

## 1.0 GENERAL INFORMATION

### 1.1 Background on Requesting Agency

The Judicial Council (council), chaired by the Chief Justice, 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 must adopt rules for court administration, practice, and procedure, not inconsistent with statute, and perform 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 Background on Court-Appointed Counsel Caseload Study

At its April 2001, meeting, the Judicial Council directed AOC staff to establish caseload standards for court-appointed counsel in juvenile dependency proceedings. This directive was a result of recent legislative and council emphasis on the issues of universal representation for children subject to dependency proceedings, and quality representation for both parents (already provided universal representation) and children subject to such proceedings.

AOC staff has determined that any caseload standards developed should be based upon attorney performance standards delineating specific activities and tasks to be performed by court-appointed counsel at each stage of a juvenile dependency proceeding. Although state and national practice standards have been developed for court-appointed counsel in juvenile dependency proceedings (see: American Bar Association *Standards of Practice for Lawyers Who Represent Children in Abuse and Neglect Cases*, California Rule of Court 1438, National Association of Counsel for Children *Recommendations for Representation of Children in Abuse and Neglect Cases* and Welfare and Institutions Code (WIC) §317(e)), no specific performance standards, identifying both mandated activities to be performed by appointed counsel and the expected amount of attorney time associated with those activities, currently exist.

### 1.3 Legislative Background

In California, indigent parents and their children have a long-standing statutory right to court-appointed counsel at public expense in dependency and termination of parental rights proceedings both at trial and on appeal. (See (WIC) §§317(a,b), 366.26(f); Family Code §§ 7860-7863; and California Rules of Court, rule 1412(g) and (h), and rule 1438 (b)).

Ensuring the quality of, and appropriate levels of compensation for, court-appointed counsel in dependency proceedings has been a State (versus a county) responsibility since the linked passage in 1987 of Senate Bill (SB) 243, which overhauled California's court procedures in child welfare cases, and SB 709, which defined "court operations" for the

impending transition from county- to State-funded trial court systems; court-appointed counsel expenditures were specifically identified as falling within the legislation's definition of "court operations", thus representing State versus county costs.

The Trial Court Funding Act of 1997 provided the funding for, and delineated the parameters of, the transition to State trial court funding that had been outlined in the earlier legislation. In the transition to State funding, trial court systems inherited the unique dependency counsel service delivery models of their respective counties; as a result, there is little uniformity between court systems with respect to provider types (for example, private vs. government attorneys), fee structures (for example, per case vs. annual contract rates) and standards of practice (which are for the most part defined by local court rules). The variability of provider types, fee structures and local practice standards will present a particular challenge to the contractor in designing and implementing the Study requirements as outlined in the Purpose section below.

## **2.0 Purpose**

The purpose of this Request for Proposals (RFP) is to obtain a contractor to perform a study of court-appointed counsel in juvenile dependency proceedings (Study) designed to identify caseload standards for such counsel. It is anticipated that the development of caseload standards will involve four distinct components as follows:

- 1. *Attorney Performance Standard Development***  
This component will involve a series of focus groups comprised of dependency attorneys, juvenile court judicial officers and appellate court justices, designed to identify required attorney activities and tasks at each stage of a juvenile dependency proceeding.
- 2. *Workload Study***  
The workload study component will consist of a two-week period during which dependency attorneys statewide will record their time with respect to the activities and tasks identified during the performance standard development process. The primary goal of the workload study will be to understand the current practice activities, and the time associated with completing those activities, of court-appointed counsel statewide.
- 3. *Time Setting Focus Groups***  
The purpose of this Study component will be to assign time to the activities and tasks identified during the performance standard development process. Two parallel series of time setting focus groups will be conducted, with one set of focus groups utilizing the results of the workload study in the time assignment process, and one set conducting time assignments blind to workload study results.
- 4. *Caseload Standard Identification***  
Caseload standards will be derived from an analysis of the required set of attorney activities and tasks as identified during the performance standard development process, and the time assigned to those activities and tasks as

identified by the time setting focus groups. Once caseload standards have been identified, contractor will work with AOC staff to determine the fiscal and practice implications of their adoption.

