

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	After consulting with the Judicial Council staff, Contractor will develop a comprehensive timeline for completion of remaining LAP Phase One products and efforts to commence work on new Phase Two products, including identifying Task Force product requirements. The timeline should include milestones between July 2016 and June 2017 for completion of procedures to assess an interpreter's skills and recommended interpreter disciplinary procedures, including public comment and any recommended changes to Rule 2.891 (See Deliverables 3.1.9, 3.1.11, and 3.1.17). Shall occur by August 31, 2016.						\$ -	
3.1.2	Based on the findings of the trial court language access survey conducted in early 2016, Contractor will work with and prepare a report for the Task Force's Language Access and Education Standards Subcommittee to identify additional items for completion, including: identifying the appropriate level of service required at different points of contact at the courts (LAP Recommendation #26); defining language proficiency standards for bilingual staff (#48); identifying and listing orientation or other multilingual videos hosted on California court websites (or available in hardcopy format such as DVDs) that have been designed to assist LEP courts users (#18); developing new training programs for bilingual staff and court interpreters (#46, #48); developing polices to help promote the sharing of bilingual staff and interpreters among courts, using remote assistance, for language assistance outside of court proceedings (#30); and developing a model protocol for procedures to be followed when bilingual staff are not available (#29). Shall occur by October 31, 2016.						\$ -	
3.1.3	Contractor to meet with the Judicial Council's Language Access Plan Implementation Task Force onsite for its in-person meeting to review Contractor's timeline and assist Task Force with work on remaining LAP Phase One and new LAP Phase Two products. 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 October 31, 2016. [Note: Meeting will be held either in September or October 2016.]						\$ -	
3.1.4	Contractor to consult with Judicial Council staff and prepare report with recommendations regarding (1) recruitment strategies for court interpreters and bilingual staff, and (2) strategies to help increase the passage rate on the bilingual interpreting exam. Shall occur by November 30, 2016.						\$ -	

No.	Deliverable	Fiscal Quarter	Labor	Materials	*Travel	Sub Contractors	Total	Please provide a detailed explanation
3.1.5	Contractor to organize a community outreach meeting with the Judicial Council's Language Access Plan Implementation Task Force and LAP stakeholders. Prior to meeting, Contractor to consult with the Task Force Chairs and Project Manager regarding meeting topics, scope and goals. Contractor will be required to invite stakeholders and prepare and submit the agenda and 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. Shall occur by December 30, 2016. [Note: Meeting will be held either in November or December 2016.]						\$ -	
3.1.6	Contractor to consult with Judicial Council staff and interview courts to develop a report for the Judicial Council regarding recommended guidelines and best practices regarding accessible courthouses; research and report on the use of principles of universal design in the language access context; develop recommended guidelines for building and equipping LEP accessible courthouses (signage, navigability and wayfinding strategies); provide model signage translated into the top eight languages for adaptation by local courts, make recommendations on the use of multilingual (static and dynamic) signage; develop best practices for navigability and wayfinding strategies for courts. (See LAP Recommendations #39, #41, and #42.) Shall occur by December 30, 2016.						\$ -	
3.1.7	Contractor to work closely with Judicial Council staff and courts' language access representatives to help update court websites, including LEP plan templates to ensure courts' websites support and conform to LAP recommendations. Shall occur by December 30, 2016.						\$ -	
3.1.8	Contractor to meet with the Judicial Council's Language Access Plan Implementation Task Force onsite for its in-person meeting to review contractor's timeline and assist Task Force with work on remaining LAP Phase One and new LAP Phase Two products. 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 January 31, 2017.						\$ -	
3.1.9	Contractor to deliver presentation and submit report to Court Interpreters Advisory Panel (CIAP) to advise the advisory body on the relative strengths, weaknesses, and costs of different techniques for conducting skill assessment. (The CIAP subcommittee staff already has a list of technique options with which the consultants can begin their work.) Shall occur by January 31, 2017.						\$ -	

