

REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA

REGARDING: INTERDISCIPLINARY EDUCATION FOR
JUVENILE COURT STAKEHOLDERS ON LEGAL AND
EMOTIONAL PERMANENCE

RFP NUMBER: CFCC-2021-21-DM

PROPOSALS DUE: APRIL 13, 2021 NO LATER THAN 1:00 P.M.
PACIFIC TIME

1.0 BACKGROUND INFORMATION

- 1.1 Judicial Council of California. The Judicial Council of California (“Judicial Council”), chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system. The California Constitution directs the Judicial 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 Judicial Council also adopts rules for court administration, practice, and procedure, and performs other functions prescribed by law. The Judicial Council’s Court Operations and Services Division, Center for Families, Children & the Courts (“CFCC”) supports programs in court settings that improve practice and services for children, youth, parents, families, and other court users.
- 1.2 Interdisciplinary permanency training. A core service provided by CFCC is interdisciplinary education on permanency for children and non-minor dependents in foster care. The juvenile court plays a unique role in ensuring permanency for children, both in its supervision of the dependency case and its ability to convene all participants in the dependency system. Participants in permanency trainings include judges, parent and child attorneys, social workers, county counsel, probation officers, tribal representatives and advocates working with the Indian Child Welfare Act (ICWA), Court Appointed Special Advocates (CASA), parents, juvenile dependency mediators, and other advocates and stakeholders.
- 1.3 Structure of request for proposal. This request seeks proposals for two projects: **Project 1 (Permanency Training)** and **Project 2 (Family Finding and Engagement Training)**. The deliverables for each project span **three (3)** program years. Funding for Year 2 and Year 3 are subject to availability of funds. **Proposals may be submitted for Project 1, Project 2, or both Project 1 and Project 2.** The Judicial Council intends to award **one agreement** if the same vendor is selected for both projects or **two separate agreements** if different vendors are selected for each project.
- 1.4 **Project 1.** This request seeks a proposal to develop a curriculum that can be delivered **in person and virtually** on legal and emotional permanency requirements, specifically the Family First Prevention and Services Act, concurrent planning, family engagement and connectedness, emotional and legal permanence, and finding permanency for older youth. Curriculum development will focus on topics of legal and emotional permanency for all juvenile court stakeholders specifically incorporating the youth voice and lived experience, new case law and legislation. Curriculum will include the Judicial Council Permanency Bench Cards and guidance from the Administration of Children and Families, specifically ACYF-CB-IM-20-09: Achieving Permanency for the Well-being of Children and Youth and ACF Youth Engagement Team: Recommendations for Improving Permanency and Well-Being.

Contractor will provide either in person or virtual regional trainings on legal and emotional permanency for foster children to the juvenile court, court appointed dependency counsel, and other child welfare and juvenile justice partners incorporating the materials and topics listed above (**Year 1**); **regional trainings** and possible **Beyond the Bench presentation and follow up (Year 2)**; and a **distance learning curriculum** on these topics on a distance learning platform (**Year 3**). Trainings will address system improvement and systemic change, team building, new case law, legislation and federal regulations and guideline, improving family finding and engagement, improving family connectedness and family reunification outcomes, and informed decision making. Trainings will focus on concurrent planning, legal and emotional permanency, and reasonable efforts requirements for youth in post permanency to achieve permanency. It is anticipated that contractor will seek assistance and feedback from Judicial Council staff as well as the California Child Welfare Council Permanency Committee.

Project 2: This request also seeks a proposal to develop and deliver a curriculum specifically on individualized legal and practical training on family finding and engagement. The curriculum must include a readiness assessment of courts and counties to engage in family finding and engagement work at the prepermanency and permanency stages of a case as well as a sustainability strategy. The curriculum must also include mentoring and coaching strategies and techniques to ensure that family is found for these children. The individual county legal training will be designed for juvenile dependency attorneys and professionals working within juvenile dependency, on the topics of legal requirements and court application of Family Finding and Engagement and Strategies for Implementation of these legal requirements. The coaching sessions will include practical application of the skills learned from the in-person training. The curriculum must include a minimum of **three (3) training sessions for at least four (4) hours in individual counties**. This curriculum must be delivered in at least two (2) counties (**Year 1**); four (4) counties (**Year 2**); and six (6) counties (**Year 3**). It is anticipated that contractor will seek assistance and feedback from Judicial Council staff as well as the California Child Welfare Council Permanency Committee.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

2.1 Introduction: Project 1

The Judicial Council seeks the services of a person or an entity with expertise in interdisciplinary education and working in the permanency topics listed in Section 1.4 above.

The Judicial Council intends to award one (1) Agreement with the initial term (Year 1) of approximately (four 4) months estimated to be performed by the successful Proposer from **May 1, 2021** through **September 30, 2021**, with the possibility of two (1) one-year options (Year 2 and Year 3) to extend the term.

The first option term (Year 2) if exercised is expected to begin in **October 1, 2021** and end in **September 30, 2022**. The second option term (Year 3) is expected to begin in **October 1, 2022** and end in **September 30, 2023**. The Judicial Council in its sole discretion may exercise option terms prior to the expiration of the initial term or any option term.

