



**Judicial Council of California**  
ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

455 Golden Gate Avenue • San Francisco, California 94102-3688  
Telephone 415-865-7739 • Fax 415-865-7217 • TDD 415-865-4272

RONALD M. GEORGE  
*Chief Justice of California*  
*Chair of the Judicial Council*

WILLIAM C. VICKREY  
*Administrative Director of the Courts*

RONALD G. OVERHOLT  
*Chief Deputy Director*

STEPHEN NASH  
*Director, Finance Division*

**TO: POTENTIAL PROPOSERS**

**FROM:** Administrative Office of the Courts  
Center for Families, Children & the Courts Division

**DATE:** April 14, 2008

**SUBJECT/PURPOSE OF MEMO: REQUEST FOR PROPOSALS**

The Center for Families, Children & the Courts (CFCC), a division of the Administrative Office of the Courts (AOC), seeks the services of a consultant to develop training curriculum in the area of Juvenile Dependency Court Mediation (JDCM). Specific tasks will include designing and developing curriculum materials and presenting curriculum at two statewide AOC meetings.

**ACTION REQUIRED:** You are invited to review and respond to the attached Request for Proposals (RFP), as posted at <http://www.courtinfo.ca.gov/reference/rfp/>:

Project Title: JUVENILE DEPENDENCY COURT MEDIATION CURRICULUM PROJECT  
RFP Number: CFCC 04-08 JDCM-LM

**QUESTIONS TO THE SOLICITATIONS MAILBOX:** Questions regarding this RFP should be directed to [solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov) by **Thursday, April 24, 2008, no later than 3 p.m. (PST)**.

**DATE AND TIME PROPOSAL DUE:** There will not be a pre-proposal conference for this RFP.  
Proposals must be received by **Wednesday, April 30, 2008, no later than 3 p.m. (PST)**.

**SUBMISSION OF PROPOSAL:** Proposals must be sent to:  
**Judicial Council of California**  
**Administrative Office of the Courts**  
**Attn: Nadine McFadden, RFP No. CFCC 04-08 JDCM-LM**  
**455 Golden Gate Avenue, 7th Floor**  
**San Francisco, CA 94102-3688**

## **JUDICIAL COUNCIL OF CALIFORNIA ADMINISTRATIVE OFFICE OF THE COURTS**

### **1.0 GENERAL INFORMATION**

#### **1.1 BACKGROUND**

1.1.1 The Judicial Council of California, chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system. The California Constitution directs the 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 Council also adopts rules for Court administration, practice, and procedure, and performs other functions prescribed by law. The Administrative Office of the Courts (AOC) is the staff agency for the Council and assists both the Council and its chair in performing their duties.

#### **1.2 THE CENTER FOR FAMILIES, CHILDREN & THE COURTS**

1.2.1 The Center for Families, Children & the Courts (CFCC), a division of the AOC, provides a range of services to Courts in California, including research and technical assistance for juvenile and family Courts, collaborative justice Courts, cases involving self-represented litigants, and cases involving family violence.

#### **1.3 THE JUVENILE DEPENDENCY COURT MEDIATION CURRICULUM**

1.3.1 The CFCC is developing curriculum for Juvenile Dependency Court Mediation (JDCM) programs in California. Currently, a statewide core curriculum is not available to dependency court mediation professionals. This project aims to develop curriculum to guide the training of both new and seasoned dependency court mediators. The curriculum will provide resources for JDCM programs to train mediators themselves and will also guide statewide AOC trainings. The curriculum will also support the training requirements of California Rule of Court 5.518. The ultimate goal of the project is to create a California core curriculum for dependency mediators that will both standardize statewide dependency court mediation education and also allow for local flexibility. A core curriculum outline has already been completed and will guide the development of the curriculum. The core curriculum outline can be found in *Attachment 5 Juvenile Dependency Court Mediation Core Curriculum Outline*.

## 2.0 TIMELINE FOR THIS RFP

- 2.1 The AOC has developed the following list 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 AOC.

EVENT	KEY DATE
RFP issued to <a href="http://www.courtinfo.ca.gov/reference/rfp/">http://www.courtinfo.ca.gov/reference/rfp/</a> :	<b>April 10, 2008</b>
Deadline for questions to <a href="mailto:solicitations@jud.ca.gov">solicitations@jud.ca.gov</a>	<b>Thursday, April 24, 2008 No later than 3 p.m.</b>
Latest date and time proposal may be submitted	<b>Wednesday, April 30, 2008 No later than 3 p.m.</b>
Evaluation of proposals ( <i>estimate only</i> )	<b>April 29, 2008 through May 2, 2008</b>
Notice of Intent to Award ( <i>estimate only</i> )	<b>May 6, 2008</b>
Negotiations and execution of contract ( <i>estimate only</i> )	<b>May 16, 2008</b>

