

# REQUEST FOR PROPOSALS

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***JUDICIAL COUNCIL OF CALIFORNIA***

**REGARDING: SUBJECT MATTER EXPERTISE: LIVED  
EXPERIENCE IN JUVENILE PROCEEDINGS**

**RFP NUMBER: CFCC-22-131RB**

**PROPOSALS DUE: JANUARY 31, 2023, NO LATER THAN 5pm P.M.  
PACIFIC TIME**

## 1.0 BACKGROUND INFORMATION

- 1.1 Judicial Council of California. The Judicial Council of California (“Judicial Council”), chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system. The California Constitution directs the Judicial Council to improve the administration of justice by surveying judicial business, recommending improvements to the courts, and making recommendations annually to the Governor and the Legislature. The Judicial Council also adopts rules for court administration, practice, and procedure, and performs other functions prescribed by law. The Judicial Council’s Court Operations and Services Division, Center for Families, Children & the Courts (“CFCC”) supports programs in court settings that improve practice and services for children, youth, parents, families and other court users.
- 1.2 Lived Experience. The Judicial Council’s Center for Families, Children & the Courts (CFCC) is responsible for administering trainings and developing policies to juvenile court stakeholders. Juvenile court stakeholders include judges, attorneys, Court Appointed Special Advocate (CASA) volunteers, social workers, probation officers and other juvenile court stakeholders. However, the experts with lived experience are often not engaged in these trainings or policy decisions. Experts with lived experience in the child welfare and juvenile justice system are vital partners in developing court trainings and policies as they are experts in the user experience. Lived experience is defined as a former or current foster youth, juvenile justice youth, and parents that are or were involved in the child welfare or juvenile justice system.
- 1.3 Project. This request seeks a proposal from the experts in lived experience to provide their subject matter expertise in the development and serve as faculty in the delivery of at least four trainings for juvenile court stakeholders and at least two policy proposals within the CFCC in year 1. It is anticipated that in years 2 and 3 of the contract, contractor will provide subject matter expertise in the development and serve as faculty in the delivery of at least six trainings each year. Contractor(s) will work with Judicial Council staff to develop training curriculum, learning objectives, and provide input, as needed, on policy issues.

## 2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

### 2.1 Introduction:

The Judicial Council seeks the services of an entity or organization that is composed of and/or works extensively with former or current youth and/or parents that are or were involved in the child welfare or juvenile justice systems)with expertise in lived experience to help provide input in the development and serve as faculty in the delivery of at least six trainings on issues on juvenile law issues for juvenile court stakeholders as well as provide their

expertise on the development of at least two policy proposals for the CFCC. The training areas include:

- Supporting children and families through trauma informed courts
- Increasing reunification and reducing re-entries
- Juvenile court stakeholders implementing the Family First Prevention and Services Act –Part 1 and its effect on courts
- Effective communication strategies by the court and attorneys to ensure all youth understand their rights, specifically how to identify and communicate with developmentally delayed youth and communicate with commercially sexually exploited children
- Efforts to prevent removal that judges, and attorneys need to consider prior to advocating or ordering a removal including Adverse Childhood Experiences, trauma, the importance of keeping families intact and supported by community services, and
- Planning early transition to successful adulthood.

Further, the successful bidder(s) would provide input and expertise in two policy proposals. For example, the rule of court update implementing Senate Bill 384 and 385 on due diligence for family finding and engagement.

The contractor(s) will be expected to meet with Judicial Council staff regularly and provide feedback.

The funding available for this project in Year 1 is between **\$40,000.00 and \$45,000.00, which includes all expenses.** The Judicial Council intends to award an initial term of 7 months (Year 1) approximately from **February 1, 2023, through June 30, 2023.** Two additional option terms to complete the training requirements for juvenile court stakeholders and policy work based on additional grant requirements in the next grant term are contemplated from July 1, 2023, to June 30, 2024 (Year 2) and July 2025 to June 30, 2025 (Year 3). These years will increase the help in development and serving as co-faculty of trainings from 4 to 6 for a total of \$47,000 to \$52,000 per year. Maximum funding if the option years are exercised is between \$134,000 and \$149,000. Funding is based on the 2019-2020 California Governor’s Office of Emergency Services Request of Application (RFA) Section E.4) published by this program funder, was used to establish the speaker rate. The RFA sets a maximum rate for speakers at \$650.00 per day.

