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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-2018-20-lb  **PROPOSALS DUE:**  October 19, 2018 no later than 1:00 pm Pacific time |

1. **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 event. 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**

* The JCC intends to award a single, multi-year contract for this RFP. The initial term will be a three (3) year term, with two (2) one-year renewal option terms. The contract will be funded on an annual basis.
* This will be the 14th 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 event is held at a university campus 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. Historically, the youth make up two-thirds of the participants at the event.
* The first 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 event, a statewide Youth Court Association was developed and established. Many youth and adult workshops were offered along with guest speakers.
* The tenth Youth Court Summit took place at Pepperdine University, and was attended by nearly 300 youth and adult participants. The event 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 Sonoma State University in Rohnert Park, CA and was attended by nearly 250 youth and adult participants. The event also included workshops throughout the day, along with guest speakers and additional activities for youth attendees.
* The 14th Annual Youth Court Summit will be held at a Southern California university. Future event locations will alternate between Southern and Northern California.

**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 to organize the 14th Annual Youth Court event at a university in southern California and to fund lodging and activity expenses related to the event;

2.2 The services for the 14th Annual Summit are expected to be performed by the coordinator between November 15, 2018 and June 29, 2019 with the actual event occurring either June 20 - 22, 2019 or June 27 – 29, 2019;

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

venue for the 2019 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 approximately two (2) months prior to the event;

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

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 event;

2.8 Interact and work closely with Special Events staff at the University to coordinate group meals to participants for entire length of event, 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 Youth Court 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 Youth Court Summit participants, such as items like backpacks,

pens, pads, pencils, folders;

2.14 Coordinate and oversee printing of all materials relevant to the Youth Court Summit i.e. brochures, flyers, programs and agendas;

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

event’s coordination;

* 1. Coordinator will negotiate and execute 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 event and provide JCC all documentation relevant to the Youth Court Summit, e.g., total number of attendees broken down by youth participants and adult participants, and total expenses.

2.19 Subsequent Events is herein defined as the 15th through the 19th Youth Court Summits. These Subsequent Events will also take place at the end of June for the applicable year.

2.20 As noted above, the venue for the annual events alternates locations between Northern and Southern California. The coordinator will be required to research locations for each Subsequent Events year, beginning with 2020 to be held in Northern California location.

2.21 The JCC does not anticipate any changes to the Deliverables listed above during the term of Subsequent Events. However, due to any unforeseen circumstances that may occur at subsequent venues, the JCC will have the right to amend, update or change the Deliverables for Subsequent Events as necessary

**3.0 TIMELINE FOR THIS RFP**

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

| **EVENT** | **DATE** |
| --- | --- |
| RFP issued**:** | **October 4, 2018** |
| Deadline for questions by 1:00PM to: Solicitations@jud.ca.gov | **October 11, 2018** |
| Questions and answers posted *(estimate only)* | **October 15, 2018** |
| Latest date and time hard copy proposal may be submitted | **October 19, 2018**  **1:00 PM** |
| Evaluation of proposals (*estimate only*) | **October 25, 2018** |
| Notice of Intent to Award (*estimate only*) | **November 1, 2018** |
| Negotiations and execution of contract (*estimate only*) | **November 8, 2018** |
| Contract start date (*estimate only*) | **November 15, 2018** |
| Contract end date (*estimate only*) | **July 1, 2023** |

**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 govern this solicitation. |
| Attachment 2: Judicial Council Standard 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 it and must be submitted with the proposal. |
| Attachment 5: Darfur Contracting Act Certification | The Proposer must complete the Darfur Contracting Act Certification and it must be submitted with the proposal. |
| Attachment 6: Payee Data Record Form | This form contains information the Judicial Council requires in order to process payments and it must be submitted with the proposal. |

**5.0 PAYMENT INFORMATION**

The Judicial Council shall compensate the Contractor, on an annual basis, at the firm fixed prices, as set forth in Table 2 below for the completion and acceptance of each Deliverable. The firm fixed prices below must be inclusive of all costs, including but not limited to, benefits, expenses, fees, overhead, and profits payable to the Contractor for services rendered to the Judicial Council.