## 3.0 PURPOSE OF THIS REQUEST FOR PROPOSALS (RFP)

- 3.1 The AOC seeks the services of a consultant with expertise in Juvenile Dependency Court Mediation (JDCM) practice and training. Strong knowledge of multi-party mediation practices and a foundation in dependency law and child welfare systems are essential. The consultant must also be aware of the diverse program models of JDCM programs across California. The task of the consultant is to assist AOC training of juvenile dependency court mediators by developing curriculum materials to train new dependency mediation professionals; provide continuing education to practicing dependency mediators; and support the education requirements outlined in California Rule of Court 5.518.
- 3.2 The consultant will be asked to develop curriculum and attend two statewide meetings between May 16, 2008 and April 30, 2009. The consultant will focus on developing curriculum in two subject areas: multi-party mediation practice and foundations in dependency law and the child welfare system. These two subject areas distinguish dependency court mediation from family court mediation. The consultant will develop curriculum materials for each of the 18 topic areas outlined in the JDCM core curriculum outline. The core curriculum outline can be found in *Attachment 2 Contract Terms, Exhibit D - Work to be Performed*. The consultant will develop a user-friendly curriculum that JDCM programs can deliver to their staff. Curriculum materials to be developed and their estimated length are outlined below.

<b>Curriculum Product</b>	<b>#</b>	<b>Estimated Length</b>	<b>Total Pages</b>
Lesson plans	18	2-3 pages each	50
Power point aids	10	5-10 slides each	25
Quick guides and checklists	15	1 page each	15
Timelines & Flowcharts	10	1 page each	10
Hypothetical Mediations	10	1-2 pages each	15
Role Play Activities	10	2 pages each	20
Resources in the Public Domain, accessible through the internet.	20	N/A	N/A
		<b>Total</b>	<b>135</b>

These materials will be developed in two formats: a hard copy binder and small pdf files for web posting. Finally, the consultant will present the curriculum to juvenile dependency mediators at two statewide AOC meetings and make revisions as needed.

- 3.3 The Work of this RFP is provided in *Attachment 5 Juvenile Dependency Court Mediation Core Curriculum Outline*.

#### **4.0 RFP ATTACHMENTS**

- 4.1 Included as part of this RFP are the following attachments:

4.1.1 Attachment 1 - Administrative Rules Governing Request for Proposals. Proposers shall follow the rules, set forth in *Attachment 1, in preparation and submittal of their proposals*.

4.1.2 Attachment 2 - Contract Terms. Contracts with successful firms will be signed by the parties on a State of California Standard Agreement form and will include terms appropriate for this project. Terms and conditions typical for the requested services are attached as *Attachment 2 - Contract Terms* and include: *Exhibits A through E*.

4.1.3 Attachment 3 - Vendor’s Acceptance of the RFP’s Contract Terms. Proposers must either indicate acceptance of Contract Terms, as set forth in *Attachment 2 – Contract Terms*, or clearly identify exceptions to the Contract Terms, as set forth in this *Attachment 3*.

4.1.3.1 If exceptions are identified, then proposers must also submit (i) a red-lined version of *Attachment 2 – Contract Terms*, that clearly

tracks proposed changes to this attachment, and (ii) written documentation to substantiate each such proposed change.

- 4.1.4 Attachment 4 - Payee Data Record Form. The AOC is required to obtain and keep on file, a completed Payee Data Record for each vendor prior to entering into a contract with that vendor. Therefore, vendor's proposal must include a completed and signed *Payee Data Record Form, set forth as Attachment 4*.
- 4.1.5. Attachment 5 – Juvenile Dependency Court Mediation Core Curriculum Outline. Proposers shall review the Juvenile Dependency Mediation Core Curriculum Outline to guide preparation of their proposals. The vendor awarded this contract shall develop curriculum in accordance with *Attachment 5 - Juvenile Dependency Court Mediation Core Curriculum Outline*.

## **5.0 EVALUATION OF PROPOSALS**

5.1 Proposals will be evaluated by the AOC using the following criteria, in order of descending priority:

- 5.1.1 Quality of work plan submitted.
- 5.1.2 Credentials of staff to be assigned to the Project. Staff must have experience with juvenile dependency mediation programs, with expertise in the areas of multi-party mediation practices, juvenile dependency law, and the child welfare system.
- 5.1.3 Experience with similar curriculum assignments, particularly in the area juvenile dependency mediation.
- 5.1.4 Reasonableness of cost projections.
- 5.1.5 Ability to meet timing requirements to complete the Project.

## **6.0 SPECIFICS OF A RESPONSIVE TECHNICAL PROPOSAL**

6.1 The following information shall be included as the technical portion of the proposal:

- 6.1.1 Quality of work plan submitted.
  - 6.1.1.1 Method to complete the Project.
    - 6.1.1.1.1 Proposed process necessary to address the project objectives, including the process to develop curriculum and research relevant resources.
    - 6.1.1.1.2 Proposed methods for ensuring the curriculum meets the diverse needs of different juvenile dependency court mediation program models.

