



**SUPERIOR COURT OF CALIFORNIA,
COUNTY OF LOS ANGELES**

**REQUEST FOR PROPOSALS
(Non-IT Services)**

RFP # 2026-068

Corporate Credit Card Program for Travel-Related Expenses

A. BACKGROUND / PURPOSE

The Superior Court of California, County of Los Angeles (Court) is requesting proposals from well-qualified Proposers to provide a Corporate Credit Card Program for Travel-Related Expenses. The objective is to streamline payment for eligible travel expenses, reduce the administrative burden associated with reimbursements, and ensure timely, efficient, and compliant processing of travel-related costs. 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 a Corporate Credit Card Program for Travel-Related Expenses 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(s)
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	July 9, 2026 – July 20, 2026 (estimate only)
Notice of Intent to Award	August 3, 2026 (estimate only)
Start Date of Services	September 1, 2026 (estimate only)

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 review carefully 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 does not accept proposals submitted by email, except under limited circumstances as determined by the Court.
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 Court *Standard Business Terms and Conditions 5.0* describes the Court's specific insurance requirements.

☒ *Standard Business Terms and Conditions 5.0*, Section 23.1 Insurance Requirements – General Coverages

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. **Required Forms.** Proposer must complete and submit all Required Forms posted on Bonfire 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.** Upon request of the Court, Proposer must submit copies 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).
5. **Required Forms.** Proposer shall complete and submit all Required Forms posted on Bonfire where indicated on Bonfire.

G. COST PROPOSAL

1. Proposer shall submit on Bonfire, where indicated, its pricing for the services described in the Statement of Work.

Proposer must include the following in their cost proposal, if applicable:

Interest Rates

- Annual Percentage Rate (APR) for purchases
- Penalty APR (if applicable)
- Method used to calculate interest (e.g., average daily balance)

Grace Period

- Length of billing cycle
- Number of days before interest is assessed
- Prompt paying incentives, rewards and rebates

Fees and Charges

- Annual Credit Card Fee (per card, if applicable)
- Account Setup or Implementation Fees
- Program Management or Service Fees
- Late Payment Fees
- Card Issuance and Foreign Transaction Fees
- Replacement Card Fees (standard and rush)
- Returned Payment / NSF Fees

2. In calculating pricing to be offered, Proposers are cautioned to include all costs associated with providing the service.

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.

EVALUATION CRITERIA	PERCENT WEIGHTED
Experience on Similar Assignments	20%
Credentials of Proposer's Personnel to be Assigned to the Project	12%
Quality of Work Plan Submitted	25%
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/cp/socioeconomic-programs>
 - 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 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 Court); 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.