**TABLE I**

| **Deliverable(s)** | **Estimated Due Date** | **Not to Exceed Amount** |
| --- | --- | --- |
| First Deliverable: Pre-Planning stage   1. Research and identify viable location for youth summit in the Southern California region. 2. Meet with conference services at the established location to discuss logistics, costs, and services available. 3. Discuss with California Association of Youth Courts 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 signed, executed contract from venue, which will include information on the cost and services offered by said venue, lodging, meals, and snacks. | See Table 2 Below | $ 5,000.00 |
| **Second Deliverable**: Planning stage   1. Submit copy of draft agenda/program. 2. Provide the Judicial Council, CFCC with information on research, coordination and booking of guest speaker(s). 3. Continue bi-weekly conference calls to discuss final planning stages. Furnish the Judicial Council, CFCC with copies of the agenda from said 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. | See Table 2 Below | $10,000.00 |
| **Third Deliverable**: Post event   1. Provide the Judicial Council, CFCC with the number of registered attendees. 2. Submit a report to Judicial Council, CFCC that includes the final number of attendees, final program, and any issues that arose during the event and how they were resolved. 3. Submit copies of evaluations from the conference for future review and reference. | See Table 2 Below | $ 5,000.00 |

**TABLE 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Deliverable #  (See Table #1 above for Deliverable details) | Estimated Due Date  2019 | Estimated Due Date  2020 | Estimated Due Date  2021 | Estimated Due Date  2022 | Estimated Due Date  2023 |
| Deliverable #1 | April 4 | April 6 | April 5 | April 4 | April 4 |
| Deliverable #2 | May 2 | May 4 | May 3 | May 2 | May 2 |
| Deliverable #3 | July 1 | July 1 | July 1 | July 1 | July 3 |
| Not to Exceed Amount | $20,000.00 | $20,000.00 | $20,000.00 | $20,000.00 | $20,000.00 |

**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 **one (1) original and (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 (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. In addition to the hard copies above, the Proposer must submit an electronic version of the entire proposal on a USB memory stick. The files must be in WORD or Excel format(s).

6.3 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 | Administration Division

Attn: Lenore Fraga-Roberts, RFP: CFCC-2018-20-LB

455 Golden Gate Avenue, 6th Floor

San Francisco, CA 94102-3688

6.4 Late proposals will not be accepted.

6.5 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 company name, address, telephone and fax numbers, and federal tax identification number. Also include the contact information for the individual who will act as the Proposer’s primary point of contact during this RFP process.

b. Proposed methods to complete the work shall be broken out for the initial three (3) terms and include the two (2) one-year options.

1. Explain your method and/or tasks on completing the project. What methods will be used to facilitate the summit? Provide additional details if the methods will change from year to year.
2. Provide an overall plan with time estimates from the start to the completion of the summit. This plan must include details for Subsequent Events and can be submitted 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 event, such as, but not limited to, evaluations, lessons learned, and proposed enhancements.

c. 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 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.

d. Certifications, Attachments, and other requirements.

i. The Proposer must complete and submit all the attachments as described in Section 4.0 RFP Attachments, with their Proposal.

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.

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

i. A detailed line item budget showing total cost of the proposed services.

ii. A full explanation of all budget line items in a narrative entitled “Budget Justification.”

1. A “not to exceed” total for all work and expenses payable under the contract, if awarded. The total cost for services, (Deliverables 1, 2, and 3) will not exceed the amounts as listed in the table below. The Not to Exceed Amount(s) must be 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.

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| --- | --- | --- | --- | --- | --- |
| Deliverable #  (See Table #1 above for Deliverable details) | Estimated Due Date  2019 | Estimated Due Date  2020 | Estimated Due Date  2021 | Estimated Due Date  2022 | Estimated Due Date  2023 |
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| Deliverable #2 | May 2 | May 4 | May 3 | May 2 | May 2 |
| Deliverable #3 | July 1 | July 1 | July 1 | July 1 | July 3 |
| Not to Exceed Amount | $20,000.00 | $20,000.00 | $20,000.00 | $20,000.00 | $20,000.00 |

**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 | 10 |
| Experience on similar assignments, including working with California Youth Courts | 30 |
| 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 INCENTIVE**

The JCC has waived the DVBE incentive 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 JBE to receive a solicitation specifications protest is (7) days from the posting of the proposal due date. Protests must be sent to:

Judicial Council of California

Attn: Protest Officer, RFP No. CFCC-2018-20-LB; CA Youth Court Summit

455 Golden Gate Avenue, 6th Floor

San Francisco, CA 94102-3688