



# Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

455 Golden Gate Avenue • San Francisco, California 94102-3688  
Telephone 415-865-7739 • Fax 415-865-7217 • TDD 415-865-4272

TANI CANTIL-SAKAUYE  
*Chief Justice of California*  
*Chair of the Judicial Council*

WILLIAM C. VICKREY  
*Administrative Director of the Courts*

RONALD G. OVERHOLT  
*Chief Deputy Director*

STEPHEN NASH  
*Director, Finance Division*

**TO:** **POTENTIAL PROPOSERS**

**FROM:** ADMINISTRATIVE OFFICE OF THE COURTS  
FINANCE DIVISION

**DATE:** **April 21, 2011**

**SUBJECT/PURPOSE OF MEMO:** **REQUEST FOR PROPOSALS**  
To issue **Addendum Number 1 to CFCC 01-11-LM**, to revise Attachment 2 – Contract Terms, Exhibit D, Work to be Performed, Section 2.0 Scope of Services, sub-section 2.2, Process Evaluation, and 2.4 Deliverables and Due Dates, accordingly.

**ACTION REQUIRED:** You are invited to review and respond to the attached Request for Proposal (RFP), as posted at <http://www.courts.ca.gov/rfps.htm>  
**Project Title: Evaluation of Family Finding and Engagement Pilot Programs in Six California Counties**  
**RFP Number: CFCC 01-11- LM**

**DATE AND TIME PROPOSAL DUE:** Proposals must be received by **April 28, 2011, at close of business.**

**SUBMISSION OF PROPOSAL:** Proposals must be sent to:  
**Judicial Council of California**  
**Administrative Office of the Courts**  
**Attn: Nadine McFadden, RFP No. CFCC 01-11-LM**  
**455 Golden Gate Avenue, 7th Floor**  
**San Francisco, CA 94102-3688**

**JUDICIAL COUNCIL OF CALIFORNIA  
ADMINISTRATIVE OFFICE OF THE COURTS**

The following section replaces Attachment 2 – Contract Terms, Exhibit D, Work to be Performed:

**ATTACHMENT 2  
CONTRACT TERMS**

**EXHIBIT D - WORK TO BE PERFORMED**

**1.0 TERM**

The services are expected to be performed by the Contractor over a period of *eighteen (18) weeks*, between *May 30, 2011* and *September 30, 2011*.

**2.0 SCOPE OF SERVICES**

**2.1 RESPONSIBILITIES**

Contractor's responsibility is design, launch and conduct the first round of both process and impact evaluations in each of the six FFE pilot programs. This includes a comprehensive research design by **July 31, 2011**; implementation of data collection instruments, procedures and technology by **September 31, 2011**; collection and reporting of first month of data collection and recommendations for evaluation design and data collection improvement by **September 31, 2011**.

CFCC will provide a web-based platform for collection of case-level data that can be customized and used by all the project evaluation sites. If contractor prefers to use its own web-based data collection platform the cost should be clearly identified in the budget.

The Contractor shall be responsible for all aspects of evaluation management in the sites, including site visits, data collection, file review, court observation, training court staff on web-based data collection system and ensuring quality control of the data, and all logistics involved in setting up site visits. Contractor should plan for at least two rounds of site visits: the first round to assess programs and craft the evaluation design; the second to implement data collection and collect relevant qualitative data.

**2.2 PROCESS EVALUATION**

**2.2.1 Develop research design for six different FFE pilot process evaluations**

**2.2.1.1 Analyze pilot plans and define outputs (i.e. process results such as service delivery design, targets for services provided and families served, collaborative relationships with stakeholders, adherence to budget, and stakeholder assessment of program success.)**

2.2.1.2 Prepare data collection plan, including:

- Observation, interviews, focus groups or other techniques to test for model fidelity and stakeholder assessment of other objectives;
- Design and implement a web-based data collection system provided to collect data on services; and
- Train pilot staff on service data collection.