The total funding for the contract can be bid by multiple contractors. Contractor(s) can bid specifically on:

- 1) providing the subject matter expertise of the lived experience of current or former youth in the child welfare or juvenile justice system; or
- 2) providing the subject matter expertise of the lived experience of parents in the child welfare or juvenile justice systems; or
- 3) bid on both providing the subject matter expertise of current or former youth and parents involved in the child welfare or juvenile justice systems.

The successful bidder(s) will include a plan of support for the subject matter experts in lived experience. Support tasks will include recruiting, training, coaching, and mentoring to ensure that the subject matter experts are prepared to help develop and deliver the training content and provide their expertise in policy decisions.

#### 2.1.1 General Scope of Services Requirements

2.1.1.1 Contractor will meet regularly with the Judicial Council and keep them updated on progress of the training series

2.1.1.2 Contractor will consult on creating a training curriculum (“Curriculum”) on four distinct topics at the direction and instruction of Judicial Council.

2.1.1.3 Contractor will help with curriculum design and serve as co-faculty at the four training sessions, which will be based on the Curriculum. Contractor personnel who will present a training webinar (“Presenter”) will be a subject matter expert representing lived experience related to the curriculum and the Presenter will be agreed upon in advance by the parties. Contractor will not be responsible for training logistics or recruitment of other faculty.

2.1.1.1 Training date and time may be changed by oral agreement by both parties

2.1.1.2 Contractor will help develop resources and materials on the training topics specific to their subject matter expertise.

2.1.1.3 Contractor will provide consultation services on two policies in development by the CFCC. Consultation services include, but is not limited to, meeting with the author of the policy, providing written and oral feedback on the policy, working within the Judicial Council timelines for policy development, and engaging in stakeholder meetings, as appropriate.

#### 2.2.1 Tasks and Deliverables.

2.2.1.1 **Deliverable 1:** Meet with Judicial Council staff to discuss trainings and set expectations of Curriculum content and training, and to explain Service and Deliverable acceptance criteria to Contractor will provide a summary and feedback of the initial meeting to the Judicial Council. **Estimated Due Date:** By February 15, 2023.

2.2.1.2 **Deliverable 2: Curriculum Input:** Engage in discussion and provide subject matter expertise on training curriculum development with topic and learning objectives in conjunction with Judicial Council staff. A written outline on how to incorporate the subject matter expertise on different topics in the training; and proposed materials to use for the training. **Estimated Due Date:** By February 28, 2023

2.2.1.3 **Deliverable 3 – Topic 1 Training:** Development of curriculum and serve as faculty in the delivery of content. **Estimated Due Date:** By March 30, 2023

2.2.1.4 **Deliverable 4 – Topic 2 Training.** Development of curriculum and serve as faculty in the delivery of content. **Estimated Due Date:** By April 30, 2023

2.2.1.5 **Deliverable 5 – Topic 3 Training.** Development of curriculum and serve as faculty in the delivery of content. **Estimated Due Date:** By May 31, 2023

2.2.1.6 **Deliverable 6 – Topic 4 Training.** Development of curriculum and serve as faculty in the delivery of content. **Estimated Due Date:** By June 30, 2023

2.2.1.7 **Deliverable 7-** Provide up to 9 days of consultation on two policy proposals. **Estimated Due Date:** By June 30, 2023

## 2.1.2 Tasks and Deliverables for Year 2 and Year 3

- Contractor will help in the development of curriculum and serve as faculty in the delivery of content at least six trainings on juvenile law issues for juvenile court stakeholders, such as:
  - understanding current data and the impact on attorney practice
  - how to incorporate best practices into court proceedings
  - the court perspective on case planning, placement, and reasonable efforts
  - improving reunification and reducing re-entry, and

- training specifically on bias, ethics, and competence in juvenile proceedings to complete the training requirements for juvenile court stakeholders
- Provide up to 9 days of consultation on two policy proposals.

### 3.0 TIMELINE FOR THIS RFP

The Judicial Council has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the Judicial Council.

EVENT	DATE
RFP issued:	<b>December 23, 2023</b>
Deadline for written questions to <a href="mailto:solicitations@jud.ca.gov">solicitations@jud.ca.gov</a>	<b>December 30, 2023, 5PM PT</b>
Questions and answers posted <i>(Estimate only)</i>	<b>January 2, 2023, 5PM PT</b>
Latest date and time proposal may be submitted	<b>January 16, 2023, 5PM PT</b>
Evaluation of proposals <i>(Estimate only)</i>	<b>Jan 17 to 23, 2023</b>
Notice of Intent to Award <i>(Estimate only)</i>	<b>Jan 24, 2023. 5PM PT</b>
Negotiations and execution of contract <i>(Estimate only)</i>	<b>Jan 25 to 31, 2023</b>
Contract start date <i>(Estimate only)</i>	<b>February 1, 2023</b>
Contract end date <i>(Estimate only)</i>	<b>June 30, 2023</b>

