

ATTACHMENT 7
LANGUAGE ACCESS IN THE CALIFORNIA COURTS
REQUIREMENTS AND SPECIFICATIONS FORM

Please provide a response to indicate proposer’s expertise and capabilities of meeting the Language Access in the California Courts requirements specifications listed in the table below.

No.	Functional Requirements	Experienced		Sub-Contractor Required	Please describe your expertise and capabilities in detail (cells expand with text)
		Yes	No	Yes	
2.2.1	Principles and practices of language access, including but not limited to interpretation and translation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2.2	Laws (including statutory and case law) related to language access in the California Superior Courts (Juris Doctor “JD” preferred), California Rules of Court, Standards of Judicial Administration, and Judicial Council Forms related to language access.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2.3	Budgeting and financial forecasting to help estimate the anticipated costs of implementing the various LAP recommendations at both the court and statewide level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.4	Education and training for the JBEs, including the court staff, judicial officers, justice partners, community organizations, and court interpreters. Training must include curriculum design and development, creation of bench guides, , and job aids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.5	Research and writing for court-related audiences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.6	Court interpreting principles and how court interpretation services are organized in the California Superior Courts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2.7	Tools for qualitative and quantitative data collection, including surveys.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2.8	Translation services including protocols for translated materials and signage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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2.2.9	Principles of remote interpreting (including Video Remote Interpreting) and remote access to courts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2.10	Planning and conducting community meetings with stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2.11	Preparation of communication materials and other language access tools to assist the courts;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2.12	Systems to help statewide monitoring of the implementation of the LAP.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2.13	Methods to evaluate program effectiveness and the quality of language access services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2.14	Measures to develop a statewide language access complaint process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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. Shall occur by August 31, 2015 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 outreach meeting shall occur by September 30, 2015 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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. Shall occur by October 31, 2015 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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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. Shall occur by October 31, 2015 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 Manager’s review. Shall occur by November 30, 2015 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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. Shall occur by December 31, 2015 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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. Shall occur by January 29, 2016 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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. Shall occur by January 29, 2016 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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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. Shall occur by February 26, 2016 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 community outreach meeting. Shall occur by March 31, 2016 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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. Shall occur by April 30, 2016 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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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. Shall occur by April 29, 2016 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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. Shall occur by May 31, 2016 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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. Shall occur by June 30, 2016 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	