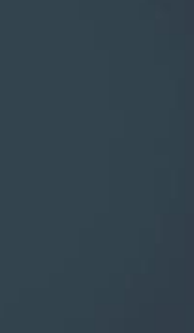


Overview of Dependency Counsel Solicitations



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Objectives

- Dependency Representation, Administration, Funding, and Training (DRAFT) Program
- RFP Process
- Developing Proposals





DRAFT PROGRAM



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DRAFT Program Overview

- Established as a pilot program by the Judicial Council in 2004
- In 2007 the Judicial Council:
 - Adopted caseload standard and compensation funding model
 - Expanded DRAFT
- 20 volunteer court systems participate in the program:

Alameda

Amador

Del Norte

El Dorado

Imperial

Lake

Los Angeles

Marin

Mendocino

Plumas

Sacramento

San Diego

San Joaquin

San Luis Obispo

Santa Barbara

Santa Clara

Santa Cruz

Solano

Sonoma

Stanislaus



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DRAFT Program Goals

Develop uniform dependency counsel standards for:

- Caseload
- Compensation
- Performance





RFP PROCESS



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RFP Process

AOC Roles & Responsibilities

- Draft solicitation document
- Determine contract budget and caseload
- Post and distribute RFP materials
- Respond to solicitation questions
- Negotiate and enter into agreements with selected proposers





RFP Process

Local Court Roles & Responsibilities

- Review and approve solicitation document
- Verify caseload
- Respond to questions regarding local court processes and rules





RFP Process

Joint Roles & Responsibilities

- Score proposals against stated evaluation criteria
- Select the highest ranked proposal(s) based on the stated evaluation criteria, such that representation for all parties is provided





DEVELOPING YOUR PROPOSAL



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Proposer's Responsibilities

- Review this presentation
- Review the entire RFP and attachments
- Submit questions to solicitations@jud.ca.gov by the due date in the RFP timeline
- Submit finished proposal by the due date in the RFP timeline





Reviewing the Solicitation

RFP

- Background information
 - Court-appointed counsel funding
 - Objective (lots, award period)





Reviewing the Solicitation

RFP

- Description of services and deliverables
- Timeline





Reviewing the Solicitation

RFP Attachments

- Attachment 1: Administrative Rules Governing RFPs
- Attachment 2: Contract Terms and Conditions
- Attachment 3: Acceptance of Terms and Conditions





Reviewing the Solicitation

RFP Attachments

- Attachment 4: Scope of Services
- Attachment 5: Payee Data Record Form
- Attachment 6: Darfur Contracting Act Certification





Reviewing the Solicitation

RFP Attachments

- Attachment 7: Conflict of Interest Certification Form
- Attachment 8: Lot Check-Off Form (if applicable)
- Appendices
 - JCATS Screen Shot
 - Budget Template





Developing Your Proposal

RFP Document: Proposal Contents

Lists information that must be included in your proposal

- Technical proposal
- Cost proposal





Developing Your Proposal

Technical Proposal

- Description of services
- Organization and staffing plan
- Courtroom coverage and calendar management
- Proposal for conflicts





Developing Your Proposal

Technical Proposal

- Competency and experience requirements
- Role in improving child welfare outcomes
- Acceptance of Terms and Conditions
- Certifications and attachments



Developing Your Proposal

Cost proposal

- Must use Budget Template posted with RFP materials (No other file formats or re-created files will be accepted)
- Budget justification narrative





Submitting Your Proposal

- Must submit one (1) original and five (5) copies of the technical and cost proposal
- Must submit an electronic version of the entire proposal on CD-Rom





Submitting Your Proposal

Proposals must be sent by:

- Registered or certified mail
- Courier service
- Hand delivered

Faxed or e-mailed proposals will **NOT** be accepted



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Submitting Your Proposal

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

Administrative Office of the Courts

Attn: Nadine McFadden – [RFP Number]

455 Golden Gate Avenue

San Francisco, CA 94102



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Evaluation of Proposals

Evaluated on 100-point scale using the following criteria:

Criterion	Points
Plan to provide comprehensive, high quality and timely services	40
Reasonableness of cost proposal	30
Explanation of role of counsel in impacting child welfare outcomes	20
Acceptance of Proposal Contract Terms and Conditions	10






Questions?

Questions regarding the solicitation should be sent to

solicitations@jud.ca.gov



Responses will be posted with the RFP at

www.courts.ca.gov/rfp



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