The contractor will be expected to develop a live curriculum to be delivered either virtually or in person and **one (1)** training in the (Year 1) and provide **two (2)** trainings and possible curriculum development and presentation at the Beyond the Bench conference with surveys and follow-up in the Year 2 and **three** trainings and a distance learning curriculum in the Year 3. Each live training lasting approximately **6 to 8 hours over one to three (3) days, for a minimum of 50 and up to 120 participants at each training** and the contractor's responsibility and proposed costs shall include all aspects of the training including providing venues if trainings are done in person and faculty, marketing the training and providing registration, coordinating the training on-site if in person, providing educational credit to participants if possible, and evaluating efforts. The curriculum and training plan will be devised by contractor in consultation with Judicial Council Center for Families, Children & the Courts education staff. The funding available for this project is between **\$90,000.00 and \$162,000: a maximum of \$37,000 in Year One (May 1, 2021 to September 30, 2021), \$50,000 in Year 2 (October 1, 2021 to September 30, 2022), and \$75,000 in Year Three (October 1, 2022 to September 30, 2023) This funding includes all expenses, including travel, venue, material, faculty, and other expenses associated with deliverables.**

2.1.1 General Scope of Services Requirements: Project 1

2.1.1.1 The training program must encompass those aspects of the roles and responsibilities of all juvenile court stakeholders that can usefully be discussed in educational sessions by judicial officers, attorneys, court appointed special advocates (CASA), child welfare workers and probation officers.

2.1.1.2 The training curriculum must focus on topics such as an overview of the Family First Prevention and Services Act, concurrent planning, family engagement and connectedness, emotional and legal permanence, and finding permanency for older youth.

2.1.1.3 The curriculum must include a distance learning component on each aspect of the curricula.

2.1.1.4 Contractor must develop curriculum in a minimum 6 to 8-hour training session over one or three days in consultation with Judicial Council Staff.

- 2.1.1.5 Contractor will present and finalize curriculum based on feedback from the Judicial Council staff.
- 2.1.1.6 Trainings must encompass a mix of classroom-style instruction and group exercises and participation. (**Year 1, Year 2, and Year 3**)
The distance learning components must also include exercises and case scenarios based on role of the participant. (**Year 3**)
- 2.1.1.7 Virtual trainings must be delivered on a webinar conference platform that meets Judicial Council security requirements.
- 2.1.1.8 Trainings are expected to last **one to three days** and approximately **six to eight hours** and presented in a venue that will accommodate a minimum of **50 up to 120** participants. The distance learning component must be at least 1 hour in length for each component of the curricula.
- 2.1.1.9 Curriculum development and one live training delivered in person or virtually must be presented in **Year 1**.
- 2.1.1.10 Two (2) live trainings must be presented either in person or virtually in **Year 2**. One training must be presented tailored to each of the following areas: **Northern** (ex. Sacramento or Redding), **Central** (ex. Fresno, San Bernardino, Riverside), or **Southern California** (Los Angeles or San Diego). The final selections of all venues if in person will require Judicial Council approval prior to any venue selection being finalized.
- 2.1.1.11 Three (3) live trainings must be presented either in person or virtually in **Year 3**. One training must be presented tailored to each of the following areas: **Northern** (ex. Sacramento or Redding), **Central** (ex. Fresno, San Bernardino, Riverside), or **Southern California** (Los Angeles or San Diego). The final selections of all venues if in person will require Judicial Council approval prior to any venue selection being finalized.
- 2.1.1.12 One (1) distance learning curriculum developed and presented in an online interactive platform in **Year 3**.
- 2.1.1.13 Contractor must deliver training programs that must include a significant amount of participatory activity and include a method for practice and individual feedback from the instructor(s).
- 2.1.1.14 Contractor will deliver the training programs that include different methods for discussion, including but not limited to audio/visual vignettes, as well as case studies, other written materials, handouts, and job aids.

- 2.1.1.15 Contractor will provide faculty including subcontracting with faculty when necessary. Faculty will be experienced professionals in their area of training. A one to three-day training session must include a minimum of one to two faculty, from different backgrounds and disciplines, to create a varied and engaging experience for attendees. Faculty drawn from system participants such as child, youth and parents that have been through the juvenile justice system is requested. Past Judicial Council trainings of this type have included approximately six to eight faculty over two (2) days.
- 2.1.1.16 **Contractor will secure and pay for all training venues if in person selected by the contractor and approved by the Judicial Council prior to any venue selection being finalized, logistical costs such as audiovisual equipment and wireless services, and catering costs for participants. Contractor will also secure and pay for the distance learning platform and content development for the distance learning components.**
- 2.1.1.17 Contractor will secure and pay for catering. Catering must include continental breakfast and nutritional lunch that will accommodate special meal requests for dietary restrictions.
- 2.1.1.18 Contractor will provide marketing to ensure registration between a minimum of 50 and up to 120 participants at each training and a mix of disciplines represented by the participants.
- 2.1.1.19 Judicial Council will assist in marketing by disseminating training information to stakeholders, including judges, attorneys, child welfare, court appointed counsel, and probation officers through e-publications designed for court professionals, and targeted outreach through email. Judicial Council will post and house the distance learning curricula.
- 2.1.1.20 Contractor will maintain a program for participants to register for the training, manage registration process, confirm attendance at training, and provide other logistical support to participants as need. Contractor will also provide JCC with a listing of program registrants including full contact information. provide registration software, registration services and other logistical support to participants.
- 2.1.1.21 Contractor will provide all written and printed materials required for each person at training.
- 2.1.1.22 Contractor will provide on-site coordination of services including coordination with the venue staff, the faculty, caterers, and participants if the training is in person.

2.1.1.23 Contractor will provide and or assist the Judicial Council in providing continuing education units for attorneys and other professional credits.

2.1.1.24 Contractor will administer course evaluations and record them in a database and report evaluations to Judicial Council.

2.1.2 Tasks and Deliverables.

The Judicial Council anticipates the following major tasks and specific deliverables in connection with the scope of services described in this Request for Proposal (RFP). Without changing the Deliverables, the Proposer should correct, validate, and expand on the tasks, as deemed necessary or desirable by the Proposer.

