



REQUEST FOR PROPOSAL

ADMINISTRATIVE OFFICE OF THE COURTS (AOC)

REGARDING:

COURT ORDERED DEBT TASK FORCE
REVIEW RFP #FIN051711CK

PROPOSALS DUE:

JUNE 15, 2011 NO LATER THAN 1:00 P.M. PST

JUDICIAL COUNCIL OF CALIFORNIA ADMINISTRATIVE OFFICE OF THE COURTS

1.0 GENERAL INFORMATION

1.1 BACKGROUND

1.1.1 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.

1.1.2 A provision of Penal Code Section 1463.02 requires that, on or before June 30, 2011, a task force be established to evaluate criminal and traffic-related court-ordered debts imposed against adult and juvenile offenders.

1.1.3 The task force will make at least two (2) sets of recommendations to the Judicial Council and the Legislature. On or before June 30, 2011, the task force will recommend the priority in which court-ordered debts should be satisfied and the use of comprehensive collection programs authorized under Penal Code section 1463.007, including associated cost-recovery practices. At a later time, the task force also will present recommendations to the Judicial Council and to the Legislature to consolidate and simplify the imposition of criminal and traffic-related court-ordered debts and the distribution of the revenue derived from those debts, and make any adjustment to the court-ordered debts.

1.2 REQUESTS FOR PROPOSAL OBJECTIVES AND SCOPE

1.2.1 Penal Code Section 1463.02 states, “[o]n or before June 30, 2011, the Judicial Council shall establish a task force to evaluate criminal and traffic-related court-ordered debts imposed against adult and juvenile offenders”. The Executive and Planning Committee has recommended that the Judicial Council establish the Court-Ordered Debt Task Force to satisfy the requirements of section 1463.02. As stated in statute, the Court-Ordered Debt Task Force will evaluate and explore means to streamline the existing structure for imposing and distributing criminal and traffic fines and fees in the State of California and make recommendations to the Judicial Council and the Legislature.

1.2.2 Specifically, the Court-Ordered Debt Task Force will identify all criminal and traffic-related court-ordered fees, fines, forfeitures, penalties, and assessments imposed under law; identify the distribution of revenue derived from those debts

and the expenditures made by those entities that benefit from the revenue; and consult with state and local entities that would be affected by a simplification and consolidation of criminal and traffic-related court-ordered debts; and evaluate and make recommendations to the Judicial Council and the Legislature for consolidating and simplifying the imposition of criminal and traffic-related court-ordered debts and the distribution of the revenue derived from those debts with the goal of improving the process for those entities that benefit from the revenues and recommendations, if any, for adjustment to the court-ordered debts.

- 1.2.3 The AOC invites all qualified and interested consulting companies with proven experience, to submit proposals to assist the Court-Ordered Debt Task Force in complying with its mandate.

2.0 TIMELINE FOR THIS RFP

- 2.1 The AOC has developed the following list of key events from the time of the issuance of this RFP through the intent to award contract. All dates are subject to change at the discretion of the AOC.

EVENT	KEY DATE
RFP issued:	May 27, 2011
Deadline for questions to solicitations@jud.ca.gov	June 3, 2011 no later than 2:00 p.m. PST
Questions and answers back to Proposers	June 8, 2011
Latest date and time proposal may be submitted	June 15, 2011 no later than 2:00 p.m. PST
Evaluation of proposals (<i>estimate only</i>)	June 21, 2011
Notice of Intent to Award (<i>estimate only</i>)	June 22, 2011
Negotiations and execution of contract (<i>estimate only</i>)	June 30, 2011

3.0 RFP ATTACHMENTS

- 3.1 Included as part of this RFP are the following attachments:

- 3.1.1 Attachment 1, Administrative Rules Governing Request for Proposals. These rules govern this solicitation.
- 3.1.2 Attachment 2, Contract Terms and Conditions. The successful proposer will sign a standard agreement form, which will include terms appropriate for this project.