No.	Deliverable	Fiscal Quarter	Labor	Materials	*Travel	Sub Contractors	Total	Please provide a detailed explanation
3.1.10	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 February 28, 2017. [Note: Meeting will be held either in January or February 2017.]						\$ -	
3.1.11	Contractor to meet with Judicial Council staff and CIAP to discuss practices, volume and costs in other state courts regarding interpreter discipline. Contractor to work with Judicial Council staff for CIAP to prepare and submit a report that catalogues policies and procedures in place in other state court systems to conduct skill assessments post credentialing as well as to assess for discipline purposes ethical or criminal matters. The cataloging shall include a description of the policies and procedures, including whether there are periodic reviews or they require complaints in order to initiate; the levels of discipline available, the disciplining body, and manner in which discipline may imposed (e.g., only after a the opportunity for a full hearing where due process is afforded). (The Judicial Council has some materials which can be used to begin the research.) Determine the volume of reviews / complaints received by other states in an average year, relative to their interpreter population, and detail the costs (including staff) that other states spend on skill/ethics assessments and imposition of discipline (including hearing costs, if any). Shall occur by February 28, 2017.						\$ -	
3.1.12	Contractor to conduct interviews and/or a brief follow-up survey regarding courts' LAP implementation progress and submit a gap analysis report. The report will make findings and recommendations regarding priorities and necessary actions for the Judicial Council and courts to implement to help achieve meaningful language access for LEP court users. In conjunction with the report, Contractor to develop and submit tools that will help the Judicial Council to track individual courts' progress regarding LAP implementation. Shall occur by March 31, 2017.						\$ -	
3.1.13	Contractor to organize a community outreach meeting with the Judicial Council's Language Access Plan Implementation Task Force and LAP stakeholders. Prior to meeting, Contractor to consult with the Task Force Chairs and Project Manager regarding meeting topics, scope and goals. Contractor will be required to invite stakeholders and prepare and submit the agenda and 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. Shall occur by April 28, 2017. [Note: Meeting will be held either in March or April 2017.]						\$ -	

No.	Deliverable	Fiscal Quarter	Labor	Materials	*Travel	Sub Contractors	Total	Please provide a detailed explanation
3.1.14	Contractor to meet with Judicial Council staff and interview court personnel to develop a report and make recommendations regarding improvements to the regional coordination system for court interpreter cross-assignment procurement. (See LAP Recommendations #20 and #21.) Shall occur by April 28, 2017.						\$ -	
3.1.15	Contractor to meet with the Judicial Council's Language Access Plan Implementation Task Force onsite for its in-person meeting to review Contractor's timeline and assist Task Force with work on remaining LAP Phase One and new LAP Phase Two products. 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 May 31, 2017.						\$ -	
3.1.16	Contractor to submit all remaining LAP Phase One and Phase Two products to Judicial Council staff, including all educational products identified above in Deliverable 3.1.2. Shall occur by May 31, 2017.						\$ -	
3.1.17	By no later than June 2017, Contractor must assist the Judicial Council to complete development of procedures to assess an interpreter's skills and recommended disciplinary procedures. This will include development of a timeline, a draft Rule of Court, process for interpreter review and discipline, public comment, summary of comments, and submitting revised materials for Project Manager's review. (See LAP Recommendations #63, #64, and #65.) Shall occur by June 30, 2017.						\$ -	
3.1.18	Contractor to submit final report. Final report must include all ongoing adjustments and improvements that must be made to the LAP implementation workplan, including all necessary and recommended LAP improvements to assist with the ongoing implementation efforts. 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 June 30, 2017.						\$ -	
COST BREAKDOWN TOTAL \$ - \$ - \$ - \$ - \$ -								

No.	Deliverable	Fiscal Quarter	Labor	Materials	*Travel	Sub Contractors	Total	Please provide a detailed explanation
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*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.