2.1.2.1 Task 1 – Curriculum Development

2.1.2.1.1 Meet with and obtain input from CFCC dependency attorneys and tribal project's staff on needs, gaps, objectives, and outcomes for this project.

2.1.2.1.2 Design and develop the curriculum. Curriculum must include competencies, objectives, outline, and agenda with content to be covered. Instructor training or lesson plan for curriculum must be developed that includes key points for each learning objective, and participant materials, power point presentations and other multi-media presentations or training methods, exercises, hypothetical's, case studies, practice opportunities with direct and immediate individual feedback/critique, participant evaluation forms and other handouts.

2.1.2.1.3 Contractor is expected to provide substantially new content that has not been offered by the Judicial Council previously in the curriculum, based on adult learning principles and a careful consideration of current delinquency policy and practice.

2.1.2.1.4 Curriculum must focus on increased permanency outcomes for children in our juvenile court system.

2.1.2.1.5 Make modifications to curriculum based on feedback from CFCC delinquency attorneys.

2.1.2.1.6 **Deliverable 1:** Complete a draft outline of the curriculum package, which the Judicial Council will receive copies. **Estimated Due date: May 15, 2021.**

2.1.2.1.7 **Deliverable 2:** Complete curriculum package, which the Judicial Council will receive copies of and be able to use for future trainings, including all items mentioned above, at least 15 days prior to the deliverable date to give Judicial Council staff an opportunity to review and collaborate on any needed changes. **Estimated Due date: June 30, 2021.**

2.1.2.2 Task 2 – Program presentations

2.1.2.2.1 Schedule and coordinate logistics, including venues for training and registration tools and process, for training programs in each of the three (3) locations in California.

2.1.2.2.2 Provide separate estimated costs for regional trainings in each known location if the trainings are in person (Northern, Central, and Southern California)

2.1.2.2.3 Reproduce and assemble program materials for instructors and participants.

2.1.2.2.4 Secure faculty and conduct trainings in each of the three (3) locations that are two days in length at each location.

2.1.2.2.5 Review feedback from evaluations and debrief with Judicial Council staff.

2.1.2.2.6 Revise curriculum package as required by Judicial Council.

2.1.2.2.7 **Deliverable 3:** Program presented (in first location if in person), and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training. The **first** training should occur by **September 15, 2021.**

2.1.2.2.8 **Deliverable 4:** Curriculum development and program presentation at Beyond the Bench

Program. The training shall occur by **January 1, 2022**.

2.1.2.2.9 **Deliverable 5**: Program presented (in second location if in person), and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training. The **second** training shall occur by **April 15, 2022**.

2.1.2.2.10 **Deliverable 6**: Program presented (in third location if in person), and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training. The **third** training shall occur by **June 30, 2022**.

2.1.2.2.11 **Deliverable 7**: Program presented (in fourth location if in person), and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training. The **fourth** training shall occur by **October 30, 2022**.

2.1.2.2.12 **Deliverable 8**: Program presented (in fifth location if in person), and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training. The **fifth** training shall occur by **February 28, 2023**.

2.1.2.2.13 **Deliverable 9**: Program presented (in sixth location if in person), and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training. The **sixth** training shall occur by **May 30, 2023**.

2.1.2.3 Task 3- Distance Learning

2.1.2.3.1 Develop an online curriculum that is a minimum of 8 hours and allow Judicial Council staff review

2.1.2.3.2 Secure subject matter experts to develop and present curriculum

- 2.1.2.3.3 Provide estimate of cost for distance learning platform
- 2.1.2.3.4 Create evaluations and content that allows for continuing education credits for attorneys
- 2.2.2.2.5 **Deliverable 10**: Distance learning curriculum presented to the Judicial Council by **September 15, 2023**.

2.2 Introduction: Project 2

The contractor will be expected to develop a series of at least **three (3)** live curriculum to be delivered either **virtually or in person** in an individual county and provide the series of trainings in at least **two** individual counties in **Year 1**, **four** individual counties in **Year 2**, and **six** individual counties in **Year 3**. Each live training in the series must last approximately **4 to 6 hours**. The curriculum and training plan will be devised by contractor in consultation with Judicial Council Center for Families, Children & the Courts education staff. The funding available for this project is between **\$100,000.00** and **\$136,000.00: a maximum of \$36,000 in Year One (May 1, 2021 to September 30, 2021), \$50,000 in Year 2 (October 1, 2021 to September 30, 2022), and \$50,000 in Year Three (October 1, 2022 to September 30, 2023)** This funding includes all expenses, including travel, venue, material, faculty, and other expenses associated with deliverables.

The Judicial Council intends to award one (1) Agreement with the initial term (Year 1) of approximately (four 4) months estimated to be performed by the successful Proposer from **May 1, 2021** through **September 30, 2021**, with the possibility of two (1) one-year options (Year 2 and Year 3) to extend the term. The first option term (Year 2) if exercised is expected to begin in **October 1, 2021** and end in **September 30, 2022**. The second option term (Year 3) is expected to begin from **October 1, 2022** and end in **September 30, 2023**. The Judicial Council in its sole discretion may exercise option terms prior to the expiration of the initial term or any option term.

