

**SUPREME COURT OF LOUISIANA
400 ROYAL STREET, SUITE 1190
NEW ORLEANS, LA 70130-8101**

**RFP LASC 2012-001
REQUEST FOR PROPOSALS FOR
TELECOM SERVICE**

I. PURPOSE & SCOPE OF SERVICES

The Supreme Court of Louisiana invites qualified telecommunications service providers to submit proposals for a three-year contract to provide MPLS, Internet and T1 PRI services to the following locations:

Location	Service	Speed
400 Royal Street, New Orleans, LA 70130	Internet	150 Mbps
400 Royal Street, New Orleans, LA 70130	MPLS	150 Mbps
400 Royal Street, New Orleans, LA 70130	PRI T1	
1555 Poydras Street, New Orleans, LA 70112	MPLS	10 Mbps
601 Saint Charles Avenue, New Orleans, LA 70130	MPLS	10 Mbps
2800 Veterans Memorial Blvd., Metairie, LA 70002	MPLS	1.5 Mbps
621 Canal Boulevard, Thibodaux, LA 70301	MPLS	6 Mbps
1600 N 3rd Street, Baton Rouge, LA 70802	MPLS	10 Mbps
320 N Columbia Street, Covington, LA 70433-2918	MPLS	6 Mbps
1651 Louisville Avenue, Monroe, LA 71201-6031	MPLS	6 Mbps
430 Fannin Street, Shreveport, LA 71101	MPLS	10 Mbps

II. BACKGROUND

The Supreme Court of Louisiana (the “Court”) is a state court of last resort with its principal offices located in the Parish of Orleans, State of Louisiana. A large majority of Court employees are housed in the 400 Royal Street Courthouse or in other New Orleans locations, along with satellite offices in various locations throughout the State.

III. SUBMISSION OF PROPOSALS

One (1) original and three (3) copies of each proposal must be **received**, either by hand delivery or by certified mail, no later than **5:00 p.m. on Monday, January 14, 2013** at the following address:

Attention: Paul Tumminello, CMIS Division
The Supreme Court of Louisiana
Office of the Judicial Administrator
400 Royal Street, Suite 1190
New Orleans, Louisiana 70130-8101

Any proposals which are received after this deadline will not be considered. All envelopes containing a proposal must bear the name of the entity making the proposal, and must have the following clearly written or typed on the face of the envelope: “Proposal for Telecommunications Services.” No faxed or emailed submissions will be accepted.

All questions relative to this RFP should be directed to Paul Tumminello, CMIS Division, and not to any other person at the Court. Mr. Tumminello may be reached via telephone at (504) 310-2550 or via e-mail at pjt@lajao.org.

The Court specifically reserves the right to reject, in full or in part, all proposals submitted, and/or to cancel this request for proposals, when such action is in the Court’s best interests. Any contract which may be awarded shall be based upon the proposal which is most advantageous to the Court and its employees, costs and other factors considered. All contracts are subject to the availability of funds.

IV. TIMETABLE FOR PROPOSALS

Issue date of RFP	December 20, 2012
Deadline for receipt of proposals	January 14, 2013

V. CONTENTS OF THE PROPOSAL

A. One (1) original and three (3) copies of each proposal must be provided. The proposal must contain the following:

1. References from at least two of the firm's clients who are comparable to the Court in size and number of locations, and for whom the firm performed services similar to those being requested in this RFP. The references should include the name of a contact person, his/her title, physical and e-mail addresses, and telephone numbers. Please note that the Court may, but is not obligated to, contact these clients.
2. Balance sheet and income statements from the past 3 years.
3. A copy of licenses and insurance declarations.
4. A description of any facilities, equipment, staff, or other resources the firm expects the Court to provide.
5. Pricing, proposed implementation schedule and all contract terms and conditions.
6. Proposers may be required to submit additional information upon request of the Court.

B. Firm and Personnel Information

1. Provide the name(s) of the person(s) who will be authorized to make representations for the firm, their titles, physical and e-mail addresses, and telephone and fax numbers.
2. Provide a brief history of the firm, its organizational structure, types of clients, location and address of the office that will direct the assessment and its experience in providing and administering similar projects.
3. Provide contact and other information on those individuals who would be assigned to work with the Court, including a description of their experience in providing services to clients who are similar to the Court.
4. Provide evidence of the firm's authority to transact business in Louisiana.

