrimination and compliance provisions of this Section in all subcontracts that will perform work under the final Agreement.

J. Staffing

1. **No Assignment, Subcontracting, Delegation or Transfer.** Vendor will not assign, subcontract, delegate, or otherwise transfer any of the rights, duties, or obligations set forth in the final Agreement to any third-party without the prior written consent of the State Bar.
2. **Conditions Precedent for Vendor to Subcontract the Services.** Vendor may retain independent subvendors to furnish Services and access Confidential Information (as defined in Section IV, subsection H) only in accordance with this section (hereinafter referred to as "Subvendors"). All Subvendors must be approved in advance in writing by the State Bar, such approval to be granted in the State Bar's sole discretion. In advance of providing any Services or receiving any Confidential Information, all Subvendors will execute a written agreement reasonably satisfactory to the State Bar: (i) sufficient to secure compliance by such Subvendors with the obligations of confidentiality concerning Confidential Information as set forth in Section IV, subsection H; (ii) in accordance with Section IV, subsection E.2. (Rights in Work Product), acknowledging Subvendor's obligation to transfer and/or assign any rights, title, and interest to all materials and Work Product in connection with performance hereunder; and (iii) effecting assignments of all Intellectual Property Rights concerning the Work Product, including the Deliverables to the State Bar as specified in Section IV, subsection E. The State Bar, upon request, may review such agreements at any time before or after execution by such Subvendors to ensure compliance with the final Agreement.
3. **Assignment of Personnel.** Vendor must have control of its employees and Subvendors (if any) (individually and collectively, "Personnel") it assigns to the work of the Project; provided, however, that if the State Bar becomes dissatisfied with the performance of any of Vendor's Personnel providing Services, the State Bar may notify vendor of the details of the unsatisfactory performance and the parties will cooperate to remedy the problem as soon as reasonably possible. If the State Bar makes such a request, vendor will use its best efforts to reassign any Personnel who are the subject of the State Bar's dissatisfaction and instead attempt to provide Services through replacement Personnel. Services performed under the terms of the final Agreement will be performed at the State Bar's offices or vendor's offices.
4. **Vendor's Project Liaison.** Vendor must designate an employee of sufficient management rank to act as its representative in dealing with the State Bar ("Vendor's Project Liaison"). Vendor's Project Liaison must represent vendor and have responsibility for ensuring that vendor performs its obligations under the final Agreement and for communicating with the State Bar regarding Project status and issues. Vendor must use reasonable efforts to minimize changing the person who is serving as Vendor's Project Liaison during the Term.

K. General Provisions

1. **Jurisdiction.** The final Agreement is deemed to have been made and entered into by the parties at San Francisco, California and will be construed according to the laws of the State of California. Any litigation arising out of or in connection with the final Agreement will be filed in the appropriate court in San Francisco, California. Nothing in this or the final Agreement shall be construed to waive the State Bar's sovereign immunity.
2. **Audit.** The State Bar reserves the right to have an independent audit conducted of vendor's compliance with the terms of the final Agreement, if the State Bar reasonably believes such audit is necessary to ensure confidentiality, or financial or program accountability or integrity. Vendor will retain all records associated with the Services performed for a period of four years from the expiration, cancellation, or termination of the final Agreement. Accordingly, vendor agrees that the State Bar or its designated representative will have the right to review and to copy any records and supporting documentation pertaining to the performance of the final Agreement. Vendor agrees to allow interviews of any Personnel who might reasonably have information related to such records. Further, vendor agrees to include a similar right of the State Bar to audit in any subcontract related to the performance of the final Agreement.