2.2.1 General Scope of Services Requirements: Project 2

- 2.2.1.1 The training program will be designed for juvenile dependency attorneys and professionals working within juvenile dependency, on the topics of legal requirements and court application of Family Finding and Engagement and Strategies for Implementation of these legal requirements.
- 2.2.1.2 The training curriculum must focus on family finding and engagement strategies and techniques including mentoring and coaching

- 2.2.1.3 The curriculum must include a readiness assessment and sustainability strategy.
- 2.2.1.4 Contractor must develop a series of at least 3 training curricula over 1 to 3 days for 10 to 40 people. The curricula must be a minimum of 4 to 6-hours per training session in the series in consultation with Judicial Council Staff.
- 2.2.1.5 Contractor will present and finalize curriculum based on feedback from the Judicial Council staff.
- 2.2.1.6 Trainings must encompass a mix of classroom-style instruction and group exercises and participation. (**Year 1, Year 2, and Year 3**)
- 2.2.1.7 Virtual trainings must be delivered on a webinar conference platform that meets Judicial Council security requirements.
- 2.2.1.8 Curriculum development and a series of live training delivered in person or virtually in two (2) individual counties must be presented in **Year 1**.
- 2.2.1.9 Curriculum development and a series of live training delivered in person or virtually in four (4) individual counties must be presented in **Year 2**.
- 2.2.1.10 Curriculum development and a series of live training delivered in person or virtually in six (6) individual counties must be presented in **Year 3**.
- 2.2.1.11 The following **key topics** must be covered: knowledge and purpose of family finding, value of family and connectedness, importance of family focused federal state laws, policy, and practice, the importance and benefit of involving family and important people in case planning, the importance of establishing paternity and involving paternal relatives, knowledge of the lifetime support network, and exploring attitudes and beliefs about families within individual communities.
- 2.2.1.12 Contractor must deliver training programs that must include a significant amount of participatory activity and include a method for practice and individual feedback from the instructor(s).
- 2.2.1.13 Contractor will deliver the training programs that include different methods for discussion, including but not limited to audio/visual vignettes, as well as case studies, other written materials, handouts, and job aids.
- 2.2.1.14 Contractor will provide faculty including subcontracting with faculty when necessary. Faculty will be experienced professionals

in their area of training. Faculty drawn from system participants such as child, youth and parents that have been through the juvenile justice system is requested.

2.2.1.15 Contractor will secure and pay for all training venues if in person selected by the contractor and approved by the Judicial Council prior to any venue selection being finalized, logistical costs such as audiovisual equipment and wireless services, and catering costs for participants. Contractor will also secure and pay for the distance learning platform and content development for the distance learning components.

2.2.1.16 Contractor will provide marketing to ensure registration.

2.2.1.17 Judicial Council will assist in marketing by disseminating training information to stakeholders, including judges, attorneys, child welfare, court appointed counsel, and probation officers through e-publications designed for court professionals, and targeted outreach through email.

2.2.1.18 Contractor will maintain a program for participants to register for the training, manage registration process, verify attendance, and provide other logistical support to participants as need. Contractor will also provide JCC with a listing of program registrants including full contact information. provide registration software, registration services and other logistical support to participants.

2.2.1.19 Contractor will provide all written and printed materials required for each person at training.

2.2.1.20 Contractor will provide on-site coordination services including coordination with the venue staff, the faculty, caterers, and participants if the training is in person.

2.2.1.21 Contractor will provide and or assist the Judicial Council in providing continuing education units for attorneys and other professional credits.

2.2.1.22 Contractor will administer course evaluations and record them in a database and report evaluations to Judicial Council.

2.2.2 Tasks and Deliverables.

The Judicial Council anticipates the following major tasks and specific deliverables in connection with the scope of services described in this Request for Proposal (RFP). Without changing the Deliverables, the Proposer should correct, validate, and expand on the tasks, as deemed necessary or desirable by the Proposer.

2.2.2.1 Task 1 – Curriculum Development

- 2.2.2.1.1 Meet with and obtain input from CFCC dependency attorneys and tribal project’s staff on needs, gaps, objectives, and outcomes for this project.
- 2.2.2.1.2 Design and develop the curriculum. Curriculum must include competencies, objectives, outline, and agenda with content to be covered. Instructor training or lesson plan for curriculum must be developed that includes key points for each learning objective, and participant materials, power point presentations and other multi-media presentations or training methods, exercises, hypothetical’s, case studies, practice opportunities with direct and immediate individual feedback/critique, participant evaluation forms and other handouts.
- 2.2.2.1.3 Contractor is expected to provide substantially new content that has not been offered by the Judicial Council previously in the curriculum, based on adult learning principles and a careful consideration of current delinquency policy and practice.
- 2.2.2.1.4 Curriculum must focus on legal and practical issues with family finding and engagement in our juvenile court system.
- 2.2.2.1.5 Make modifications to curriculum based on feedback from CFCC delinquency attorneys.
- 2.2.2.1.6 **Deliverable 1:** Complete a draft outline of the curriculum package, which the Judicial Council will receive copies. **Estimated Due date: May 15, 2021.**
- 2.2.2.1.7 **Deliverable 2:** Complete curriculum package, which the Judicial Council will receive copies of and be able to use for future trainings, including all items mentioned above, at least 15 days prior to the deliverable date to give Judicial Council staff an opportunity to review and collaborate on any needed changes. **Estimated Due date: June 30, 2021.**

2.2.2.2 Task 2 – Program presentations

- 2.2.2.2.1 Schedule and coordinate logistics for training programs in each of the individual counties California.
- 2.2.2.2.2 Reproduce and assemble program materials for instructors and participants.