### 4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

<b>ATTACHMENT</b>	<b>DESCRIPTION</b>
Attachment 1: Administrative Rules Governing RFPs	These rules govern this solicitation.
Attachment 2: Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign a Standard Form agreement containing these terms and conditions (the “Terms and Conditions”).
Attachment 3: Proposer’s Acceptance of Terms and Conditions	On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions.
Attachment 4: General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
Attachment 5: Darfur Contracting Act Certification	The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 6: Payee Data Record Form	This form contains information the JCC requires in order to process payments and must be submitted with the proposal.
Attachment 7: Unruh and FEHA Certification	The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification,
Attachment 8 DVBE Declaration	This form needs to be signed by the Proposer if the Vendor is participating in the DVBE incentive and submitted with the proposal.
Attachment 9 Bidder Declaration	This form needs to be signed by the Proposer if the Vendor is participating in the DVBE incentive and submitted with the proposal.

## 5.0 PAYMENT INFORMATION

- Subject to the terms in Attachment 2, Appendix B, Payment Provisions, the selected provider will be paid on a firm-fixed price per Deliverable basis.
- The resulting contract will be comprised of firm fixed pricing for satisfactory completion of each deliverable/Milestone listed below. Completion Dates and Firm Fixed Amounts listed in the below table are estimated. The actual completion dates and firm fixed amounts will be based on the awarded proposal.
  - Contractor shall submit invoices upon satisfactory completion of services.
  - No other expenses including travel expenses will be reimbursed by the Judicial Council.
  - The payment term is Net 60 from date of acceptance of services.

**Table 1 Milestones/Deliverables:**

<b>Milestone(s)/Deliverables Description</b>	<b><i>Estimated Completion Date</i></b>	<b><i>Estimated <u>Maximum</u></i></b>
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		<b>Firm Fixed Amount</b>
<b>First Milestone:</b> Meet with Judicial Council staff about the project.	<i>February 15, 2023</i>	
<b>Second Milestone:</b> Input on Curriculum Outline	<i>February 28, 2023</i>	
<b>Third Milestone:</b> Provide Subject Matter Expertise on the development and delivery on Training on Topic 1	<i>March 31, 2023</i>	
<b>Fourth Milestone:</b> Provide Subject Matter Expertise on the development and delivery on Training on Topic 2	<i>April 30 2023</i>	
<b>Fifth Milestone:</b> Provide Subject Matter Expertise on the development and delivery on Training on Topic 3	<i>May 31, 2023</i>	
<b>Sixth Milestone:</b> Provide Subject Matter Expertise on the development and delivery on Training on Topic 4	<i>June 30, 2023</i>	
<b>Seventh Milestone:</b> Provide 9 days of consultation on two policy proposals	<i>June 30, 2023</i>	

## 6.0 SUBMISSIONS OF PROPOSALS

- 6.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.
- 6.2 The Proposer must submit its proposal in two parts, the technical proposal and the cost proposal.
- a. The Proposer must submit **an electronic copy** of the technical proposal. The proposal must be signed by an authorized representative of the Proposer. The technical proposal must be submitted via email to [Solicitations@jud.ca.gov](mailto:Solicitations@jud.ca.gov). The Proposer must write the RFP title and number in the subject line of the email.
  - b. The Proposer must submit **an electronic copy** of the cost proposal. The cost proposal must be submitted in the same email as the technical proposal above, (via email to [Solicitations@jud.ca.gov](mailto:Solicitations@jud.ca.gov)) but should be a separate attachment marked “COST PROPOSAL”, from the technical proposal.
- 6.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:



[Solicitations@jud.ca.gov](mailto:Solicitations@jud.ca.gov)

**Subject: SUBJECT MATTER EXPERTISE: LIVED EXPERIENCE IN JUVENILE PROCEEDINGS**

- 6.4 Late proposals will not be accepted.
- 6.5 For the purposes of this RFP, proposals shall be transmitted only by email.

