



Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

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TO: **POTENTIAL PROPOSERS**

FROM: ADMINISTRATIVE OFFICE OF THE COURTS
FINANCE DIVISION

DATE: **March 25, 2011**

SUBJECT/PURPOSE OF MEMO: **REQUEST FOR PROPOSALS**
Proposals to provide the services of a Contractor for evaluation of the Family Finding and Engagement Pilot Programs in the child welfare systems in six California counties.

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

QUESTIONS TO THE SOLICITATIONS MAILBOX: Questions regarding this RFP should be directed to Solicitations@jud.ca.gov by **April 7, 2011, at close of business.**

DATE AND TIME PROPOSAL DUE: There will not be a pre-proposal conference for this RFP.
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

1.0 GENERAL INFORMATION

1.1 BACKGROUND

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.

1.2 THE CENTER FOR FAMILIES, CHILDREN & THE COURTS

The Center for Families, Children & the Courts (“CFCC”), a division of the AOC, provides a range of services to courts in California, including research and technical assistance for juvenile and family courts, collaborative justice courts, cases involving self-represented litigants, and cases involving family violence. (www.courts.ca.gov/programs/cfcc/)

1.3 DESCRIPTION OF ISSUES

1.3.1 Overview

The Contractor for this project will be participating in an evaluation coordinated among six different family finding and engagement (“FFE”) practices in six California counties. Activities will include evaluation design, implementation of sampling and data collection practices in the pilots, and conducting the first wave of data collection and analysis.

1.3.2 Evaluation of Family Finding and Engagement Pilot Programs

The AOC is funding FFE pilot programs in six California counties. At this time, the six counties have not been determined. Regarding travel costs, the number of trips and travel dollars will be negotiated with the successful candidate when the six counties are identified. The State travel guidelines are described in *Attachment 2, Contract Terms, Exhibit C – Payment Provisions*. The Contractor for the FFE evaluation project will conduct a process and impact evaluation in the six FFE pilot programs. The FFE evaluation project is expected to span ***eighteen (18) weeks***.

The FFE evaluation project will have three components:

- A FFE process evaluation report on the each of the fidelity to the service model of the six FFE pilot programs, achievement of service objectives, cost

of service, and assessment of successes and challenges in the implementation.

- A quantitative impact evaluation comparing key outcome measures of children and families using the FFE pilot programs' services to control groups and other comparison groups.
- Provision to the six FFE pilot programs of on-going data collection and evaluation tools.

2.0 TIMELINE FOR THIS RFP

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 to http://www.courts.ca.gov/rfps.htm :	March 25, 2011
Deadline for questions to Solicitations@jud.ca.gov	April 7, 2011
Posting of answers to questions (<i>estimate only</i>)	April 14, 2011
Latest date proposal may be submitted	April 28, 2011
Evaluation of proposals (<i>estimate only</i>)	May 2-6, 2011
Notice of Intent to Award (<i>estimate only</i>)	May 10, 2011
Negotiations and execution of contract (<i>estimate only</i>)	May 20, 2011
Anticipated start date (<i>estimate only</i>)	May 30, 2011

3.0 PURPOSE OF THIS REQUEST FOR PROPOSALS (RFP)

- 3.1 The purpose of this Request for Proposals is to secure a contract to provide the services of a Contractor to develop and implement the evaluation design for the six FFE pilot programs. This RFP is the means for prospective professionals to submit their qualifications to the AOC and request selection as the service provider for this evaluation.
- 3.2 The services are expected to be performed by the selected Contractor from **May 30, 2011** through **September 30, 2011**.
- 3.3 The Work of this RFP is provided in *Attachment 2 - Contract Terms, Exhibit D - Work to be Performed*.

