



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: **October 8, 2010**

SUBJECT/PURPOSE OF MEMO: **REQUEST FOR PROPOSALS**
The Administrative Office of the Courts (“AOC”) seeks the services of one (1) consultant (“Contractor”) with expertise in child welfare systems to develop a toolkit for implementation of Family Finding and Engagement (“FFE”) programs in child welfare systems across California.

ACTION REQUIRED: You are invited to review and respond to the attached Request for Proposal (“RFP”),
Project Title: FAMILY FINDING AND ENGAGEMENT TOOLKIT
RFP Number: CFCC 10-10-LM

QUESTIONS TO THE SOLICITATIONS MAILBOX: Questions regarding this RFP should be directed to Solicitations@jud.ca.gov by **October 29, 2010, 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 **December 8, 2010, 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 10-10-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 is the staff agency for the Council and assists both the Council and its chair in performing their duties.

1.2 CENTER FOR FAMILIES, CHILDREN & THE COURTS

The Center for Families, Children & the Courts (“CFCC”), a division of the AOC, will coordinate this project. CFCC is dedicated to improving the quality of justice and services to meet the diverse needs of children, youth, families, and self-represented litigants in the California trial and appellate courts.

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
Issue date of RFP	October 8, 2010
Deadline for questions to Solicitations@jud.ca.gov	October 29, 2010
Latest date and time proposal may be submitted	December 8, 2010
Evaluation of proposals (<i>estimate only</i>)	December 9-14, 2010
Notice of Intent to Award (<i>estimate only</i>)	December 16, 2010
Negotiations and execution of contract (<i>estimate only</i>)	January 2, 2011

NOTE: It is the intent of the AOC to enter into a contract for consulting services for *sixteen (16) weeks*; however, in the event of a continued delay in enacting a fiscal year 2010-2011 State of California budget, the AOC reserves the right to delay award, or make no contract award at all.

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3.0 PURPOSE OF THIS REQUEST FOR PROPOSALS (RFP)

- 3.1 The purpose of this Request for Proposals is to secure a qualified Contractor to develop a Family Finding and Engagement Implementation Toolkit.
- 3.2 The expected contractual responsibilities and work requirements are set forth in *Exhibit D, Work to be Performed* for a period of 16 weeks.

4.0 RFP ATTACHMENTS

Included as part of this RFP are the following attachments:

- 4.1. 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.
- 4.2 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* and include *Exhibits A through F*.
- 4.3 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*, or clearly identify exceptions to the Contract Terms, as set forth in this *Attachment 3*.
 - 4.3.1 If exceptions are identified, then proposers must also submit (i) a redlined version of *Attachment 2*, that clearly tracks proposed changes to this Attachment, and (ii) written documentation to substantiate each such proposed change.
 - 4.3.2 Prospective service providers may include exceptions to the *Attachment 2*, in their proposal submission. However, the AOC, at its sole discretion, will determine whether such submitted exceptions are significant or minor. Proposals that contain significant exceptions may be deemed non-responsive by the AOC, at the AOC's sole discretion, to the requirements of this RFP and may be rejected without further evaluation.
- 4.4 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*, set forth as *Attachment 4*.

5.0 EVALUATION OF PROPOSALS

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

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- 5.1 *Quality of work plan submitted. (28 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, as demonstrated in 6.1, below.
- 5.2 *Specialized expertise and technical competence (22 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, especially in child-welfare program implementation and evaluation, with special consideration as listed in paragraph 6.2, below.
- 5.3 *Past record of performance. (20 Total Possible Points).* Proposals will be evaluated considering past performance on projects outlined in paragraph 6.3, below. The secondary skill set should include the ability to meet schedules, collaborate and be responsive.
- 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. (5 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

Responsive proposals should provide straightforward, concise information that satisfies the requirements noted 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.