2.2.2 Implement FFE pilots process evaluation

2.2.2.1 Site visits to pilots to conduct interviews and focus groups, observe services, and give staff feedback on quality of service data collected through web based tool.

2.2.2.2 Monthly conference calls with pilots to manage evaluation activities.

2.2.2.3 Review and produce descriptive statistical reports on service data.

~~2.2.2.4 Prepare report summarizing the findings on pilots for the first seven months of data collection.~~

2.2.2.5<sup>4</sup> Meet with pilot managers, AOC, California Department of Social Services and other staff to review report and discuss recommendations for any changes in model design.

2.3 Impact Evaluation

2.3.1 Specify key quantitative outcomes currently measured by state and local court, child welfare, education, mental health and substance abuse systems that family finding and engagement services are projected to impact positively.

2.3.2 Coordinate with above state and local agencies to identify availability of case level data for matching with pilot service data, and begin procedures for requesting/accessing these data sets.

2.3.3 Consult with evaluation pilots to determine viability of evaluation methods at the site, including (in order of desirability):

- Randomized assignment methods;
- Quasi-experimental methods including comparing pre-pilot project statistics to pilot project results;
- Data analysis methods including using propensity score matching to build experimental and control groups in administrative data sets.

2.3.4 Prepare evaluation plan for each evaluation pilot including: hypothesis; quantitative results; experimental method including power analysis and group size; data collection required for experimental group and control groups, both in the pilot

Addendum 1

agency and other stakeholder agencies; agreements with or feasibility of reaching agreements with “owners” of data sources used in pilot, including human subjects considerations and memoranda of understanding on data sharing; analysis plan.

- 2.3.5 If necessary, conduct evaluation pilot and stakeholder meetings on the evaluation plan to reach consensus on objectives and prepare for data collection.
- 2.3.6 Implement group assignment and evaluation pilot data collection.
- 2.3.7 Management reporting and analysis. Provide monthly statistical reports from the data collection system to the CFCC.

2.4 **DELIVERABLES AND DUE DATES:** The Contractor will be asked to do the following, by the dates listed to the right of each deliverable:

2.4.1 **Deliverable 1: Meeting to Finalize Work Plan**

Deliverable 1	Due Date
➤ First in-person meeting with AOC Project Manager and finalize work plan with Contractor.	
Summary: Contractor provides written summary of finalized work.	

2.4.2 **Deliverable 2: Evaluation planning**

Deliverable 2	Due Date
<ul style="list-style-type: none"> <li>➤ Contact pilot projects in each of the 6 counties/courts and introduce evaluation plan.</li> <li>➤ Identify and contact administrative data “owners”: child welfare services, school districts, mental health providers and substance abuse service providers in state and county agencies and prepare requests for data.</li> <li>➤ Review data collection tools and prepare for fielding.</li> </ul>	
Project Report #1 includes summarized activities, data requests and site visit schedule.	

2.4.3 **Deliverable 3: Field visits, agency observation, stakeholder meetings in three pilot programs**

Deliverable 3	Due Date
<ul style="list-style-type: none"> <li>➤ Site visits to 3 pilots programs to observe model and hold stakeholder meetings.</li> <li>➤ Prepare for data collection.</li> </ul>	
Project Report #2 includes summarized site visits and data collection plan.	

2.4.4 **Deliverable 4: Field visits, agency observation, stakeholder meetings in three pilot programs**

Deliverable 4	Due Date
<ul style="list-style-type: none"> <li>➤ Complete site visits by visiting the remaining 3 pilots programs to observe model and hold stakeholder meetings.</li> <li>➤ Prepare for data collection.</li> </ul>	
<p>Project Report #3 includes summarized site visits and data collection plan.</p>	

2.4.5 **Deliverable 5: Begin process evaluation and administrative data collection**

