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| RC2 |  | REQUEST FOR PROPOSALS |
| **Judicial Council of California****Regarding: Coordinate annual California Youth court Summit****RFP Title**:  California Youth Court Summit  **RFP Number**:   cfcc-2017-13-lb**PROPOSALS DUE:**February 2, 2018 no later than 1 pm Pacific time  |

**1.0 BACKGROUND INFORMATION**

1.1 **Background**

The Judicial Council of California (JCC), Center for Families, Children & the Courts (CFCC), has received funding to hire a coordinator to organize the annual statewide Youth Court Summit and to fund lodging and activity expenses related to the Summit. The goal of the Youth Court Summit is to bring together youth and adult peer/youth court staff, juvenile bench officers, education experts, statewide youth-focused associations, and CFCC staff to share ideas and best practices about youth courts.

1.2 **Youth Court Summit**

* This will be the 13th annual statewide Youth Court Summit. The Youth Court Summit rotates its location each year from a Northern California university campus to a Southern California university campus in order to limit prohibitive travel expenses for those attending the conference from different parts of the state. The Summit is held at a university campus (the “Univeristy”) because the setting is conducive for learning and sharing of ideas, while providing a safe and contained environment for youth between the ages of 13-17. These youth make up two-thirds of the participants at the summit.
* The 1st Youth Court Summit took place at UC Santa Cruz in 2006 where over 100 youth and adult participants represented 18 youth courts from around the state. Adult participants included youth court staff, juvenile bench officers, superior court personnel, education experts, law enforcement, probation, juvenile justice focused associations and CFCC staff. At this Summit, a statewide Youth Court Association was developed and established. Many youth and adult workshops were offered along with guest speakers.
* The 10th Youth Court Summit took place at Pepperdine University, and was attended by nearly 300 youth and adult participants. The Summit included workshops throughout the day, along with guest speakers and additional activities for youth attendees.
* Last year’s Youth Court Summit took place at the University of Redlands, in Redlands, CA and was attended by over 250 youth and adult participants. The Summit also included workshops throughout the day, along with guest speakers and additional activities for youth attendees.
* The JCC seeks to identify and retain a qualified service provider to coordinate the 13th Annual Youth Court Summit at a higher education institution in Northern California. This RFP is the means for prospective service providers to submit their qualifications to the JCC.

**2.0 DESCRIPTION OF SERVICES AND DELIVERABLES**

2.1 The JCC seeks to identify and retain a California Youth Court Coordinator or staff, a California County Office of Education or Representative, or a California Peer/Teen Court Association (Coordinator), to organize the annual youth court Summit at a higher education institution in Northern California and to fund lodging and activity expenses related to the Summit. This RFP is the means for prospective professionals to submit their qualifications to the JCC for the 2018 Youth Court Summit.

2.2 Services are expected to be performed by the Coordinator between February 21, 2018 and December 31, 2018 with the Youth Court Summit occurring on June 21 - 23, 2018.

2.3 Research, identify, and subcontract with a Northern California university as the

venue for the 2018 Youth Court Summit;

2.4 Participate in monthly conference calls with the planning committee members throughout the planning process. These phone calls will increase to a weekly basis at approximately two months out from the Summit;

2.5 Coordinate and oversee registration process for the Summit. This may include, but not limited to, designing registration forms, electronically mailing medical release forms and registration information to peer/teen courts, tracking registration, collection and recording of registration fees, maintaining a spreadsheet, such as Excel, to manage registration information while allowing access by JCC staff to view this information;

2.6 Coordinate and oversee marketing and publicity for this Summit. This may include electronic mailing of flyers to peer/teen courts, or others who would be interested in attending this Summit, and any other means of marketing deemed appropriate for this Summit;

2.7 Interact and work closely with Special Events staff at the University to coordinate lodging for chaperones, guests, and family at the University during the Summit;

2.8 Interact and work closely with Special Events staff at the University to coordinate group meals to participants for entire length of Summit, including breaks/snacks on Thursday afternoon and Friday afternoon;

 2.9 Coordinate commuter meal packages to non-resident student participants;

2.10 Interact and work closely with Special Events staff at the University to coordinate logistics of the event (e.g., parking, signage, reserving classrooms for workshops, rental of AV equipment, any IT personnel needed to operate equipment);

2.11 Obtain any necessary permits relevant to the Summit;

2.12 Research, coordinate, and book guest speakers and workshop presenters as appropriate for the Youth Court Summit, making sure that workshops and speakers present information that is relevant to youth courts and will encourage the growth of the program throughout the state;