- 2.2.2.2.3 Review feedback from evaluations and debrief with Judicial Council staff.
- 2.2.2.2.4 Revise curriculum package as required by Judicial Council.
- 2.2.2.2.5 **Deliverable 3:** Program presented in the first county, and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training. The **first** individual county training should occur by **July 30, 2021.**
- 2.2.2.2.6 **Deliverable 4:** Program presented in the second county, and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training. The **second** individual county training should occur by **September 15, 2021.**
- 2.2.2.2.7 **Deliverable 5:** Program presented in the third county, and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training. The **third** individual county training should occur by **November 30, 2021.**
- 2.2.2.2.8 **Deliverable 6:** Program presented in the fourth county, and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training. The **fourth** individual county training should occur by **February 28, 2022.**
- 2.2.2.2.9 **Deliverable 7:** Program presented in the fifth county, and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training. The **fifth** individual county training should occur by **April 30, 2022.**
- 2.2.2.2.10 **Deliverable 8:** Program presented in the sixth county, and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training. The **sixth** individual county training should occur by **June 30, 2022.**

- 2.2.2.2.11 **Deliverable 9:** Program presented in the seventh county, and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training. The **seventh** individual county training should occur by **September 15, 2022.**
- 2.2.2.2.12 **Deliverable 10:** Program presented in the eighth county, and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training. The **eighth** individual county training should occur by **December 15, 2022.**
- 2.2.2.2.13 **Deliverable 11:** Program presented in the ninth county, and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training. The **ninth** individual county training should occur by **February 28, 2023.**
- 2.2.2.2.14 **Deliverable 12:** Program presented in the tenth county, and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training. The **tenth** individual county training should occur by **April 30, 2023.**
- 2.2.2.2.15 **Deliverable 13:** Program presented in the eleventh county, and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training. The **eleventh** individual county training should occur by **June 30, 2023.**
- 2.2.2.2.16 **Deliverable 14:** Program presented in the twelfth county, and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training. The **twelfth** individual county training should occur by **August 30, 2023.**

3.0 TIMELINE FOR THIS RFP

The Judicial Council has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the Judicial Council.

EVENT	DATE
RFP issued:	March 16, 2021
Deadline for written questions to solicitations@jud.ca.gov	March 30, 2021 no later than 1:00 PM (Pacific Time)
Questions and answers posted (<i>estimate only</i>) www.courts.ca.gov/rfps.htm	April 6, 2021
Latest date and time proposal may be submitted	April 13, 2021 no later than 1:00 PM (Pacific Time)
Evaluation of proposals (<i>estimate only</i>)	April 14-23, 2021
Notice of Intent to Award (<i>estimate only</i>) www.courts.ca.gov/rfps.htm Deadline to Submit Award Protest (JCC must receive award protest within 5 days of Notice of Intent to Award)	April 26, 2021
Negotiations and execution of contract (<i>estimate only</i>)	April 30, 2021
Contract start date (<i>estimate only</i>)	May 1, 2021
Contract end date (<i>estimate only</i>)	Sept 30, 2021

4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs	These rules govern this solicitation.
Attachment 2: Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign a Standard Form agreement containing these terms and conditions (the “Terms and Conditions”).
Attachment 3: Proposer’s Acceptance of Terms and Conditions	On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions.
Attachment 4: General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
Attachment 5: Darfur Contracting Act Certification	The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 6: Payee Data Record Form	This form contains information the JCC requires in order to process payments and must be submitted with the proposal.
Attachment 7: Unruh and FEHA Certification	The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification,
Attachment 8 DVBE Declaration	This form needs to be signed by the Proposer if the Proposer is participating in the DVBE incentive and submitted with the proposal.
Attachment 9 Bidder Declaration	This form needs to be signed by the Proposer if the Proposer is participating in the DVBE incentive and submitted with the proposal.

5.0 PAYMENT INFORMATION

- Subject to the terms in Attachment 2, Appendix B, Payment Provisions, the selected provider will be paid on a **firm-fixed price per Deliverable basis**.
- The resulting contract will be comprised of firm fixed pricing for satisfactory completion of each deliverable/Milestone listed below. Completion Dates and Firm Fixed Amounts listed in the below table are estimated. The actual completion dates and firm fixed amounts will be based on the awarded proposal.
 - Contractor shall submit invoices upon satisfactory completion of services;
 - No other expenses including travel expenses will be reimbursed by the Judicial Council;
 - The payment term is Net 60 from date of acceptance of services.

Table 1 Milestones: Project 1

Milestone(s) Description	<i>Estimated Completion Date</i>	<i>Estimated Maximum Firm Fixed Amount</i>
Initial Term (Year 1): May 1, 2021 to September 30, 2021		
<p>Deliverable 1 Draft Outline of Curriculum:</p> <p>Curriculum Outline:</p> <ul style="list-style-type: none"> • Collaborate with Judicial Council staff and other faculty to develop content. • Develop draft materials and job aids. • Participate in email exchanges and phone calls with Judicial Council to discuss curriculum and training objectives. 	<i>By May 15, 2021</i>	<i>\$10,000</i>
<p>Deliverable 2 Final Draft of Curriculum Package:</p> <p>Curriculum Feedback:</p> <ul style="list-style-type: none"> • Make suggested changes on curriculum and job aids after Judicial Council Staff review. 	<i>By June 30, 2021</i>	<i>\$7,000</i>
<p>Deliverable 3: Training 1</p> <ul style="list-style-type: none"> • Collaborate with Judicial Council staff and other faculty to develop content on legal and emotional permanence curriculum. 	<i>By September 15, 2021</i>	<i>\$20,000</i>
First Option Term (Year 2): October 1, 2021 to September 30, 2022		

