



**SUPERIOR COURT OF CALIFORNIA,
COUNTY OF NEVADA**

**REQUEST FOR PROPOSALS
(IT Goods / Services)**

RFP NUMBER SP-2026-0008

WEBSITE REDESIGN SERVICES

A. BACKGROUND / PURPOSE

The Superior Court of California, County of Nevada (“Court”) is requesting proposals from well-qualified Proposers to provide Website Redesign Services. Interested and qualified Proposers who can demonstrate their ability to successfully provide the services described in this Request for Proposal (“RFP”) are invited to submit a proposal.

This is a fully electronic RFP process. All proposals must be submitted electronically on the Court’s Online Procurement Website at <https://lacourt.bonfirehub.com/> (“Bonfire”) in accordance with the requirements set forth in this document. See the attached *Court Online Procurement Procedures* for further information.

B. DESCRIPTION OF GOODS AND/OR SERVICES NEEDED

The Court seeks Website Redesign Services meeting the requirements set forth in the Statement of Work.

C. RFP TIME-LINE

The Court has developed the following list of key events related to this RFP. The listed dates are not binding upon the Court and subject to change at the discretion of the Court. Changes to the listed dates will be posted on Bonfire or on the Court’s website.

EVENT	DATE
RFP Issued	See Bonfire for exact date
Pre-Bid Conference	See Bonfire for exact date
Deadline for Submission of Questions	See Bonfire for exact date
Proposal Due Date (Late proposals will not be accepted by the Court)	See Bonfire for exact date
Proposal Evaluations Process	Month of June, 2026 (estimated)
Interviews / Demonstrations (Optional, at the Court’s discretion)	Month of June, 2026 (estimated)
Notice of Intent to Award	Month of June, 2026 (estimated)
Project Target Start Date	Month of June, 2026 (estimated)

D. RFP PACKET ATTACHMENTS

1. Statement of Work

Describes in detail the specific services for which proposals are being solicited. Once a contractor has been selected, the Statement of Work will become part of the final Agreement.

2. **Court Online Procurement Procedures**

These rules and procedures govern this solicitation and should be read carefully by Proposer.

3. **Terms and Conditions**

Proposers are encouraged to carefully review the *Model Agreement*, which includes the Court's Standard Business Terms and Conditions. Please note that the language may be subject to change. Proposers are not required to sign the *Model Agreement* at this time. The contractor selected to provide services as a result of this RFP process will be required to sign the final version of the *Model Agreement* upon completion of the negotiation process.

Any proposed exceptions/modifications to the Model Agreement must be submitted on a red-line version of the Model Agreement with comments to substantiate each proposed exception/modification.

4. **Required Forms**

All forms posted on Bonfire must be completed and submitted electronically on Bonfire. The completed forms will become part of Proposer's proposal.

E. MINIMUM REQUIREMENTS

Proposer must meet the minimum requirements listed below. Failure to comply with any one of the minimum requirements may be cause for disqualifying a proposal from further consideration. The Court may, in its discretion, waive minor deviations or defects. Only those proposals that are deemed as meeting the minimum requirements may be considered for a full evaluation and a possible contract award.

1. **Proposal Submission Deadline.** The proposal must be submitted on Bonfire on or before the Proposal Due Date. The Court will not accept proposals submitted by email, unless otherwise specified.

2. **Experience and Capability.** Proposer must have at least five (5) consecutive years documented experience in providing services similar to the ones being solicited, as described in this RFP. Such experience shall be documented by completing the *Vendor Information Questionnaire* on Bonfire.

3. **Insurance.**

The selected contractor must procure and maintain the insurance coverages as indicated below. The *Standard Business Terms and Conditions 5.0* describes the Court's specific insurance requirements.

Standard Business Terms and Conditions 5.0, Section 22.2 Insurance Requirements – Specific Coverages

Workers Compensation/Employer's Liability

Commercial General Liability

\$1 million per occurrence and \$2 million annual aggregate

Commercial Automobile Liability

Cyber Liability

Technology Professional Liability Error & Omissions

4. **Business License and Certifications.** Upon request of the Court, Proposer must submit copies of any current business licenses, professional licenses, certificates or other credentials required by the nature of the contract work to be performed by Proposer.
5. **Authorized Reseller (if applicable).** A reseller of a manufacturer's product must be an authorized reseller of the product being offered in its proposal.
6. **Required Forms and Questionnaire.** Proposer must complete and submit all Required Forms and Questionnaire as directed.

F. TECHNICAL PROPOSAL

In preparing its proposal, Proposer should do so in its own words and take care not to simply copy the language in the RFP. Specific information is requested from all Proposers to ensure that the proposals can be fairly compared in a standard manner. Only that information which is contained in the proposal will be evaluated. Incomplete or inaccurate information may result in disqualification of the proposal.