2.13 Provide items for Summit participants, such as backpacks, pens, pads, pencils, and folders;

2.14 Coordinate and oversee printing of all materials relevant to the Summit (e.g. brochures, flyers, programs and agendas);

2.15 Interact and work closely with JCC staff to stay informed as to the progress of the

Summit’s coordination;

* 1. Coordinator will negotiate, execute, and liquidate the contract with the site;

2.17 Coordinator will maintain a safe and organized event, resolving any potential

 issues or problems that may arise, such as, housing issues, logistical issues,

 youth-related issues, or issues regarding the guest speaker or workshop faculty;

2.18 Submit payment to the University and reconcile expenses at the end of the Summit and provide JCC all documentation relevant to the Summit (e.g. total number of attendees broken down by youth participants and adult participants, total amount received, total number of scholarships, total expenses).

**3.0 TIMELINE FOR THIS RFP**

3.1 The JCC has developed the following timeline of key events from the time of the issuance of this RFP through the intent to award contract. All dates are subject to change at the discretion of the JCC.

| **EVENT** | **DATE** |
| --- | --- |
| RFP issued**:** | **January 8, 2018** |
| Deadline for questions to: Solicitations@jud.ca.gov | **January 19, 2018** |
| Questions and answers posted *(estimate only)* | **January 26, 2018** |
| Latest date and time proposal may be submitted to: Solicitations@jud.ca.gov | **February 2, 2018** |
| Evaluation of proposals (*estimate only*) | **February 5-8, 2018** |
| Notice of Intent to Award (*estimate only*) | **February 9, 2018** |
| Negotiations and execution of contract (*estimate only*) | **February 16, 2018** |
| Contract start date (*estimate only*) | **February 21, 2018** |
| Contract end date (*estimate only*) | **December 31, 2018** |

**4.0 RFP ATTACHMENTS**

The following attachments are included as part of this RFP:

| **ATTACHMENT**  | **DESCRIPTION** |
| --- | --- |
| Attachment 1: Administrative Rules Governing RFPs (Non-IT Services): | These rules that govern this solicitation. |
| Attachment 2: Judicial Council Standard Agreement Terms and Conditions | If selected, the person or entity submitting a proposal (the “Proposer”) must sign this Judicial Council Services – Standard Agreement. |
| 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 Judicial Council requires in order to process payments and must be submitted with the proposal. |
| Attachment 7: Reference Form | The Proposer must complete and return this form with its proposal |
| Attachment 8: Conflict of Interest Certification Form | The Proposer must complete this form and submit with its proposal.  |

**5.0 PAYMENT INFORMATION**

The resulting contract will be comprised of firm fixed pricing for completion of each of the identified deliverables listed below.

| **Deliverable(s)**  | **Estimated Due Date** | **Not to Exceed Amount** |
| --- | --- | --- |
| **First Deliverable:** Pre-Planning stage1. Research and identify viable location for youth summit in the Northern California region.
2. Meet with conference services at the established location to discuss logistics, costs, and services available.
3. Discuss with Planning Committee on regularly scheduled conferences calls, the potential location, costs, and services offered by venue. Provide the Judicial Council, CFCC with copies of conference call agendas.
4. Furnish the Judicial Council, CFCC with an executed contract between Contractor and venue, which shall include information on the costs of services such as, but not limited to, the lodging, meals, and snacks.
 | April 4, 2018 | $ |
| **Second Deliverable**: Planning stage 1. Submit a copy of the draft agenda for the summit.
2. Provide the Judicial Council, CFCC with information on research, coordination and booking of guest speaker(s).
3. Continue bi-weekly planning committee conference calls to discuss final planning stages. Furnish the Judicial Council, CFCC with copies of the agenda from the conference calls.
4. Solicit and provide plenary speaker(s) and faculty for the summit.
5. Provide the Judicial Council, CFCC with workshop descriptions and faculty names. If requested by JCC contractor may be required to provide executed agreement(s) between their subcontractors
 | May 2, 2018 | $ |
| **Third Deliverable**: Post event1. Provide the Judicial Council, CFCC with the number of all registered attendees (sorted by youth, adults, faculty, and JCC Staff.)
2. Submit a report to Judicial Council, CFCC that includes the final number of attendees, final program, and any issues that arose during the summit and how those issues were resolved.
3. Submit copies of evaluations from the summit for future review and reference.
 | June 30, 2018 | $ |
| **Fourth deliverable:**1. Conduct a meeting at the summit between the Planning Committee and the contractor for the purpose for strategically planning for future Youth Court Summits and Youth Court Regional Roundtables, which are an extension of the summit for youth courts in California. Submit a final report that includes:
	* Total number of registered guests for this year’s summit, which will be used to gauge the location for the 2019 summit;
	* Revised evaluation format, evaluation content and evaluation delivery for next year’s summit;
	* Number of counties and youth courts represented at the summit to better determine outreach efforts for the next year’s summit; and
	* Describe how outcomes of the Youth Court Summit event should inform the content and structure for the Youth Court Regional Roundtables, whose purpose is to offer additional training and information to youth courts in California, comparable to what is offered at the annual Youth Court Summit.
2. Coordinate and manage a southern and northern biannual Youth Court Regional Roundtables whose purpose is to offer training and assistance to local courts on creating effective youth courts in California. Youth courts provide restorative justice to first time youth offenders utilizing a multidisciplinary approach, i.e. drug/alcohol counseling, anger management counseling/classes, and, when necessary, using a trauma-informed approach to assist youth going through teen court.
 | December 15, 2018 | $ |