<p>Deliverable 4:</p> <p>Training Presented to Beyond the Bench Program:</p> <ul style="list-style-type: none"> Collaborate with Judicial Council staff to develop content for a Beyond the Bench session. 	<p><i>By January 1, 2022</i></p>	<p><i>\$10,000</i></p>
<p>Deliverable 5: Training 2:</p> <ul style="list-style-type: none"> Review evaluations and consult with Judicial Council staff regarding any changes to the curriculum. Collaborate with Judicial Council staff and other faculty to develop content on legal and emotional permanence curriculum. 	<p><i>By April 15, 2022</i></p>	<p><i>\$20,000</i></p>
<p>Deliverable 6: Training 3</p> <ul style="list-style-type: none"> Review evaluations and consult with Judicial Council staff regarding any changes to the curriculum. Collaborate with Judicial Council staff and other faculty to develop content on legal and emotional permanence curriculum. 	<p><i>By June 30, 2022</i></p>	<p><i>\$20,000</i></p>
<p>Second Option Term (Year 3): October 1, 2022 to September 30, 2023</p>		
<p>Deliverable 7: Training 4</p> <ul style="list-style-type: none"> Review evaluations and consult with Judicial Council staff regarding any changes to the curriculum. Collaborate with Judicial Council staff and other faculty to develop content on legal and emotional permanence curriculum. 	<p><i>By October 30, 2022</i></p>	<p><i>\$20,000</i></p>
<p>Deliverable 8: Training 5</p> <ul style="list-style-type: none"> Review evaluations and consult with Judicial Council staff regarding any changes to the curriculum. 	<p><i>By February 28, 2023</i></p>	<p><i>\$20,000</i></p>

<ul style="list-style-type: none"> Collaborate with Judicial Council staff and other faculty to develop content on legal and emotional permanence curriculum. 		
<p>Deliverable 9: Training 6</p> <ul style="list-style-type: none"> Review evaluations and consult with Judicial Council staff regarding any changes to the curriculum. Collaborate with Judicial Council staff and other faculty to develop content on legal and emotional permanence curriculum. 	<i>By May 30, 2023</i>	<i>\$20,000</i>
<p>Deliverable 10:</p> <p>Distance Learning Curriculum:</p> <ul style="list-style-type: none"> Develop online curriculum for a minimum of 8 hours and allow Judicial Council staff review and post on Judicial Council website. 	<i>By September 15, 2023</i>	<i>\$15,000</i>

Table 2 Milestones: Project 2

Milestone(s) Description	<i>Estimated Completion Date</i>	<i>Estimated <u>Maximum</u> Firm Fixed Amount</i>
Initial Term (Year 1): May 1, 2021 to September 30, 2021		
<p>Deliverable 1 Draft Outline of Curriculum Package:</p> <p>Complete a draft outline of the curriculum package, which the Judicial Council will receive copies.</p>	<i>By May 15, 2021</i>	<i>\$7,000</i>
<p>Deliverable 2 Final Draft of Curriculum Package:</p> <p>Complete curriculum package, which the Judicial Council will receive copies of and be able to use for future trainings, including all items mentioned above, at least 15 days prior to the deliverable date to give Judicial Council staff an opportunity to review and collaborate on any needed changes.</p>	<i>By June 30, 2021</i>	<i>\$9,000</i>

<p>Deliverable 3 First Individual County Training:</p> <p>Program presented in the first county, and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training.</p>	<p><i>By July 30, 2021</i></p>	<p><i>\$10,000</i></p>
<p>Deliverable 4 Second Individual County Training:</p> <p>Program presented in the second county, and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training.</p>	<p><i>By September 15, 2021</i></p>	<p><i>\$10,000</i></p>
<p>First Option Term (Year 2): October 1, 2021 to September 30, 2022</p>		
<p>Deliverable 5 Third Individual County Training:</p> <p>Program presented in the third county, and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training</p>	<p><i>By November 30, 2021</i></p>	<p><i>\$10,000</i></p>
<p>Deliverable 6 Fourth Individual County Training:</p> <p>Program presented in the fourth county, and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training</p>	<p><i>By February 28, 2022</i></p>	<p><i>\$10,000</i></p>
<p>Deliverable 7 Fifth Individual County Training:</p> <p>Program presented in the fifth county, and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training</p>	<p><i>By April 30, 2022</i></p>	<p><i>\$10,000</i></p>
<p>Deliverable 8 Sixth Individual County Training:</p> <p>Program presented in the sixth county, and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training.</p>	<p><i>By June 30, 2022</i></p>	<p><i>\$10,000</i></p>
<p>Deliverable 9 Seventh Individual County Training:</p> <p>Program presented in the seventh county, and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training.</p>	<p><i>By September 15, 2022</i></p>	<p><i>\$10,000</i></p>

Third Option Term (Year 3): October 1, 2022 to September 30, 2023		
Deliverable 10 Eighth Individual County Training: Program presented in the eighth county, and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training.	<i>By December 15, 2022</i>	<i>\$10,000</i>
Deliverable 11 Ninth Individual County Training: Program presented in the ninth county, and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training.	<i>By February 28, 2023</i>	<i>\$10,000</i>
Deliverable 12 Tenth Individual County Training: Program presented in the tenth county, and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training.	<i>By April 30, 2023</i>	<i>\$10,000</i>
Deliverable 13 Eleventh Individual County Training: Program presented in the eleventh county, and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training.	<i>By June 30, 2023</i>	<i>\$10,000</i>
Deliverable 14 Twelfth Individual County Training: Program presented in the twelfth county, and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training.	<i>By August 30, 2023</i>	<i>\$10,000</i>

6.0 SUBMISSIONS OF PROPOSALS

- 6.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.
- 6.2 **The Proposer must identify if the proposal is for Project 1, Project 2, or both Project 1 and Project 2.**
- 6.3 The Proposer must submit its proposal in two parts, the technical proposal and the cost proposal.

- a. The Proposer must submit **an electronic copy** of the technical proposal. The proposal must be signed by an authorized representative of the Proposer. The technical proposal must be submitted via email to Solicitations@jud.ca.gov. The Proposer must write the RFP title and number in the subject line of the email.
 - b. The Proposer must submit their Cost Proposal as an attachment to an email sent to solicitations@jud.ca.gov. The proposal must be signed by an authorized representative of the Proposer. It should be a **separate attachment** marked “COST PROPOSAL”, from the technical proposal. The Cost Proposal must include all components required in Section 7.2 and 7.3.
- 6.4 Proposals must be delivered by the date and time listed on the coversheet of this RFP.
- 6.5 Submission acceptance will be based on the date and time the emails are received by the Judicial Council. Both emails must be received prior to the due date and time or the proposal will not be accepted.