4.0 RFP ATTACHMENTS

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

- 4.1.1 Attachment 1 - Administrative Rules Governing Request for Proposals. Proposers shall follow the rules, set forth in *Attachment 1*, in preparation and submittal of their proposals.
- 4.1.2 Attachment 2 - Contract Terms. Contracts with successful firms will be signed by the parties on a State of California Standard Agreement form and will include terms appropriate for this project. Terms and conditions typical for the requested services are attached as *Attachment 2 - Contract Terms* and include: *Exhibits A through E*.
- 4.1.3 Attachment 3 - Vendor's Acceptance of the RFP's Contract Terms. Proposers must either indicate acceptance of Contract Terms, as set forth in *Attachment 2 – Contract Terms*, or clearly identify exceptions to the Contract Terms, as set forth in this *Attachment 3*.
 - 4.1.3.1 If exceptions are identified, then proposers must also submit (i) a red-lined version of *Attachment 2 – Contract Terms*, that clearly tracks proposed changes to this attachment, and (ii) written documentation to substantiate each such proposed change.
- 4.1.4 Attachment 4 - Payee Data Record Form. The AOC is required to obtain and keep on file, a completed Payee Data Record for each vendor prior to entering into a contract with that vendor. Therefore, vendor's proposal must include a completed and signed *Payee Data Record Form*, as set forth in *Attachment 4*.

5.0 EVALUATION OF PROPOSALS

Proposals will be evaluated by the AOC using the following criteria, in order of descending priority.

- 5.1 ***Quality of work plan submitted.*** (25 Total Possible Points). Proposals will be evaluated considering the level of detail provided regarding each identified task and the level of understanding reflected regarding all elements of the project to achieve the milestones, as demonstrated in 6.1, below.
- 5.2 ***Specialized expertise and technical competence.*** (20 Total Possible Points). Proposals will be evaluated considering key personnel's skills sets and demonstrated experience on projects similar in scope and complexity to that described in this RFP, with special consideration, as demonstrated in paragraph 6.2, below.
- 5.3 ***Past record of performance.*** (20 Total Possible Points). Proposals will be evaluated considering past performance, ability to meet schedules, collaborate and be responsive on projects, as demonstrated in paragraph 6.3, below.
- 5.4 ***Ability to meet timing requirements to complete the Work.*** (15 Total Possible Points). Proposals will be evaluated in terms of compliance with proposed contract terms and project scheduling, as demonstrated in 6.4, below.

- 5.5 ***Reasonableness of cost projections.*** (10 Total Possible Points). Proposals will be evaluated in terms of reasonableness of cost, proposed rate structure for the position, including breakdown of salary, overhead and profit, as demonstrated in 6.5, below.
- 5.6 ***Business Stability and Capabilities.*** (10 Total Possible Points). Proposals will be evaluated in terms of the sole proprietorship's or company's stability and capabilities as demonstrated in 6.6, below.

6.0 SPECIFICS OF A RESPONSIVE TECHNICAL PROPOSAL

The following information shall be included as the technical portion of the proposal:

6.1 *Quality of work plan submitted.*

6.1.1 Proposed plan for completing the following key milestones:

- 6.1.1.1 Work Plan: Full schedule and logistics for delivery of evaluation design, data collection implementation and site visits.
- 6.1.1.2 Research for evaluation plan: Field visits, agency observation and stakeholder meetings in all six pilot counties.
- 6.1.1.3 Evaluation Plan: Overall design and supporting data collection instruments for process and impact evaluation; discussion of changes in overall plan required by individual sites.
- 6.1.1.4 Implementation of data collection: Launch and oversee quality of all data collection in sites
- 6.1.1.5 Analysis and recommendations of results of data collection: Includes written report on preliminary data results and recommendation for next phase of data collection.

6.2 *Specialized expertise and technical competence.*

6.2.1 Specialized expertise and technical competence in each of the following areas:

- 6.2.1.1 Demonstrated experience in evaluation of family finding and engagement or similar projects, including use of experimental design and child welfare quantitative outcomes.
- 6.2.1.2 Demonstrated ability to work collaboratively with stakeholders including providers of FFE or similar services, child welfare agencies, and the courts while conducting a rigorous evaluation.

6.3 *Past record of performance.*

6.3.1 Discuss each proposed key personnel's record of performance on past projects, including such factors as quality of work, ability to meet schedules, cooperation, responsiveness, and other considerations.

6.3.2 Provide the most recent resume and 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 provided by the proposer.

6.4 ***Ability to meet timing requirements to complete the Work.***

6.4.1 Provide plan that includes time estimates for completion of all work required; and

6.4.2 Include a statement of availability of each proposed key personnel to complete the work within the project schedule, set forth in *Exhibit D, Work to be Performed*. The statement must also include any other anticipated periods of unavailability greater than five (5) consecutive business days during the Initial Term. If there are no periods of unavailability, then it must be stated so.

6.5 ***Reasonableness of cost projections.***

See below, *RFP: 7.0 Specifics of a Responsive Cost Proposal*.

