



Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

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TO: POTENTIAL BIDDERS

FROM: Administrative Office of the Courts
Executive Office Programs Division, Planning Unit

DATE: February 11, 2008

SUBJECT/PURPOSE OF MEMO: REQUEST FOR PROPOSALS
CONFERENCE FACILITATION SERVICES, JUDICIAL COUNCIL OF CALIFORNIA ANNUAL JUDICIAL BRANCH PLANNING MEETING, JUNE 25-27, 2008, NAPA, CALIFORNIA

ACTION REQUIRED: You are invited to review and respond to the attached Request for Proposals (“RFP”):

Project Title: JUDICIAL COUNCIL OF CALIFORNIA ANNUAL JUDICIAL BRANCH PLANNING MEETING, JUNE 25-27, 2008, NAPA CALIFORNIA; CONFERENCE FACILITATION SERVICES
RFP Number: EOP-60101-RB

PROPOSAL DUE DATE: **Proposals must be received by 1 p.m. on February 29, 2008**

SUBMISSION OF PROPOSAL: Proposals must be sent to:
Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden, EOP-60101-RB
455 Golden Gate Avenue
San Francisco, CA 94102

The following documents are incorporated into this Request For Proposals (RFP) by reference:

Attachment A - Terms and Conditions
Attachment B - Administrative Rules Governing Request For Proposals

1.0 GENERAL INFORMATION

1.1 Background

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 Judicial Council of California Annual Judicial Branch Planning Meeting

The Executive Office Programs (EOP) Planning Unit serves the Judicial Council in planning judicial branch services to meet the needs of all Californians. To support the Judicial Council's planning efforts, EOP's planning unit solicits wide-ranging stakeholder input to inform the council's planning activities. This data is presented to the council at its annual branch planning meeting at which time council members engage in small group facilitated discussions to identify branch priorities for the next 3 or 6 year cycle.

2.0 PURPOSE OF THIS RFP

2.1 EOP seeks the services of a contractor to provide 4 professional facilitators—preferably attorneys or legal experts familiar with the California state courts—to (1) participate in advance preparation for; and (2) provide meeting facilitation services at the Judicial Council of California's annual judicial branch planning meeting. **The meeting will be held in Napa, California, June 25–27, 2008.** *The focus of the 2008 planning meeting will be to assist council members in identifying effective leadership strategies and options for achieving branch priorities in changing times.*

2.2 **Advance Meeting Preparation:** Facilitators will assist EOP staff in reviewing stakeholder data and in identifying appropriate small group discussion items that will assist council members as they discuss and identify:

2.2.1 Principles of effective leadership for (1) navigating changing leadership within the judicial branch and within sister branches of government, and (2) serving as effective branch advocates and communicators;

2.2.2 Ways and means for achieving greater public access to justice services *and* greater diversity within California's judicial branch (see judicial branch strategic and operational plans, Goal 1);

- 2.2.3 Improvements to Judicial Council governance policies *and* practices that will strengthen council policy decision-making, branch independence, judicial impartiality, and branch accountability (see branch strategic and operational plans, Goal 2); and
 - 2.2.4 Effective strategies for achieving judicial branch infrastructure priorities (as identified in the branch strategic and operational plans, Goal 6).
- 2.3 **Meeting Facilitation Services:** Facilitators will lead and direct 4 small group sessions (12 persons per session, approx.) addressing the topics listed above. Sessions will be conducted over 2 days (June 26 and 27). All meeting attendees (approximately 45 to 60 Participants) will move through each of the 4 sessions.
- 2.4 Bidders for the RFP should be familiar with the following documents:

Justice in Focus, the Strategic Plan for California’s Judicial Branch, 2006—2012
http://www.courtinfo.ca.gov/reference/2_annual.htm

Trust and Confidence in the California Courts, 2005–2006 (Phase I and Phase II reports): http://www.courtinfo.ca.gov/reference/4_37pubtrust.htm

3.0 PROCUREMENT SCHEDULE AND GENERAL INSTRUCTIONS

- 3.1 The AOC has developed the following list of key events from RFP issuance through notice of contract award. All key dates are subject to change at the AOC’s discretion.

| EVENT | Key Dates |
|--|---------------------------|
| Issue RFP | February 11, 2008 |
| Deadline for Proposer Requests for Clarifications or Modifications | Feb 19, 2008 1:00 p.m. |
| AOC Posts Clarification / Modification Response | Feb 22, 2008 |
| Proposal Due Date and Time | Feb 29, 2008 1:00 p.m. |
| Notice of Intent to Award (estimated) | Mar 7, 2008 |
| Execution of Contract (estimated) | Mar 21, 2008 |

- 3.2 The RFP and any addenda that may be issued will be available on the following website:

<http://www.courtinfo.ca.gov/reference/rfp/> (“Courtinfo website”)

3.3 Proposal Submittal Address:

Nadine McFadden
RFP# EOP-0108-RB
Judicial Council of California
Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, CA 94102-3688

3.4 Request for Clarifications or Modifications

- 3.4.1 Vendors interested in responding to the solicitation may submit questions by e-mail only on procedural matters related to the RFP or requests for clarification or modification of this solicitation document, including questions regarding the Terms and Conditions in Attachment B, to the Solicitations mailbox referenced below. If the vendor is requesting a change, the request must set forth the recommended change and the vendor's reasons for proposing the change.