7.0 PROPOSAL CONTENTS

- 7.1 Technical Proposal. The following information must be included in the technical proposal. A proposal lacking any of the following information may be deemed non-responsive.
- a. A cover letter containing proposer’s name, address, telephone and fax numbers, and federal tax identification number. Note that if the Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.
 - b. Name, title, address, telephone number, and email address of the individual who will act as the Proposer’s designated representative for purposes of this RFP.
 - c. Describe the organization of the key staff (including the dedicated program manager) that would service the contract. Provide a listing of the staff, including name, title, and length of service within the organization along with a resume for each staff member. Other staff should be identified by name and title; additional qualifications and experience on similar projects may be included.
 - d. A resume must be provided for each individual proposed for this Agreement. An acceptable resume shall include the person's education, any applicable credentials and/or certifications, current work history and a summary of experience and knowledge of the subject of this proposal. Description of Services and Deliverables as well as the individual’s ability and experience in conducting the

proposed activities. Sufficient detail must be included in each resume to allow the JCC to verify the experience cited.

- e. A separate section covering the Proposer's background, Principal Officers, and Staff Qualifications and Experience.
- f. A minimum of two (2) clients may be contacted for whom the Proposer has conducted similar services. References are to include names, addresses, telephone numbers and the email address of a contact person. The JCC staff may contact referenced clients when reviewing a proposal to verify the information provided. A reference must be external to a Proposer's organization and corporate structure.
- g. Proposed method or Work Plan to complete the work based on the description of Tasks and Deliverables as define in Section 2.0.
 - i. Project plan that outlines the proposed approach, using the general deadlines specified within this RFP
 - ii. Sample outline of curriculum development
 - iii. Sample learning objectives
 - iv. Sample evaluations, including any continuing education credits that will be given
 - v. Sample timeline for curriculum development, including any interactive and adult learning principles that will be used.
- h. Acceptance of the Terms and Conditions.
 - i. On Attachment 3, the Proposer must check the appropriate box and sign the form. If the Proposer marks the second box, it **MUST** provide the required additional materials as noted below. An "exception" includes any addition, deletion, or other modification.
 - ii. If exceptions are identified, the Proposer must also submit (i) a red-lined version of the Terms and Conditions that implements all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.
- i. Certifications, Attachments, and other requirements.
 - i. The Proposer must complete the General Certifications Form (Attachment 4) and submit the completed form with its proposal.
 - ii. The Proposer must complete the Darfur Contracting Act Certification (Attachment 5) and submit the completed certification with its proposal.
 - iii. If Contractor is a California corporation, limited liability company ("LLC"), limited partnership ("LP"), or limited liability partnership ("LLP"), proof that Contractor is in good standing in California. If

Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor conducts or will conduct (if awarded the contract) intrastate business in California, proof that Contractor is qualified to do business and in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor does not (and will not if awarded the contract) conduct intrastate business in California, proof that Contractor is in good standing in its home jurisdiction.

- iv. Copies of the Proposer’s (and any subcontractors’) current business licenses, professional certifications, or other credentials.
- v. The Proposer must complete the Payee Data Record form (Attachment 6) and submit the completed form with its proposal.
- vi. The Proposer must complete the Unruh and FEHA Certification (Attachment 7) and submit the completed certification with its proposal.

7.2 Cost Proposal – Project 1

The following information must be included in the cost proposal;

- i. Proposer to provide a detailed line item budget for each deliverable (s) described and the costs shall not exceed estimated firm fix price of each deliverable and the total costs for the entire project should be within the range of **\$90,000 to \$162,000** as stated in section 2.1 of this RFP.
- ii. The total proposed cost should be all inclusive of all expenses related to the performance of the scope of work outlined in the RFP.
- iii. Payment will be made after completion and acceptance of deliverables as follows:

PAYMENT NUMBER	BILLABLE ACTIVITY	INVOICE DUE DATE
#1	Completion of Deliverable 1	No later than May 15, 2021
#2	Completion of Deliverable 2	No later than June 30, 2021
#3	Completion of Deliverable 3	No later than September 15, 2021
#4	Completion of Deliverable 4	No later than January 1, 2022
#5	Completion of Deliverable 5	No later than April 15, 2022
#6	Completion of Deliverable 6	No later than June 30, 2022
#7	Completion of Deliverable 7	No later than October 30, 2022
#8	Completion of Deliverable 8	No later than February 28, 2023
#9	Completion of Deliverable 9	No later than May 30, 2023
#10	Completion of Deliverable 10	No later than September 15, 2023

7.3 Cost Proposal – Project 2

The following information must be included in the cost proposal;

- iv. Proposer to provide a detailed line item budget for each deliverable(s) described and the costs shall not exceed estimated firm fix price of each deliverable and the total costs for the entire project should be within the range of **\$100,000 to \$136,000** as stated in section 2.2 of this RFP.
- v. The total cost proposed should be all inclusive of all expenses related to the performance of the scope of work outlined in the RFP.
- vi. Payment will be made after completion and acceptance of deliverables as follows:

PAYMENT NUMBER	BILLABLE ACTIVITY	INVOICE DUE DATE
#1	Completion of Deliverable 1	No later than May 15, 2021
#2	Completion of Deliverable 2	No later than June 30, 2021
#3	Completion of Deliverable 3	No later than July 30, 2021
#4	Completion of Deliverable 4	No later than September 15, 2021
#5	Completion of Deliverable 5	No later than November 30, 2021
#6	Completion of Deliverable 6	No later than February 28, 2022
#7	Completion of Deliverable 7	No later than April 30, 2022
#8	Completion of Deliverable 8	No later than June 30, 2022
#9	Completion of Deliverable 9	No later than September 15, 2022
#10	Completion of Deliverable 10	No later than December 15, 2022
#11	Completion of Deliverable 11	No later than February 28, 2023
#12	Completion of Deliverable 12	No later than April 30, 2023
#13	Completion of Deliverable 13	No later than June 30, 2023
#14	Completion of Deliverable 14	No later than August 30, 2023

8.0 OFFER PERIOD

A Proposer's proposal is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this period, the JCC reserves the right to negotiate extensions to this period.