VI. EVALUATION CRITERIA

The Court will evaluate all proposals and, if a firm is to be selected, select a firm on the basis of the following criteria:

- a) Experience of providing services to other regional entities: 30%

- b) The clarity, completeness and relevance of vendor's response: 30%
- c) The firm's cost proposal: 40%

VII. CONTRACT AWARD

The Court reserves the right to enter into a contract without further discussion of the proposal based on the content of the proposals submitted.

VIII. TERM OF INITIAL AGREEMENT

If a contract is to be awarded, it will be for a three-year period commencing on or about February 1, 2013.

The Court reserves the right to extend the initial contract for such mutually beneficial additional term(s) as may be negotiated.

IX. PUBLIC NATURE OF PROPOSAL AND PROSPECTIVE CONTRACT

All proposals submitted in response to this request for proposals, and any contract which might ultimately be agreed upon, will be open to public inspection by any interested person, firm or corporation. Trade secrets or other proprietary information submitted by a proposer as part of its RFP may not be subject to public disclosure, provided the proposer specifies the relevant law supporting its request for confidentiality. However, the proposer must invoke the protections of this section prior to or upon submission of its proposal, must identify the specific data or other materials to be protected, and must state the reasons why protection is necessary. Any aspect of the proposal which addresses the cost of providing the requested services will not be considered confidential under any circumstance. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

The proposer must clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as "confidential" in order to claim protection, if any, from disclosure. The proposer shall mark the cover sheet of the proposal with the following legend, specifying the specific section(s) of the proposal sought to be restricted in accordance with the conditions of this legend:

"The data contained in pages _____ of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the submission of this proposal, the Supreme Court shall have the right to use or disclose the data therein to the extent provided in the contract. This

restriction does not limit the Supreme Court's right to use or disclose data obtained from any source, including the proposer, without restriction."

Further, to protect such data, each page containing such data shall be specifically identified and marked "CONFIDENTIAL."

Proposers must be prepared to defend the reasons why the material should be held confidential. If a competing proposer or any other person seeks review or copies of another proposer's confidential data, the Court will notify the owner of the asserted data of the request. If the owner of the asserted data does not want the information disclosed, it must agree to indemnify the Court and hold the Court harmless against all actions or court proceedings that may ensue (including attorney's fees), which seek to order the Court to disclose the information. If the owner of the asserted data refuses to indemnify and hold the Court harmless, the Court may disclose the information.

It should be noted and understood that all proposals, contracts and other documents presented in connection with this RFP become the property of the Court.

X. COURT DISCRETION

The Court specifically reserves the right to reject, in full or in part, all proposals submitted, and/or to cancel this request for proposals, when such action is in the Court's best interests. In addition, the Court specifically reserves the right to waive any of the technical requirements of the proposal, when such action is in the Court's best interests.

Any contract which may be awarded shall be based upon the proposal which is most advantageous to the Court and its employees, costs and other factors considered. All contracts are subject to the availability of funds.

XI. CHANGES, ADDENDA, WITHDRAWALS

The Court reserves the right to change the calendar of events or issue addenda to the RFP at any time. The Court also reserves the right to cancel or reissue the RFP.

If the proposer needs to submit changes or addenda, such shall be submitted in writing, signed by an authorized representative of the proposer, and cross-referenced clearly to the relevant proposal section. **All such changes must be received prior to the deadline for proposal submission.**

XII. COST OF PREPARING PROPOSALS

The Court is not liable for any costs incurred by proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing the proposal, and any other expenses incurred by the proposer in responding to the RFP are entirely the responsibility of the proposer, and shall not be reimbursed in any manner by the Court.

XIII. AUDIT OF RECORDS

The State Legislative Auditor or other auditors so designated by the Court shall have the option to audit all accounts directly pertaining to the resulting contract for a period of three (3) years after project acceptance or as required by applicable State or Federal law. Records shall be made available during normal working hours for this purpose.

XIV. RECORDS RETENTION

The successful proposer shall maintain all records relating to any contract which is agreed upon for a period of at least three (3) years after acceptance by the Court.