**6.0 SUBMISSIONS OF PROPOSALS**

6.1 The Proposer must submit its proposal in two parts, the technical proposal and the cost proposal.

a. The Proposer must submit **one (1) original and three (3) copies** of the technical proposal. The original must be signed by an authorized representative of the Proposer. The original technical proposal (and the copies thereof) must be submitted to the Judicial Council in a single sealed envelope, separate from the cost proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.

b. The Proposer must submit **one (1) original and three (3) copies** of the cost proposal. The original must be signed by an authorized representative of the Proposer. The original cost proposal (and the copies thereof) must be submitted to the Judicial Council in a single sealed envelope, separate from the technical proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.

c. The Proposer must submit an electronic version of the entire proposal on USB memory stick/flash drive. The files must be in PDF, Word, or Excel formats.

6.2 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

 Judicial Council of California

Branch Accounting and Procurement | Administrative Division

Attn: Lenore Fraga-Roberts, RFP: CFCC-2017-13-LB

455 Golden Gate Avenue, 6th Floor

San Francisco, CA 94102-3688

6.3 Late proposals will not be accepted.

6.4 Only written proposals will be accepted. Proposals must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Proposals may not be transmitted by fax or 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. The 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. Provide a resume for each key personnel. The resume should describe the individual’s background and subject matter experience, as well as the individual’s ability and experience in conducting the proposed activities.

d. Provide references of names, addresses, and telephone numbers of a minimum of three (3) clients for whom the Proposer has conducted similar services. The Judicial Council may check references listed by the Proposer. See **Attachment 7, References Form.**

e. Proposed method to complete the work.

1. Explain your method and/or tasks on completing the project. What methods will be used to facilitate the summit?
2. Provide an overall plan with time estimates from the start to the completion of the summit. This plan should be in WORD or EXCEL format.

iii. Explain the methods that will be used to present the course materials to the participants, including marketing and publicity for the event. (PowerPoint, handouts, etc.)

1. If applicable, describe Proposer’s method in preparation of a final summary of the summit, such as, but not limited to, evaluations, lessons learned, and proposed enhancements.
2. Provide a sample of a Proposer’s Evaluation forms used for similar type projects.
3. Provide the selection process for Workshop Presenters and Guest Speakers.

f. 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. An “exception” includes any addition, deletion, or other modification.

ii. If exceptions are identified, the Proposer must also submit (i) a redlined 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.

g. Certifications, Attachments, and other requirements.

i. The Proposer must complete and submit all attachments as described in Section **4.0 RFP Attachments**.

ii. If Proposer is a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), proof that Proposer is in good standing in California. If Proposer is a foreign corporation, LLC, LP, or LLP, and Proposer conducts or will conduct (if awarded the contract) intrastate business in California, proof that Proposer is qualified to do business and in good standing in California. If Proposer is a foreign corporation, LLC, LP, or LLP, and Proposer does not (and will not if awarded the contract) conduct intrastate business in California, proof that Proposer is in good standing in its home jurisdiction.