1. **Executive Summary.** Provide an Executive Summary of your proposal. The Executive Summary should be a high-level, general overview of how Proposer intends to accomplish the requirements of this RFP. The Executive Summary should demonstrate the Proposer's understanding of the requirements. The Executive Summary must also address how Proposer meets the minimum requirements.
2. **Work Plan for Providing the Requested Services.** Provide a detailed Work Plan, which must include a proposed method for completing the work set forth in the Statement of Work.
3. **Staff Qualifications.** For each key staff member provide a resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities.
4. **Business License and Certification.** Proposer must submit a copy of all business or professional licenses or certificates required by the nature of the services to be performed and held by Proposer (i.e. California State Board of Equalization Seller's Permit and Business License).
 - a. A reseller of a manufacturer's product must be an authorized reseller and have all necessary licenses to sell a manufacturer's system.
5. **Required Forms and Questionnaire.** Proposer shall complete and submit all Required Forms and Questionnaires posted on Bonfire where indicated on Bonfire.

G. COST PROPOSAL

1. In calculating pricing to be offered, Proposers are cautioned to include all costs associated with providing the service. Please provide an hourly rate(s) for the services required to provide the deliverables requested in the Attachment A Statement of Work.

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

H. EVALUATION OF PROPOSALS

1. The Court shall evaluate the proposals using the criteria set forth in the table below.
2. If a contract will be awarded, an Intent to Award Notification will be posted on the Court’s website at www.nevada.courts.ca.gov.

EVALUATION CRITERIA	PERCENT WEIGHTED
Experience on Similar Assignments	20%
Credentials of Proposer’s Personnel to be Assigned to the Project	10%
Quality of Work Plan Submitted	30%
Cost	40%
Disabled Veteran Business Enterprise	3%

I. ADDITIONAL PROVISIONS

1. **Cooperative Agreement (“Piggybacking”).** Following discussion and consideration by the Court and the successful bidder/proposer, the “piggybacking clause,” provided in the *Model Agreement*, may be included in the final form of the Agreement if mutually desired.
2. **Disabled Veteran Business Enterprise (DVBE) Preference.**
 - a. The Court has established rules and procedures for its DVBE program. Qualified Proposers wishing to claim the DVBE incentive should refer to the *DVBE Rules and Procedures* for further information. The Court’s *DVBE Rules and Procedures* can be located at the following website:
<https://www.lacourt.ca.gov/pages/lp/procurement/tp/shared-procurement-services-sps-program/cp/socioeconomic-programs-for-the-sps-program>
 - b. A Proposer will receive the DVBE incentive if, in the Court’s sole discretion, Proposer has met all applicable requirements. If Proposer receives the DVBE incentive, the final score of its proposal will be increased (for evaluation purposes only) by an amount equal to 3% of the total possible available points.
3. **Generative Artificial Intelligence (GenAI)**
 - a. Definitions.

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

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

- b. In its proposal, Proposer must notify the Court if Proposer's goods or services contain or utilize GenAI (or will contain or utilize GenAI), or if GenAI is or will be included in any services, goods, or deliverables that materially impact:
 - 1) functionality of a Court system (i.e., the work using GenAI could have a significant, substantial effect on the system's data integrity, availability, confidentiality, or security, and failure to perform such work in accordance with the contract could cause major disruptions to court operations);
 - 2) risk to the Court (i.e., the work using GenAI could have a significant, substantial effect on the Court's operations, finances, security, or reputation, and failure to perform such work in accordance with the contract would constitute a high likelihood of damage to the JBE); or
 - 3) contract performance (i.e., when failure to conduct work which uses GenAI in accordance with the contract would constitute a material breach of contract).
 - c. Proposer's failure to disclose GenAI to the Court may result in disqualification (at the Court's sole discretion), and the Court reserves the right to seek any and all relief it may be entitled to as a result of such non-disclosure.
 - d. The Court reserves the right to incorporate GenAI-related provisions into the final contract and to reject bids/offers that present an unacceptable level of risk to the Court, as determined by the Court in its sole discretion.
4. **Multiple Awards.** The Court reserves the right, but is under no obligation, to award multiple contracts to more than one vendor under this RFP. If multiple awards are made, the Court will not be obligated to procure any minimum amount of Work under such contracts executed under this RFP.
5. **Small Business Preference**
- a. The Court has established rules and procedures for its Small Business Preference program. Qualified Proposers wishing to claim the Small Business preference should refer to the *Small Business Preference Rules and Procedures – Information Technology Procurements* for further information. The Court's *Small Business Preference Rules and Procedures – Information Technology Procurements* can be located at the following website: <https://www.lacourt.ca.gov/pages/lp/procurement/tp/shared-procurement-services-sps-program/cp/socioeconomic-programs-for-the-sps-program>
 - b. A Proposer will receive a Small Business preference if, in the Court's sole discretion, Proposer has met all applicable requirements. If the Proposer receives the small business preference, the score assigned to its proposal will be increased by an amount equal to 5% of the points assigned to the highest scored proposal. If a DVBE incentive is also offered in connection with this solicitation, additional rules regarding the interaction between the Small Business preference and the DVBE incentive apply.

