

**ATTACHMENT 11**  
**LANGUAGE ACCESS IN THE CALIFORNIA COURTS**  
**COST BREAKDOWN**

No.	Deliverable	Fiscal Quarter	Labor	Materials	*Travel	Sub Contractors	Total	Please provide a detailed explanation
3.1.1	Contractor will develop and implement a comprehensive timeline, including identifying immediate product requirements, e.g. bench cards, notice, and tool-kit components						\$ -	
3.1.2	Contractor to facilitate a community outreach meeting with the Judicial Council's Language Access Plan Implementation Task Force and LAP stakeholders. Prior to meeting, contractor will be required to invite stakeholders and prepare and submit all meeting materials for Project Manager's review. After the meeting, contractor will be required to submit meeting minutes and an assessment of the meeting outcomes for Project Manager's review. First ITF community						\$ -	
3.1.3	Contractor must develop and submit a comprehensive LAP implementation work-plan to the Project Manager. The proposed work-plan must include a forecasted quarterly budget that outlines anticipated costs and expenses associated with implementing the LAP's recommendations and activities						\$ -	
3.1.4	Contractor must conduct a comprehensive needs assessment of California's Superior Court's language access resources, including a thorough review of California's Superior Court's LEP plans, court web pages, and the Hastings (SJI) report "Enhancing Language Access for Limited English Proficiency Court Users," and submit it to Project Manager. Information may be gathered through a short tailored survey for distribution to the courts subject to review and approval by the Judicial Council.						\$ -	

No.	Deliverable	Fiscal Quarter	Labor	Materials	*Travel	Sub Contractors	Total	Please provide a detailed explanation
3.1.5	Contractor to meet onsite and assist Judicial Council staff with a Language Access Plan Implementation Task Force presentation to the Judicial Council to review LAP implementation progress, including contractor's progress and materials produced to date. Prior to meeting, contractor must prepare and submit presentation agenda, electronic and printed materials, and progress reports for Project						\$ -	
3.1.6	Contractor to meet with the Judicial Council's Language Access Plan Implementation Task Force onsite for its in-person meeting to review contractor's progress and materials produced to date. Prior to meeting, contractor must prepare and submit presentation agenda, electronic and printed materials, and progress reports for Project Manager's review. First onsite ITF meeting						\$ -	
3.1.7	Contractor must review and update the Judicial Council's Limited English Proficiency (LEP) model template and related materials, and submit related materials to Project Manager.						\$ -	
3.1.8	Contractor must develop a statewide complaint process and applicable forms to be used by statewide JBEs, and submit related materials to Project Manager.						\$ -	
3.1.9	Contractor to submit implementation materials to Project Manager that are required by the LAP recommendations. Materials must include bench cards, bench guides, training material curriculum, training material scripts, including scripts for multilingual samples and templates, a translation protocol for Judicial Council translations of forms, written materials, and audiovisual tools, and a material development plan for remaining materials.						\$ -	
3.1.10	Contractor to facilitate a second community outreach meeting with the Judicial Council's Language Access Plan Implementation Task Force and LAP stakeholders. Prior to meeting, contractor will be required to invite stakeholders and prepare and submit all meeting materials for Project Manager's review. After the meeting, contractor will be required to prepare and submit meeting minutes and an assessment of the meeting outcomes for Project Manager's review. Second ITF						\$ -	

No.	Deliverable	Fiscal Quarter	Labor	Materials	*Travel	Sub Contractors	Total	Please provide a detailed explanation
3.1.11	Contractor to meet with the Judicial Council's Language Access Plan Implementation Task Force onsite for its in-person meeting to review contractor's progress and materials produced to date. Prior to meeting, contractor must prepare presentation agenda, electronic and printed materials, and progress reports for Project Manager's review. In advance of this meeting, contractor must review designated Judicial Council material and forms to identify what materials require updating and translating into multiple languages. Contractor must also develop a complaint response process that addresses all court users' complaints relative to the translation of Judicial Council forms, publications, and information. Second ITF onsite meeting.						\$ -	
3.1.12	Contractor must develop and submit to the Project Manager a report recommending specific guidelines to local courts regarding the number of languages, and population thresholds, for which they should provide translation for key documents. The Contractor must examine the language needs and demographics throughout California's 58 counties. The report must include a proposed methodology and a review of available data, and identify key documents that should be translated.						\$ -	
3.1.13	Contractor to meet with the Project Manager and Judicial Council staff onsite to review contractor's progress and materials produced to date. Prior to meeting, contractor must prepare presentation agenda, electronic and printed materials, and progress reports for Project Manager's review.						\$ -	
3.1.14	Contractor to submit a final report to the Project Manager. The final report must include all ongoing adjustments and improvements that must be made to the LAP implementation work-plan, including all necessary and recommended LAP improvements to assist with the ongoing implementation efforts.						\$ -	
<b>COST BREAKDOWN TOTAL \$ - \$ - \$ - \$ - \$ -</b>								

\*Please refer to the Judicial Council's expense policies located within this spreadsheet, tab 2 or within Attachment 2 - Judicial Council's Standard Terms and Conditions.