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

7.2 Cost Proposal. The following information must be included in the cost proposal.

| **Deliverable(s)**  | **Estimated Due Date** | **Not to Exceed Amount** |
| --- | --- | --- |
| **First Deliverable**: Pre-Planning stage1. Research and identify viable location for youth summit in the Northern California region.
2. Meet with conference services at the established location to discuss logistics, costs, and services available.
3. Discuss with Planning Committee on regularly scheduled conferences calls, the potential location, costs, and services offered by venue. Provide the Judicial Council, CFCC with copies of conference call agendas.
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2. Provide the Judicial Council, CFCC with information on research, coordination and booking of guest speaker(s).
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5. Provide the Judicial Council, CFCC with workshop descriptions and faculty names. If requested by JCC contractor may be required to provide executed agreement(s) between their subcontractors
 | May 2, 2018 | $ |
| **Third Deliverable**: Post event1. Provide the Judicial Council, CFCC with the number of all registered attendees (sorted by youth, adults, faculty, and JCC Staff.)
2. Submit a report to Judicial Council, CFCC that includes the final number of attendees, final program, and any issues that arose during the summit and how those issues were resolved.
3. Submit copies of evaluations from the summit for future review and reference.
 | June 30, 2018 | $ |
| **Fourth Deliverable*:***1. Conduct a meeting at the summit between the Planning Committee and the contractor for the purpose for strategically planning for future Youth Court Summits and Youth Court Regional Roundtables, which are an extension of the summit for youth courts in California. Submit a final report that includes:
	* Total number of registered guests for this year’s summit, which will be used to gauge the location for the 2019 summit;
	* Revised evaluation format, evaluation content and evaluation delivery for next year’s summit;
	* Number of counties and youth courts represented at the summit to better determine outreach efforts for the next year’s summit; and
	* Describe how outcomes of the Youth Court Summit event should inform the content and structure for the Youth Court Regional Roundtables, whose purpose is to offer additional training and information to youth courts in California, comparable to what is offered at the annual Youth Court Summit.
2. Coordinate and manage a southern and northern biannual Youth Court Regional Roundtables whose purpose is to offer training and assistance to local courts on creating effective youth courts in California. Youth courts provide restorative justice to first time youth offenders utilizing a multidisciplinary approach, i.e. drug/alcohol counseling, anger management counseling/classes, and, when necessary, using a trauma-informed approach to assist youth going through teen court.
 | December 15, 2018 | $ |

1. As a separate document, submit a detailed line item budget showing total cost of the services for each Deliverable. Fully explain and justify all budget line items in a narrative entitled “Budget Justification.” The budget should include estimated program costs including summit lodging and activities, as well as other anticipated costs that will be incurred in the coordination of the Youth Court Summit.
2. The total costs for services, (Deliverable 1, 2, and 3) will not exceed **$20,000.00** and are inclusive of all lodging, activity costs, personnel, materials, computer support, travel, per diem, and overhead rates. The method of payment to the coordinator will be by cost reimbursement.
3. If additional funding becomes available, additional services would be included in the contract (Deliverable 4). Total costs for the this service will not exceed **$15,000** and are inclusive of all logistics, content creation, travel, and materials to conduct a meeting at the 2018 Youth Court Summit and to convene two Youth Court Regional Roundtables for the purpose of training local courts on how to start a youth court and to address truancy and discipline issues in school. This will include providing expertise from subject matter experts in the areas of youth courts, school administration, and law enforcement. The proposal must include a plan for completing Deliverable 4, in the event that the additional funding becomes available.

**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.

**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 Judicial Council 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 Judicial Council 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 Judicial Council will post an intent to award notice on the Judicial Council’s Courts Bidders/Solicitations website: http://www.courts.ca.gov/rfps.htm.

| **CRITERION** | **maximum number of points** |
| --- | --- |
| Quality of work plan submitted | 20 |
| Experience on similar assignments, including working with California Youth Courts | 20 |
| Cost  | 30 |
| Acceptance of the Terms and Conditions | 15 |
| Ability to meet timing requirements to complete the project | 15 |

**10.0 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 Judicial Council 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 Judicial Council’s right to disclose information in the proposal, or (b) requiring the Judicial Council 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.

**11.0 DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS**

The Judicial Council has waived the inclusion of DVBE participation in this solicitation.

**12.0 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*). 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 Judicial Council to receive a solicitation specifications protest is seven (7) days from the posting of the submission of the proposal. Protests must be sent to:

Judicial Council of California

Attn: Protest Officer, RFP No. CFCC-2017-13-LB- CA Youth Court Summit

455 Golden Gate Avenue, 6th Floor

San Francisco, CA 94102-3688