- 6.1.1.1.3 Proposed project and team organization.
  - 6.1.1.2 Contact information. Provide proposer's point of contact, including name, physical and electronic addresses, and telephone and facsimile numbers.
  - 6.1.1.3 Tax recording information. Complete and submit *Attachment 4 - Payee Data Record Form*. Note that if an individual or sole proprietorship, using a social security number for tax recording purposes, is awarded a contract, the social security number will be required prior to finalizing a contract.
  - 6.1.1.4 Compliance with Contract Terms. Complete and submit *Attachment 3 - Vendor's Acceptance of the RFP's Contract Terms*. If changes to *Attachment 3* are proposed, then also submit red-lined version of *Attachment 3- Vendor's Acceptance of the RFP's Contract Terms* as well as written justification supporting any such proposed changes.
- 6.2 Credentials of staff to be assigned to the Project. Describe key staff's knowledge of the requirements necessary to complete this project. Provide professional qualifications and experience of key staff, as well as each individual's ability and experience in conducting the proposed activities. Submit hardcopy of key staff's information in proposal as well as electronically. (*See RFP: 8.0 Submissions of Proposals*)
- 6.3 Experiences on similar assignments, particularly in the area juvenile dependency mediation.
- 6.3.1 Provide the names, physical and electronic addresses, and telephone numbers of a minimum of two (2) clients for whom the proposer has conducted similar services. The AOC may check references listed by the proposer.
  - 6.3.2 Proposer has demonstrated experience with developing curriculum in collaboration with key stakeholders.
  - 6.3.3 Proposer has demonstrated experience with juvenile dependency court and mediation programs, including demonstrated knowledge of the diverse range of dependency mediation program models.
- 6.4 Reasonableness of cost projections. See below, *RFP: 7.0 Specifics of a Responsive Cost Proposal*.
- 6.5 Ability to meet timing requirements to complete the Project. Overall plan with time estimates for completion of all work required.

## **7.0 SPECIFICS OF A RESPONSIVE COST PROPOSAL**

7.1 The following information shall be included as the cost portion of the proposal:

7.1.1 Reasonableness of Cost Projections.

7.1.1.1 As a separate document, submit a detailed line item budget showing total cost of the services for each of the five (5) Deliverables specified in *Attachment 2 Contract Terms, Exhibit D - Work to be Performed*. This budget should identify unique hourly rates, titles, and responsibilities for each "Key Personnel," but can group this information for other personnel in a more general manner. Staff rates should be fully burdened, including indirect costs, overhead and profit. The cost proposal should also include separate line items for postage/ mailing costs and travel and lodging. Fully explain and justify all budget line items in a narrative entitled "Budget Justification."

7.1.1.2 The total cost for consultant services will range between \$20,000.00 - \$30,000.00, inclusive of personnel, materials, overhead rates, travel and profit. The method of payment to the consultant will be by cost reimbursement for each of the four deliverables specified in *Attachment 2 Contract Terms, Exhibit D - Work to be Performed*.

## **8.0 SUBMISSIONS OF PROPOSALS**

8.1 Responsive proposals should provide straightforward, concise information that satisfies the requirements noted in items *RFP: 6.0 Specifics of a Responsive Technical Proposal* and *RFP: 7.0 Specifics of a Responsive Cost Proposal*, above. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the state's instructions, requirements of this RFP, and completeness and clarity of content.

8.2 Proposers will submit one (1) original and three (3) copies of the technical proposal and cost proposal signed by an authorized representative of the company, including name, title, address, and telephone number of one individual who is the responder's designated representative.

8.3 Proposals must be delivered to the individual listed under Submission of Proposals, as set forth on the cover memo of this RFP.

8.4 Only written responses will be accepted. Responses should be sent by registered or certified mail or by hand delivery.

- 8.5 In addition to submittal of the one (1) original and three (3) copies of the proposals, as set forth in item 8.2, above, proposers are also required to submit an electronic version of the entire proposal on CD-ROM.

## **9.0 RIGHTS**

The AOC reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar RFPs in the future. This RFP is in no way an agreement, obligation, or contract and in no way is the AOC or the State of California responsible for the cost of preparing the proposal. One copy of a submitted proposal will be retained for official files and becomes a public record.

## **10.0 ADDITIONAL REQUIREMENTS**

It may be necessary to interview prospective service providers to clarify aspects of their submittal. If conducted, interviews will likely be conducted by telephone conference call. The AOC will notify prospective service providers regarding the interview arrangements.

## **11.0 CONFIDENTIAL OR PROPRIETARY INFORMATION**

The Administrative Office of the Courts policy is to follow the intent of the California Public Records Act (PRA). If a vendor's proposal contains material noted or marked as confidential and/or proprietary that, in the AOC's sole opinion, meets the disclosure exemption requirements of the PRA, then that information will not be disclosed pursuant to a request for public documents. If the AOC does not consider such material to be exempt from disclosure under the PRA, the material will be made available to the public, regardless of the notation or markings. If a vendor is unsure if its confidential and/or proprietary material meets the disclosure exemption requirements of the PRA, then it should not include such information in its proposal.