### **3.0 Proposed Consultant Services**

The proposed consultant services identified below are expected to be performed by the consultant between January and December 2002.

#### ***1. Attorney Performance Standard Development***

Develop process for and facilitate approximately six statewide focus groups with up to 25 participants each representing dependency attorneys juvenile court judicial officers, and appellate court justices, designed to identify requisite activities and tasks for court-appointed counsel in juvenile dependency proceedings. AOC staff will be responsible for selecting focus group participants and securing focus group locations.

Methodology for this component should address:

- Reviewing initial Activities/Tasks outline prepared by AOC staff to be used as basis for focus group discussions;
- Focus group methodology and materials;
- Focus group pilot;
- Revisions to focus group methodology and materials based on pilot results;
- Conducting focus groups;
- Summarizing focus group findings; and
- Documenting focus group methodology and findings in a report format.

#### ***2. Workload Study***

Develop methodology for and conduct a workload study of all dependency attorneys statewide over a two-week period that captures current court-appointed counsel practice with respect to attorney activities and tasks identified in the focus groups outlined in 1. above.

This component should address:

- Workload study methodology;
- Project design and data collection strategy;
- Attorney training for pilot workload study;
- Workload study pilot;
- Refining data collection instruments and/or training protocol based on pilot results;
- Attorney training for statewide workload study;

- Organization of workload study implementation teams for each county or group of counties;
- Conducting a workload study in all 58 court systems over a two-week period;
- Provision of technical assistance to attorney respondents during workload study period;
- Development of a database to capture workload study results;
- Provision of preliminary statistics on all data elements; and
- Preparation of a data collection methods report summarizing the workload study and its results.

In addition, the contractor will work with AOC staff to ensure that the workload study methodology will enable the identification of the impact on attorney time (i.e. the types of activities/tasks being performed by attorneys and the length of time associated with those activities) of case-related activities performed by attorney-affiliated private social workers, investigative, paralegal and secretarial staffing, and Court-Appointed Special Advocates.

The response to the workload study component must address the following methodological and structural issues:

- A. How to achieve a satisfactory response rate from the state's approximately 800 dependency counsel providers, working in 58 counties, and using a variety of organizational and fee structures which primarily include the following:
  - Court-Appointed Counsel Organizational Structures*
    - Government Attorneys
    - Private Panel-Appointed Attorneys
    - Other Private Attorneys
  - Court-Appointed Counsel Fee Structures*
    - Hourly Rate
    - Per Case/Event Rate
    - Annual Contract Rate
- B. Methodological problems raised by counties that are too small to provide a representative sample of case types in the two week workload study timeframe, and proposed solutions.
- C. Logistical considerations (staff, equipment, resources) of providing training on completion of workload study instruments to at least one attorney from each dependency counsel organization statewide given the fact that over 50 percent of such counsel operate as sole practitioners, many in remote locations.

- D. Logistical considerations (staff, equipment, training, resources) of collecting a 100 percent census over a two-week period, given the fact that the approximately 800 dependency counsel statewide have widely varying technological resources, specifically with respect to access to the Internet and Microsoft Excel.
- E. Basic data quality standards, including quality control for manual and electronic data collection, electronic file cleaning and creation, and documentation.

### **3. *Time Setting Focus Groups***

Develop process for and facilitate approximately six statewide focus groups with up to 25 participants each representing dependency attorneys, juvenile court judicial officers, and appellate court justices, designed to assign time to requisite attorney activities and tasks. Each of the six focus groups will be divided into two sections, one utilizing workload study results, and one blind to those results. Contractor will work with AOC staff and the Study Working Group to develop a methodology for reconciling the results of the two sets of focus groups. AOC staff will be responsible for selecting focus group participants and securing focus group locations.