6.6 ***Business Stability and Capabilities.*** Provide the following information about your business, whether sole proprietorship or company (*not all will apply to sole proprietorship*):

6.6.1 Point of contact, including name, physical and electronic addresses, and telephone and facsimile numbers in a cover letter.

6.6.2 Number of years your company has been in the business of evaluation design and implementation.

6.6.3 Number of full time employees.

6.6.4 Disclose any judgments, pending litigation, or other real or potential financial reversals that might materially affect the viability of the proposer's company.

6.6.5 Annual gross revenue from your 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 your most recent audited or reviewed profit and loss statement and balance sheet.

6.6.6 Tax recording information. Complete and submit *Attachment 4 - Payee Data Record Form*. Note that if an individual or sole proprietorship, using a social security number for tax recording purposes, is awarded a contract, the social security number will be required prior to finalizing a contract.

7.0 SPECIFICS OF A RESPONSIVE COST PROPOSAL

The following information shall be included as the cost portion of the proposal:

7.1 ***Reasonableness of Cost Projections.***

7.1.1 As a separate document, submit a detailed line item budget showing total

cost of the services for each of the **eight (8) Deliverables** specified in *Attachment 2 Contract Terms, Exhibit D - Work to be Performed*. This budget should identify unique hourly rates, titles, and responsibilities for each “Key Personnel.” Staff rates should be fully burdened, including indirect costs, overhead and profit. The cost proposal should also include separate line items for postage/ mailing costs and travel and lodging. Fully explain and justify all budget line items in a narrative entitled “Budget Justification.”

- 7.1.2 The total cost for consultant services will range between **\$90,000.00 - \$125,000.00**, inclusive of personnel, materials, overhead rates, travel and profit. The range without travel is **\$90,000.00 - \$105,000.00**. The method of payment will be by cost reimbursement for each of the **eight (8) deliverables** specified in *Attachment 2 Contract Terms, Exhibit D - Work to be Performed*.

8.0 SUBMISSIONS OF PROPOSALS

- 8.1 Contact information. Provide proposer’s point of contact, including name, physical and electronic addresses, and telephone and facsimile numbers in a cover letter.
- 8.2 Responsive proposals should provide straightforward, concise information that satisfies the requirements noted in items *RFP: 6.0 Specifics of a Responsive Technical Proposal* and *RFP: 7.0 Specifics of a Responsive Cost Proposal*, above. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the state’s instructions, requirements of this RFP, and completeness and clarity of content.
- 8.2 Compliance with Contract Terms. Complete and submit *Attachment 3 - Vendor’s Acceptance of the RFP’s Contract Terms*. If changes to *Attachment 2* are proposed, submit red-lined version of *Attachment 2 – Contract Terms* as well as written justification supporting any such proposed changes

Proposers will submit one (1) original and three (3) copies of the technical proposal and cost proposal, signed by an authorized representative of the company, including name, title, address, and telephone number. *Proposers are also required to submit an electronic version of the entire proposal on CD-ROM.*

- 8.3 Proposals must be delivered to the individual listed under Submission of Proposals, as set forth on the cover memo of this RFP.
- 8.4 Only written responses will be accepted. Responses should be sent by registered or certified mail or by hand delivery.

9.0 RIGHTS

The Court and the AOC reserve 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, the Court 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 becomes a public record subject to disclosure under California Rule of Court 10.500 (see: <http://www.courts.ca.gov/rules.htm>) as to disclosure of its administrative records.

10.0 ADDITIONAL REQUIREMENTS

It may be necessary to interview prospective service providers to clarify aspects of their submittal. If conducted, interviews will likely be conducted by telephone conference call. The AOC will notify prospective service providers regarding the interview arrangements.

11.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

The Administrative Office of the Courts policy is to follow the intent of the California Public Records Act (PRA). If a vendor's proposal contains material noted or marked as confidential and/or proprietary that, in the AOC's sole opinion, meets the disclosure exemption requirements of the PRA, then that information will not be disclosed pursuant to a request for public documents. If the AOC does not consider such material to be exempt from disclosure under the PRA, the material will be made available to the public, regardless of the notation or markings. If a vendor is unsure if its confidential and/or proprietary material meets the disclosure exemption requirements of the PRA, then it should not include such information in its proposal.

END OF FORM