ATTACHMENT A – STATEMENT OF WORK (SOW)

1. Scope of Work

General

Contractor shall provide website content structure, information architecture (IA), and navigation redesign consulting services for the Court’s public website, www.nevada.courts.ca.gov, which operates on the Judicial Council of California (JCC) Drupal template.

The purpose of this engagement is to review and improve how website content is structured, categorized, and navigated within the constraints of the existing JCC Drupal template.

No redesign of the template, theme, or visual framework is included in this project.

Failure to meet the requirements of this Statement of Work remains Contractor’s responsibility and must be remedied at Contractor’s expense.

Court retains responsibility for:

- Content accuracy
- Legal compliance
- Accessibility compliance implementation
- Ongoing content maintenance

Contractor is responsible for internal quality control of all deliverables at no additional cost to Court.

The general scope includes all work necessary to:

- Assess current website structure and navigation
- Evaluate content hierarchy and usability
- Identify content redundancy and fragmentation
- Propose improved site architecture
- Develop revised navigation framework
- Provide governance and content standards

2. Tasks and Associated Deliverables

Contractor will work with Court to produce the deliverables listed below.

Project Management and Planning

Deliverable 1 – Project Plan

Contractor shall develop a Project Plan including:

- Contractor Project Team Members
- Court Roles and Responsibilities
- Timeline and Milestones
- Communication and Escalation Procedures
- Risk Management Plan

Acceptance Criteria:

Complete upon Court review and written approval.

Discovery and Assessment

Deliverable 2 – Website Audit

Contractor shall conduct a comprehensive review of the Court's public website, including:

- Full site map inventory
- Page hierarchy analysis
- Navigation structure review
- Content duplication identification
- Orphaned page identification
- Inconsistent labeling or taxonomy review
- Broken pathway analysis

Acceptance Criteria:

Audit findings documented and approved by Court.

Deliverable 3 – Usability & Navigation Assessment

Contractor shall evaluate:

- Primary navigation clarity
- Secondary navigation consistency
- User pathway logic (e.g., filing, payments, jury service)
- Search dependency levels
- Accessibility considerations related to navigation

Acceptance Criteria:

Written assessment approved by Court.

Information Architecture Redesign

Deliverable 4 – Proposed Information Architecture Model

Contractor shall provide:

- Revised site hierarchy model
- Content grouping strategy
- Section consolidation recommendations
- Page type standardization recommendations
- Clear public-facing content boundaries

The model must function within the existing JCC Drupal template framework.

Acceptance Criteria:

IA model reviewed and approved by Court.

Deliverable 5 – Revised Navigation Framework

Contractor shall provide:

- Proposed primary navigation structure
- Proposed secondary navigation structure
- Labeling standards
- User journey diagrams for high-traffic services

All recommendations must remain within the constraints of the JCC template's navigation capabilities.

Acceptance Criteria:

Navigation framework approved by Court.

Content Strategy and Governance

Deliverable 6 – Content Governance Framework

Contractor shall develop documentation including:

- Content ownership model
- Page lifecycle standards
- Archival standards
- Content approval workflow recommendations
- Naming conventions
- Taxonomy standards

Acceptance Criteria:

Governance documentation approved by Court.

Deliverable 7 – Content Restructuring Plan

Contractor shall provide:

- Page migration mapping (old structure → new structure)
- Consolidation recommendations
- Recommended page eliminations
- Content grouping assignments

Court will remain responsible for executing content edits and migrations unless separately contracted.

Acceptance Criteria:

Restructuring plan approved by Court.

Implementation Support

Deliverable 8 – Implementation Guidance

Contractor shall provide:

- Drupal configuration guidance for navigation changes
- Content reorganization instructions
- Implementation checklist
- Risk mitigation considerations

Contractor is not responsible for template modification or custom Drupal development.

Acceptance Criteria:

Guidance documentation approved by Court.

3. Out of Scope

This project does not include:

- Modification of the JCC Drupal template
 - Visual redesign
 - Custom Drupal module development
 - Accessibility remediation coding
 - Content rewriting
 - Hosting or infrastructure changes
 - SEO campaign management
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4. Completion of Deliverables

The project shall be considered complete when:

- A clear and documented site hierarchy exists
 - Navigation is logically organized and simplified
 - High-traffic user journeys are clearly mapped
 - Content redundancy is identified and addressed through approved plan
 - Governance standards are documented
 - Court staff can maintain structure without structural drift
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5. Meetings and Reporting

Contractor Project Manager shall:

- Participate in regular status meetings
 - Provide milestone updates
 - Maintain risk and issue logs
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6. Acceptance of Deliverables

Each deliverable shall be subject to Court review and written acceptance within ten (10) business days.

Court may:

- Accept
- Issue Notice of Deficiency
- Request additional review time

Contractor shall remedy deficiencies at no additional cost to Court.