Methodology for this component should address:

- Focus group methodology and materials;
- Focus group pilot;
- Revisions to focus group methodology and materials based on pilot results;
- Conducting focus groups;
- Developing a methodology for reconciling results of “blind” and “informed” time setting focus groups;
- Summarizing focus group findings; and
- Documenting focus group methodology and findings in a report format.

### **4. *Caseload Standard Identification***

With AOC staff, identify dependency attorney caseload standards based upon requisite attorney activities and tasks with associated time. Determine fiscal and practice implications of adopting caseload standards as identified.

## **4.0 Specifics of Response**

### **4.1 Bidder Information**

#### **4.1.1 Contact Information**

Provide consultant name, address, telephone number(s) and social security or tax identification number.

#### **4.1.2 Project Staff**

Provide resumes describing the background and experience of key staff, as well as each individual's ability and experience in conducting the proposed activities.

#### **4.1.3 Experience**

Provide a list and description of projects completed during the past five years that were similar in scope, complexity, content, and time frames to that identified in this RFP.

Documentation of these projects should include: 1) project title; 2) description of work performed; 3) dates for work performed; 4) organization for whom the work was performed; 5) name, address, title and telephone number of each organization's project manager; and 6) copies of the final report for at least two of the listed projects.

### **4.2 Proposal Format**

4.2.1 All proposals **MUST** be submitted with an original and 10 copies, on standard white paper, 8 1/2 inches by 11 inches in size, typed, double-spaced, one-inch margins, with each page clearly and consecutively numbered.

Provide six copies of bid proposals, each signed by an authorized company representative, including name, title, address, and telephone number of person who is the responder's representative.

4.2.2 The proposal must be submitted in the legal entity name of the Bidder. The proposal **MUST** be signed by the Bidder, a corporate officer or an authorized agent of the Bidder. Signature Facsimile Stamps Will Not Be Accepted.

4.2.3 A Table of Contents **MUST** be provided which identifies all major sections of the proposal by page number. All exhibits and attachments must also be identified and referenced by page number.

Responses should provide straightforward, concise information that will satisfy the requirements of the solicitation document. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the state's instructions, responsiveness to the solicitation document requirements, and completeness and clarity of content.

4.2.4 Proposals should include an overall plan with time estimates for completion of all work required.

#### 4.3 Project Approach and Methodology

4.3.1 Provide a detailed workplan outlining major project tasks/segments and approach, including methods to be used to complete each task.

4.3.2 Describe how you will work with the agency's Project Director to review research design, major findings, and to solicit input into major questions/issues raised in the study, and to ensure quality control.

4.3.3 Describe the methodology you would use to complete and address each of the tasks and challenges outlined in section 3.0.

4.3.4 Describe how you will work with project staff and individual trial courts to obtain information you may need to meet project objectives.

4.3.5 Describe support/resources you will need from the Judicial Council and/or the Administrative Office of the Courts.

#### 4.4 Cost Proposal

Submit a detailed line item budget showing total cost of services to be performed. Fully explain and justify all budget items in a narrative entitled "Budget Justification" which is to include at a minimum:

- Total number of hours required to complete each of the four project components as outlined in section 3.0.
- Hourly rate for each key project staff person
- Number of hours each key project staff person will spend on each RFP task/segment
- Operating and Expenses costs including all incidentals
- Detailed travel costs including expected airfares, car mileage, local transportation costs, lodging and meals.

The total cost for consultant services will not exceed \$450,000 inclusive of personnel, materials, computer support, travel, lodging, per diem, and overhead rates. The method of payment to the contractor will be cost reimbursement.

### **5.0 Rights**

The state reserves the right to reject any and all proposals, as well as the right to conduct or not conduct a similar proposal in the future. This RFP is in no way an agreement, obligation, or contract and in no way is the State responsible for the cost of response preparation. One copy of a submitted proposal will be retained for official files and become a public record. The consultant selected will be required to sign a completed State of California Standard Agreement Form. Special terms and conditions, as appropriate, will be included in the agreement.