Terms and conditions typical for the requested services are attached as Attachment 2, Contract Terms and Conditions, which include: Exhibit A, Standard Provisions; Exhibit B, Special Provisions; Exhibit C, Payment Provisions (to be determined); Exhibit D, Work to be Performed Exhibit E, Contractor's Key Personnel; and Exhibit F Attachments.

- 3.1.3 Attachment 3, Proposer's Acceptance of the RFP's Contract Terms. Proposers must either indicate acceptance of Contract Terms and Conditions, as set forth in Attachment 2, or clearly identify exceptions to the Contract Terms and Conditions in the form provided as Attachment 3. If exceptions are identified, then proposers must also submit (i) a red-lined version of Attachment 2, Contract Terms and Conditions, that clearly tracks proposed changes to this attachment, and (ii) a written explanation or rationale for each exception and/or proposed change.
- 3.1.4 Attachment 4, Payee Data Record Form. The AOC is required to obtain and keep on file, a completed Payee Data Record for each proposer prior to entering into a contract with that vendor. Therefore, a proposal must include a completed and signed Payee Data Record Form, set forth in Attachment 4, or provide a copy of the form previously submitted to AOC.
- 3.1.5 Attachment 5, Certification Regarding Debarment and Suspension. Proposers must complete and submit Attachment 5 with their proposal.
- 3.1.6 Attachment 6, Payment Provisions. Proposers must use this Attachment 6 Payment Provisions to submit their pricing.
- 3.1.7 Attachment 7, Work to be Performed. The service requirements are set forth in this Attachment 7.
- 3.1.8 Attachment 8, DVBE Participation Form. Proposers must complete and submit this Attachment 8 with their proposal.
- 3.1.9 Attachment 9, AOC Travel Rate Guidelines. These guidelines will govern all reimbursements related to any contract between the AOC and a vendor or contractor.
- 3.1.10 Attachment 10, Acceptance of the Work and Sign-Off Form. This form will be used for the acceptance of all deliverables under the agreement between the AOC and the successful proposer.

4.0 EVALUATION OF PROPOSALS

4.1 Proposals will be evaluated on a 100 point scale using the criteria set forth in the table below.

Evaluation Category	Possible Points
Technical understanding of the approach and solutions.	50
Reasonableness of cost projections	30
Experience with similar engagements in working and having knowledge of the judiciary and criminal justice systems	10
Company information, contract compliance, resource availability and quality of project team provided by Proposer.	10

5.0 SPECIFICS OF A RESPONSIVE PROPOSAL

5.1 Company Information, Contract Compliance and Resource Availability:

5.1.1 Proposer Information – Provide the following information about itself:

5.1.1.1 Proposer’s point of contact, including name, physical and electronic addresses, and telephone and facsimile numbers in a cover letter.

5.1.1.2 Number of year’s proposer has been in the business of providing services similar in nature to the work set forth in this RFP.

5.1.1.3 Number of full time employees.

5.1.1.4 Disclose any judgments, pending litigation, or other real or potential financial reversals that might materially affect the viability of the proposer’s business.

5.1.1.5 Annual gross revenue from proposer’s most recent audited or reviewed profit and loss statement and balance sheet. State the audit/review year and the annual gross revenue. The AOC may request a copy of proposer’s most recent audited or reviewed profit and loss statement and balance sheet.

5.1.2 Statement of Availability - A list of existing professional time commitments.

5.1.3 Compliance with Contract Terms - Complete and submit Attachment 3, Proposer’s Acceptance of the RFP’s Contract Terms and Conditions. The AOC may accept or reject proposed changes to these terms.