9.0 EVALUATION OF PROPOSALS

At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents.

The JCC will evaluate the proposals on a 100 point scale using the criteria set forth in the table below. Award, if made, will be to the highest-scored proposal.

If a contract will be awarded, the JCC will post an intent to award notice at www.courts.ca.gov/rfps.htm.

CRITERION	MAXIMUM NUMBER OF POINTS
Quality of work plan submitted	17
Experience on similar assignments	30
Cost	30
Qualifications of staff to be assigned to project based on resumes submitted including experience, background, expertise and credentials if any	10
Acceptance of the Terms and Conditions	5
Ability to meet timing requirements to complete the project	5
(“DVBE”) Incentive Disabled Veterans Business Enterprise incentive is available to qualified proposers.	3

10.0 INTERVIEWS AND NEGOTIATION

Judicial Council staff may conduct interviews with Proposers to clarify aspects set forth in their proposals or to finalize the contract terms and conditions, including cost. Interviews and negotiations may be conducted by phone or videoconference. If there’s a need to clarify any portion of the Proposers proposal, the JCC will notify Proposer regarding interview arrangements.

11.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

PROPOSALS ARE SUBJECT TO DISCLOSURE PURSUANT TO APPLICABLE PROVISIONS OF THE CALIFORNIA PUBLIC CONTRACT CODE AND RULE 10.500 OF THE CALIFORNIA RULES OF COURT. The JCC will not disclose (i) social security numbers, or (ii) balance sheets or income statements submitted by a Proposer that is not a publicly traded corporation. All other information in proposals will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked “confidential,”

“proprietary,” or otherwise, and regardless of any statement in the proposal (a) purporting to limit the JCC’s right to disclose information in the proposal, or (b) requiring the JCC to inform or obtain the consent of the Proposer prior to the disclosure of the proposal (or portions thereof). Any proposal that is password protected, or contains portions that are password protected, may be rejected. Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

12.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

- 12.1 Qualification for the DVBE incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a proposal non-responsive.
- 12.2 Eligibility for and application of the DVBE incentive is governed by the Judicial Council’s DVBE Rules and Procedures. Proposer will receive a DVBE incentive if, in the Judicial Council’s sole determination, Proposer has met all applicable requirements. If Proposer receives the DVBE incentive, a number of points will be added to the score assigned to Proposer’s proposal. The number of points that will be added is specified in Section 9 above.
- 12.3 To receive the DVBE incentive, at least 3% of the contract goods and/or services must be provided by a DVBE performing a commercially useful function. Or, for solicitations of non-IT goods and IT goods and services, Proposer may have an approved Business Utilization Plan (“BUP”) on file with the California Department of General Services (“DGS”).
- 12.4 If Proposer wishes to seek the DVBE incentive:
- Proposer must submit with its proposal a DVBE Declaration (**Attachment 8**) completed and signed by each DVBE that will provide goods and/or services in connection with the contract. If Proposer is itself a DVBE, it must complete and sign the DVBE Declaration. If Proposer will use DVBE subcontractors, each DVBE subcontractor must complete and sign a DVBE Declaration. NOTE: The DVBE Declaration is not required if Proposer will qualify for the DVBE incentive using a BUP on file with DGS.
- 12.5 Proposer must complete and submit with its proposal the Bidder Declaration (**Attachment 9**). Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.
- 12.6 Failure to complete and submit these forms as required will result in Proposer not receiving the DVBE incentive. In addition, the Judicial Council may request additional written clarifying information. Failure to provide this information as requested will result in Proposer not receiving the DVBE incentive.
- 12.7 If this solicitation is for IT goods and services, the application of the DVBE incentive may be affected by application of the small business preference. For additional information, see the Judicial Council’s Small Business Preference Procedures for the Procurement of Information Technology Goods and Services.

- 12.8 If Proposer receives the DVBE incentive: (i) Proposer will be required to complete a post-contract DVBE certification if DVBE subcontractors are used; (ii) Proposer must use any DVBE subcontractor(s) identified in its proposal unless the Judicial Council approves in writing the substitution of another DVBE; and (iii) failure to meet the DVBE commitment set forth in its proposal will constitute a breach of contract.

FRAUDULENT MISREPRETATION IN CONNECTION WITH THE DVBE INCENTIVE IS A MISDEMEANOR AND IS PUNISHABLE BY IMPRISONMENT OR FINE, AND VIOLATORS ARE LIABLE FOR CIVIL PENALTIES. SEE MVC 999.9.

13.0 PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contracting Manual (see www.courts.ca.gov/documents/jbcl-manual.pdf). Failure of a Proposer to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive and will result in rejection of the protest. The deadline for the JCC to receive a solicitation specifications protest is 4/8/2021. (Indicate Solicitation Number and Name of Your Firm in the email.) Protests must be sent via email to:

Solicitations@jud.ca.gov

Judicial Council of California
Branch Accounting and Procurement, Administrative Division
Attn: Protest Hearing Officer, RFP Number: CFCC-2021-21-DM
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688