**7.0 PROPOSAL CONTENTS**

- 7.1 Technical Proposal. The following information must be included in the technical proposal. A proposal lacking any of the following information may be deemed non-responsive.
  - a. A cover letter containing proposer's name, address, telephone and fax numbers, and federal tax identification number. Note that if the Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.
  - b. Name, title, address, telephone number, and email address of the individual who will act as the Proposer's designated representative for purposes of this RFP.
  - c. Describe the organization of the key staff (including the dedicated program manager) that would service the contract. Provide a listing of the staff, including name, title, and length of service within the organization along with a resume for each staff member. Other staff should be identified by name and title; additional qualifications and experience on similar projects may be included.
  - d. A resume must be provided for each individual proposed for this Agreement. An acceptable resume shall include the person's education, any applicable credentials and/or certifications, current work history and a summary of experience and knowledge to support the minimum qualifications of key personnel outlined in Section 2.0 Description of Services and Deliverables as well as the individual's ability and experience in conducting the proposed activities. Sufficient detail must be included in each resume to allow the JCC to verify the experience cited. A separate section covering the Proposer's background, Principal Officers, and Staff Qualifications and Experience.
  - e. Provide Work Plan based on description of Tasks and Deliverables as defined in Section 2.3.
  - f. A minimum of two (2) clients may be contacted for whom the Proposer has conducted similar services. References are to include names, addresses, telephone numbers and the email address of a contact person. The JCC staff may contact

referenced clients when reviewing an offer to verify the information provided. A reference must be external to a Respondent's organization and corporate structure.

- f. Proposed method to complete the work.
  - i. Project plan that outlines the proposed approach, using the general deadlines specified within this RFP:
  - ii. Sample outline of curriculum development
  - iii. Sample learning objectives
  - iv. Sample evaluations, including any continuing education credits that will be given
  - v. Sample timeline for curriculum development, including any interactive and adult learning principles that will be used.
  
- g. Acceptance of the Terms and Conditions.
  - i. On Attachment 3, the Proposer must check the appropriate box and sign the form. If the Proposer marks the second box, it MUST provide the required additional materials as noted below. An "exception" includes any addition, deletion, or other modification.
  - ii. If exceptions are identified, the Proposer must also submit (i) a red-lined version of the Terms and Conditions that implements all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.
  
- i. Certifications, Attachments, and other requirements.
  - i. The Proposer must complete the General Certifications Form (Attachment 4) and submit the completed form with its proposal.
  - ii. The Proposer must complete the Darfur Contracting Act Certification (Attachment 5) and submit the completed certification with its proposal.
  - iii. If Contractor is a California corporation, limited liability company ("LLC"), limited partnership ("LP"), or limited liability partnership ("LLP"), proof that Contractor is in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor conducts or will conduct (if awarded the contract) intrastate business in California, proof that Contractor is qualified to do business and in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor does not (and will not if awarded the contract) conduct intrastate business in California, proof that Contractor is in good standing in its home jurisdiction.

- iv. Copies of the Proposer’s (and any subcontractors’) current business licenses, professional certifications, or other credentials.

7.2 Cost Proposal – Project 1

The following information must be included in the cost proposal;

- i. Proposer to provide a detailed line item budget for each milestone(s) described and the costs shall not exceed estimated firm fix priced of each deliverable and the total costs for the entire project should be within the range of \$45,000 to \$50,000 as stated in section 2.1 of this RFP.
- ii. Payment will be made after completion and acceptance of deliverables as follows:

<b>PAYMENT NUMBER</b>	<b>BILLABLE ACTIVITY</b>	<b>INVOICE DUE DATE</b>
#1	Completion of Deliverable 1	March15, 2023
#2	Completion of Deliverable 2	March 28, 2023
#3	Completion of Deliverable 3	April 28, 2023
#4	Completion of Deliverable 4	April 28, 2023
#5	Completion of Deliverable 5	May 28, 2023
#6	Completion of Deliverable 6	June 30, 2023
#7	Completion of Deliverable 7	July 30, 2023

**8.0 OFFER PERIOD**

A Proposer's proposal is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this period, the JCC reserves the right to negotiate extensions to this period.

**9.0 EVALUATION OF PROPOSALS**

At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents.

The JCC will evaluate the proposals on a 100-point scale using the criteria set forth in the table below. Award, if made, will be to the highest-scored proposal.

If a contract will be awarded, the JCC will post an intent to award notice at [solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov).