- 5.2 The following information shall be included in the proposal and demonstrated separately for each key personnel proposed:
 - 5.2.1 Specialized expertise and technical competence.
 - 5.2.1.1 Provide and demonstrate the proposed key personnel's relevant experience and competence to conduct a project focused on court ordered debt force reviews as well as provide detailed resumes of each person.
 - 5.2.1.2 Provide the names, physical and electronic addresses, and telephone numbers of a minimum of three (3) clients for whom the proposed key personnel has conducted similar services. The AOC may check references listed by the proposer.
 - 5.2.2 Past record of performance. Discuss each proposed personnel's record of performance on past projects, especially on contracts with government agencies or public bodies. Include quality of work, ability to meet schedules, cooperation, and responsiveness as well as experience with the judiciary and criminal justice systems.
 - 5.2.3 Proposed Implementation Plan and Methodology:
 - 5.2.3.1 Work Process Proposal - A summary of proposer's processes for this engagement, with projected time estimates, per deliverable.
 - 5.2.3.2 Proposed Work Plan - a high-level estimate of time-to-completion, from concept to successful delivery of all desired project deliverables
 - 5.2.4 Reasonableness of cost projections.
 - 5.2.4.1 Cost Proposal - The cost proposal must be submitted in the form set forth in Attachment 6, Payment Provisions. It is expected that all proposers will offer their government or comparable favorable rates.
 - 5.2.4.2 Provide the fully burdened hourly rate of each proposed key personnel.
 - 5.2.4.3 Include a total not to exceed contract sum for the work and allowable expenses considered by this RFP
 - 5.2.5 Ability to meet requirements of the project.
 - 5.2.5.1 Discuss each key personnel's availability and ability to complete the work within the project schedule, set forth in Attachment 7, Work to be Performed.
 - 5.2.5.2 Compliance with Contract Terms. Complete and submit Attachment 3, Proposer's Acceptance of the RFP's Contract Terms and Conditions. Also, if changes are proposed, submit a redlined version of Attachment 2, Contract

Terms and Conditions with all tracked changes, as well as a written explanation for any proposed changes.

5.2.5.3 Tax recording information. Complete and submit Attachment 4, Payee Data Record Form, or provide a copy of the form previously submitted to the AOC.

6.0 SUBMISSIONS OF PROPOSALS

- 6.1 Responsive proposals should provide straightforward, concise information that satisfies the requirements noted in Section 5.0, Specifics of a Responsive Proposal, above. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the RFP's instructions and requirements, and completeness and clarity of content.
- 6.2 Proposers will submit **one (1) original and four (4) copies** of the proposal, signed by an authorized representative of the proposer, including name, title, address, and telephone number of one individual who is the proposer's designated representative.
- 6.3 Proposals must be delivered by the due date to the individual listed under Submission of Proposals, as set forth on in this RFP.
- 6.4 Only written proposals will be accepted. Proposals should be sent by registered or certified mail or by hand delivery.
- 6.5 In addition to submittal of the original and four copies of the proposals, as set forth in Section 6.2, above, proposers are also required to submit an electronic version of the entire proposal on CD-ROM.

7.0 INTERVIEWS

The AOC may conduct interviews with top ranked candidates to clarify aspects set forth in the written proposal. If conducted, interviews will likely be conducted at the AOC's offices in San Francisco. The AOC will not reimburse candidates for any costs incurred in traveling to or from the interview location. The AOC will notify eligible proposers regarding interview arrangements.

8.0 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 will become a public record.

9.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

The Administrative Office of the Courts is subject to the disclosure requirements set forth in California Rules of Court, rule 10.500, see:

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RFP Number: FIN051711CK

http://www.courts.ca.gov/7260.htm?title=ten&linkid=rule10_500

If information submitted in a proposal contains material noted or marked as confidential and/or proprietary that, in the AOC's sole opinion, meets the disclosure exemption requirements of Rule 10.500, then that information will not be disclosed upon a request for access to such records. If the AOC finds or reasonably believes that the material so marked is **not** exempt from disclosure, the AOC will disclose the information regardless of the marking or notation seeking confidential treatment.

END OF FORM