Solicitations mailbox: solicitations@jud.ca.gov

- 3.4.2 All questions and requests must be submitted by email to the Solicitations mailbox no later than the date specified in Section 3.1, Procurement Schedule and General Instructions. Questions or requests submitted after the due date will not be answered.
- 3.4.3 All email submissions sent to the Solicitations mailbox **MUST** contain the RFP number and other appropriate identifying information in the email subject line. In the body of the e-mail, always include paragraph numbers whenever references are made to content of this RFP. Failure to include the RFP number as well as other sufficient identifying information in the email subject line may result in the AOC taking no action on a vendor's email submission.
- 3.4.4 Without disclosing the source of the question or request, the AOC Contracting Officer will post a copy of the questions and the AOC's responses on the Courtinfo website.
- 3.4.5 If a vendor's question relates to a proprietary aspect of its proposal and the question would expose proprietary information if disclosed to competitors, the vendor may submit the question in writing, conspicuously marking it as "CONFIDENTIAL." With the question, the vendor must submit a statement explaining why the question is sensitive. If the AOC concurs that the disclosure of the question or answer would expose proprietary

information, the question will be answered, and both the question and answer will be kept in confidence. If the AOC does not concur regarding the proprietary nature of the question, the question will not be answered in this manner and the vendor will be notified.

4.0 SCOPE OF SERVICES

- 4.1 Services are expected to be performed by the consultant between April 1 and July 3, 2008.
- 4.2 The consultant will be asked to provide the following Deliverables:
 - 4.2.1 **Deliverable 1** - Between April 1 and June 20, 2008:
 - Attend and participate in 4 pre-conference planning sessions (1 hour each);
 - 4.2.2 **Deliverable 2** - June 25–27, 2008:
 - Attend the Judicial Council Branch Planning Meeting, June 25 (opening session) as well as facilitate small group sessions to be held on June 26 and 27, 2008, in Napa, California (Meritage Resort);
 - 4.2.3 **Deliverable 3** - June 27, 2008:
 - Participate in one post conference debriefing session to be held on June 27, 2008;
 - 4.2.4 **Deliverable 4** - On or before July 3, 2008:
 - Provide a written summary of major small group session highlights to EOP staff.

5.0 EVALUATION OF PROPOSALS

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

- a. Quality of work plan submitted
- b. Experience on similar assignments
- d. Credentials of staff to be assigned to the project
- c. Reasonableness of Fee proposal
- e. Ability to meet timing requirements to complete the project

6.0 SPECIFICS OF A RESPONSIVE PROPOSAL

Responsive proposals should provide straightforward, concise information that satisfies the requirements noted 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.

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

- 6.1 Name, address, telephone and fax numbers, and federal tax identification number. Note that if a sole proprietorship using its social security number is awarded a contract, the social security number will be required prior to finalizing a contract.
- 6.2 Resumes describing the background and experience of key staff, as well as each individual's ability and experience in conducting the proposed activities.
- 6.3 Describe key staff's knowledge of the requirements necessary to complete this project.
- 6.4 Names, addresses, and telephone numbers of a minimum of five (5) clients for whom the consultant has conducted similar services. The AOC may check references listed by the consultant.
- 6.5 Overall plan with time estimates for completion of all work required.
- 6.6 Method to complete the Project:
 - 6.6.1 Proposed process necessary to address the project objectives.
 - 6.6.2 Proposed data collection methods.
 - 6.6.3 Proposed methodology.
 - 6.6.4 Proposed project and team organization.

7.0 FEE PROPOSAL

- 7.1 As a separate document, submit a detailed line item budget showing total cost of the services. Fully explain and justify all budget line items in a narrative entitled "Budget Justification."
- 7.2 It is expected that the total cost for consultant services will be in the range of \$30,000.00 to \$50,000.00 inclusive of personnel, materials, computer support, travel, lodging, per diem, and overhead rates. The method of payment to the consultant will be by cost reimbursement per deliverable.

8.0 SUBMISSION OF PROPOSALS

- 8.1 An original and 7 copies of the proposal signed by an authorized representative of the service provider, including name, title, address, and telephone number of one individual who is the responder's designated representative. Also, one electronic copy of the proposal on CD is required.
- 8.2 Proposals must be delivered to the individual listed in the Submission of Proposals section of the coversheet to this RFP.
- 8.3 Only written responses will be accepted. Responses should be sent by registered or certified mail or by hand delivery.

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 PROPOSED CONTRACT TERMS AND ADMINISTRATIVE RULES

- 11.1 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 A.
- 11.2 Incorporated in this RFP, and attached as Attachment B, is a document entitled "Administrative Rules Governing Requests for Proposals. Service providers shall follow these rules in preparation of their proposals.

12.0 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.