<b>CRITERION</b>	<b>MAXIMUM NUMBER OF POINTS</b>
<b>Quality of work plan submitted</b>	<b>17</b>

<b>CRITERION</b>	<b>MAXIMUM NUMBER OF POINTS</b>
<b>Experience on similar assignments</b>	<b>30</b>
<b>Cost</b>	<b>30</b>
<b>Qualifications of staff to be assigned to project based on resumes submitted including experience, background, expertise and credentials if any</b>	<b>10</b>
<b>Acceptance of the Terms and Conditions</b>	<b>5</b>
<b>Ability to meet timing requirements to complete the project</b>	<b>5</b>
<b>(“DVBE”) Incentive Disabled Veterans Business Enterprise incentive is available to qualified proposers.</b>	<b>3</b>

## **10.0 INTERVIEWS**

The JCC may conduct interviews with Proposers to clarify aspects set forth in their proposals. The interviews will be conducted by phone. If there’s a need to clarify any portion of the Proposers proposal, the JCC will notify Proposer regarding interview arrangements.

## **11.0 CONFIDENTIAL OR PROPRIETARY INFORMATION**

**PROPOSALS ARE SUBJECT TO DISCLOSURE PURSUANT TO APPLICABLE PROVISIONS OF THE CALIFORNIA PUBLIC CONTRACT CODE AND RULE 10.500 OF THE CALIFORNIA RULES OF COURT.** The JCC will not disclose (i) social security numbers, or (ii) balance sheets or income statements submitted by a Proposer that is not a publicly traded corporation. All other information in proposals will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” or otherwise, and regardless of any statement in the proposal (a) purporting to limit the JCC’s right to disclose information in the proposal, or (b) requiring the JCC to inform or obtain the consent of the Proposer prior to the disclosure of the proposal (or portions thereof). Any proposal that is password protected, or contains portions that are password protected, may be rejected. Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

## **12.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE**

12.1 Qualification for the DVBE incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a proposal non-responsive.

- 12.2 Eligibility for and application of the DVBE incentive is governed by the Judicial Council's DVBE Rules and Procedures. Proposer will receive a DVBE incentive if, in the Judicial Council's sole determination, Proposer has met all applicable requirements. If Proposer receives the DVBE incentive, a number of points will be added to the score assigned to Proposer's proposal. The number of points that will be added is specified in Section 9 above.
- 12.3 To receive the DVBE incentive, at least 3% of the contract goods and/or services must be provided by a DVBE performing a commercially useful function. Or, for solicitations of non-IT goods and IT goods and services, Proposer may have an approved Business Utilization Plan ("BUP") on file with the California Department of General Services ("DGS").
- 12.4 If Proposer wishes to seek the DVBE incentive:  
  
Proposer must submit with its proposal a DVBE Declaration (Attachment 8) completed and signed by each DVBE that will provide goods and/or services in connection with the contract. If Proposer is itself a DVBE, it must complete and sign the DVBE Declaration. If Proposer will use DVBE subcontractors, each DVBE subcontractor must complete and sign a DVBE Declaration. NOTE: The DVBE Declaration is not required if Proposer will qualify for the DVBE incentive using a BUP on file with DGS.
- 12.5 Proposer must complete and submit with its proposal the Bidder Declaration (Attachment 8). Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.
- 12.6 Failure to complete and submit these forms as required will result in Proposer not receiving the DVBE incentive. In addition, the Judicial Council may request additional written clarifying information. Failure to provide this information as requested will result in Proposer not receiving the DVBE incentive.
- 12.7 If this solicitation is for IT goods and services, the application of the DVBE incentive may be affected by application of the small business preference. For additional information, see the Judicial Council's Small Business Preference Procedures for the Procurement of Information Technology Goods and Services.
- 12.8 If Proposer receives the DVBE incentive: (i) Proposer will be required to complete a post-contract DVBE certification if DVBE subcontractors are used; (ii) Proposer must use any DVBE subcontractor(s) identified in its proposal unless the Judicial Council approves in writing the substitution of another DVBE; and (iii) failure to meet the DVBE commitment set forth in its proposal will constitute a breach of contract.

**FRAUDULENT MISREPRETATION IN CONNECTION WITH THE DVBE INCENTIVE IS A MISDEMEANOR AND IS PUNISHABLE BY IMPRISONMENT OR FINE, AND VIOLATORS ARE LIABLE FOR CIVIL PENALTIES. SEE MVC 999.9.**

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### **13.0 PROTESTS**

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contracting Manual (see [www.courts.ca.gov/documents/jbcl-manual.pdf](http://www.courts.ca.gov/documents/jbcl-manual.pdf)). Failure of a Proposer to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive and will result in rejection of the protest. The deadline for the JCC to receive a solicitation specifications protest is the proposal due date. (Indicate Solicitation Number and Name of Your Firm on lower left corner of envelope.) Protests must be sent via email to:

Solicitations.jud.ca.gov  
Judicial Council of California  
ATTN: Protest Hearing Officer  
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