Deliverable 5	Due Date
<ul style="list-style-type: none"> <li>➤ Collect first month of services and usage data from <b>six</b> pilots.</li> <li>➤ Begin conducting interviews, focus groups and observation in a rotating selection of pilots.</li> <li>➤ Experimental group and control group identified in each pilot that will be participating in the evaluation.</li> </ul>	
<p>Project Report #4 includes frequency tables from data collection, and evaluation and control group summary <b><u>for the first month of process evaluation data.</u></b></p>	

2.4.6 **Deliverable 6: Launch impact evaluation**

Deliverable 6	Due Date
<ul style="list-style-type: none"> <li>➤ Oversee launch of experimental groups or other methods.</li> <li>➤ Begin supplemental data collection for impact evaluation.</li> <li>➤ Continue conducting interviews, focus groups and observation in a rotating selection of pilots.</li> </ul>	
<p>Project Report #5 includes frequency tables from data collection, summary tables for experimental group data collection, and documentation on status of administrative data requests <b><u>for the first month of impact evaluation data.</u></b></p>	

2.4.7 **Deliverable 7: Evaluation Design**

Deliverable 7	Due Date
<ul style="list-style-type: none"> <li>➤ Oversee evaluation design implementation in 6 pilots.</li> <li>➤ Continue supplemental data collection for process and impact evaluation.</li> <li>➤ Conduct additional interviews, focus groups and observation in a rotating selection of pilots.</li> </ul>	

<p>Project Report #6 includes frequency tables from data collection, summary tables for experimental group data collection, and documentation on status of administrative data requests <b><u>for the second month of impact evaluation data, if new data is available.</u></b></p>	
---	--

**2.4.8 Deliverable 8: Draft Request for Proposal**

<b>Deliverable 8</b>	<b>Due Date</b>
<ul style="list-style-type: none"> <li>➤ Oversee evaluation design implementation in 6 pilots.</li> <li>➤ Continue data collection for process and impact evaluation.</li> <li>➤ Conduct additional or final interviews, focus groups and observation in a rotating selection of pilots.</li> <li>➤ Prepare preliminary or final report on status of evaluation data collection and next steps for pilots and AOC project management.</li> </ul>	
<p>Project Report #7 includes frequency tables from data collection, summary tables for experimental group data collection, documentation on status of administrative data requests, and report on next steps in evaluation <b><u>for the third month of impact evaluation data, if new data is available.</u></b></p>	

**3. AUTHORITY AND APPROVAL**

The Contractor is not authorized to make final and binding decisions or approvals on behalf of the State. As required in this Agreement, the Contractor will obtain the necessary approvals from the AOC Project Manager and/or the Senior Manager of Business Services as may be required.

**4. MONTHLY PROJECT STATUS**

The Contractor shall submit monthly project status reports to the AOC Project Manager, describing work performed, work status, work progress difficulties encountered, remedial actions, and statement of activity anticipated subsequent to reporting period for approval prior to payment of invoices. Invoices shall include, in detail, all costs and charges applicable.

**5. CONTRACTOR RESPONSIBILITIES**

The Contractor will have the following responsibilities under this Contract:

- i. Works closely with AOC Project Manager;
- ii. Manages, prepares and refines the Contract’s deliverables;
- iii. Proactively assists with resolution of issues with any aspect of the Work;
- iv. Proactively anticipates Project deviations and is responsible for taking immediate corrective action; and
- v. Works with AOC Project Manager to manage and coordinate work and knowledge

transfer.

**6. KEY PERSONNEL RESPONSIBILITIES**

The Contractor's Key Personnel will have the following responsibilities under this Contract:

- i. Works closely with Contractor and AOC Project Manager, as appropriate, to accomplish Deliverables;
- ii. Proactively assists with preparing and refining the Contract's deliverables;
- iii. Proactively assists with identification and resolution of issues with any aspect of the Work; and
- iv. Assists with performing work and knowledge transfer.

**7. AOC RESPONSIBILITIES**

The AOC Project Manager will be responsible for managing, scheduling, and coordinating all project activities, including project plans, timelines, and resources, and escalating issues for resolution to AOC management

***END OF EXHIBIT***