6.1 Quality of work plan submitted.

6.1.1 Approach:

- 6.1.1.1 Proposed process necessary to address the overall project objectives;
- 6.1.1.2 Proposed method to conduct and manage the project's various components, including development of an FFE marketing fact sheet and PowerPoint presentation, a local self-assessment tool, a local protocol template, an interdisciplinary training curriculum,

and assessment and evaluation tools;

- 6.1.1.3 Proposed approach for obtaining Steering Committee input and approval as outlined in sections 2.2.1, 2.3.1, and 2.3.9 of Attachment 2–*Contract Terms, Exhibit D–Work to be Performed*.

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 Proposer has demonstrated experience on projects similar in scope and complexity to that contained in this RFP with child welfare systems, FFE, data collection and assessment, training and curriculum development, and program implementation;
- 6.2.1.2 Proposer has demonstrated an ability to work collaboratively with an administrative policymaking agency in implementing social welfare programs, collecting and analyzing data, and evaluating program processes and outcomes;

6.2.2 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.

6.3 *Past record of performance.*

6.3.1 Proposer is familiar with social welfare program design, implementation, and assessment; and

6.3.2 Proposer has demonstrated knowledge and understanding of FFE policies and practices in California and nationwide, curriculum development, strategic planning to implement child-welfare best practices, and evaluation of individual programs to:

- 6.3.2.1 Ensure fidelity to program models; and
- 6.3.2.2 Document improved outcomes and cost savings attributable to the implementation of evidence-based practices.

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

6.4.1 Plan must include time estimates for completion of all work required; and

6.4.2 Discuss the key personnel’s availability and ability to complete the work within the project schedule, set forth in *Exhibit D, Work to be Performed*.

6.4.3 Compliance with Contract Terms. Complete and submit Attachment 3,

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Vendor's Acceptance of the RFP's Contract Terms. Also, if changes are proposed, submit a version of *Attachment 2* with all tracked changes, as well as written justification supporting any such proposed changes.

6.5 *Reasonableness of cost projections.*

6.5.1 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 Proposer's 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 research consultation.

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 *nine (9) 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," plus rates for any additional staff, but can group this information for other personnel in a more general manner. Staff rates should be fully burdened, including indirect costs, overhead and profit. The cost proposal should also include separate line items for administrative and operating expenses, travel, meals and lodging, as set forth as allowable expenses in *Exhibit C, Payment Provisions, 3. Compensation for Transportation, Meals, Lodging and Administrative and*

Operating Expenses. Fully explain and justify all budget line items in a narrative entitled “Budget Justification.”

- 7.1.2 The total cost for Contractor services will range between ***\$50,000.00*** to ***\$60,000.00***, inclusive of personnel, materials, overhead rates, travel and profit. The method of payment to the Contractor will be cost reimbursement for each of the *9 Deliverables* specified in *Attachment 2 Contract Terms, Exhibit D - Work to be Performed*.

8.0 SUBMISSIONS OF PROPOSALS

- 8.1 Responsive proposals should provide straightforward, concise information that satisfies the requirements noted in items *RFP: 6.0 Specifics of a Responsive Technical 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 Proposers will submit **one (1) original hard copy version 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 of one individual who is the proposer’s designated representative.
- 8.3 Responses should be sent by registered or certified mail or by hand delivery to the individual listed under Submission of Proposals, as set forth on the cover memo of this RFP.
- 8.4 Proposers will submit an **electronic version of the entire proposal on CD**. The most recent resume(s) should be in **MS Word format**.

9.0 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 becomes a public record.

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

- 11.1 The Administrative Office of the Courts is bound by California Rule of Court 10.500 (see:

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<http://www.courtinfo.ca.gov/rules/amendments/jan2010-2.pdf>) as to disclosure of its administrative records (“Rule 10.500”). If the information submitted 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 pursuant to a request for public documents.

- 11.2 If the AOC does not consider such material to be exempt from disclosure under Rule 10.500, the material may be made available to the public, regardless of the notation or markings. If the proposer is unsure if its confidential and/or proprietary material meets the disclosure exemption requirements of Rule 10.500, then it should not include such information in its proposal.

END OF FORM