Oral and/or facsimile responses will not be accepted.

## **6.0 DVBE Participation Goal**

The state requires contract participation goals of three percent (3%) for disabled veteran business enterprises (DVBE). Therefore, your response should demonstrate DVBE compliance; otherwise, if it is impossible for your firm to comply, please use the DVBE participation form provided herein to explain why, and demonstrate written evidence of a “good faith effort” to achieve participation. Your firm must complete the attached DVBE participation requirement form (Attachment 1), even if only to explain why your firm cannot achieve the participation goal. Completing the attached form to the extent feasible is mandatory to be responsive to this solicitation’s requirements. If your firm has any questions regarding the form, contact Contracts Officer Stephen Sadler at 415-865-7989. For information regarding DVBE resources please contact:

Office of Small Business  
Certification and Resources  
916-323-5478  
Program Manager: Tom Lee

## **7.0 Project Management**

The Project Director will be:

Leah Wilson  
Judicial Council of California  
Administrative Office of the Courts  
455 Golden Gate Avenue, 6<sup>th</sup> Floor  
San Francisco, CA 94102-3660  
415-865-7977

## **8.0 Evaluation of Proposal**

The proposal will be evaluated by AOC staff according to the following criteria:

- A. Quality of work plan submitted:
  - Statement of Purpose: Demonstrates an understanding of the scope of service to be provided and major issues surrounding the provision of legal services in juvenile dependency proceedings.
  - Study Design: Contains the items specified in Section 3.0 of the RFP and appears reasonable given the scope and time frames of the study.
  - Methodology: Description of the methodology the Bidder intends to follow in conducting the activities outlined in Section 3.0, including: *Activities/Tasks Focus Groups, Workload Study, Time Setting Focus Groups* and *Caseload Standard Identification*. The effectiveness, sustainability, quality and



creativity of the proposed methodology for each Study component will be evaluated.

- Work Plan: Work plan and corresponding timelines are reasonable considering Study objectives and RFP requirements.

B. Experience on similar assignments:

- Experience conducting staffing/workload studies, including analyzing existing staffing/workload in organizations.
- Experience in collecting, analyzing and integrating data from multiple sources to accomplish the objectives of a study.
- Experience in conducting large, multi-faceted and complicated studies within designated timelines and budgets.
- Familiarity with abuse and neglect/juvenile dependency proceedings generally.
- Familiarity with California's dependency adjudication process.

C. Credentials of staff to be assigned to the project.

D. Ability to meet timing requirements to complete the project.

E. Reasonableness of cost projections.

## **9.0 Additional Requirements**

A Bidders' Conference will be held on December 18, 2001. The purpose of the Bidders' Conference is to clarify the requirements of this RFP by: 1) answering previously submitted written questions and 2) accepting written questions to be answered at the Bidders' Conference or taken under submission to be answered by the AOC in writing at a later date. Remarks and explanations made at the Conference do not change the provisions of the RFP and are not binding unless reduced to writing.

Questions concerning the RFP may be submitted in writing prior to the date of the Bidders' Conference according to the instructions below. The AOC reserves the right to determine, at its sole discretion, which questions will be answered verbally at the Bidders' Conference and which will be answered only in writing in the summary of issues raised.

A summary of the issues raised and questions answered at the Bidders' Conference, as well as a summary of previously submitted questions and respective responses will be prepared in writing and sent out to all persons and/or agencies to whom the AOC has distributed copies of this RFP.

The Bidders' Conference will take place at the following time and location, unless the AOC notifies respondents otherwise:

December 18, 2001 10:00 AM  
Judicial Council  
Administrative Office of the Courts  
455 Golden Gate Ave., 6<sup>th</sup> Floor Conference Room  
San Francisco, CA. 94102

Questions for the Bidders' Conference may be sent by mail or by fax to the AOC in advance of the conference date. All inquiries are to be labeled and addressed as follows:

Questions: Court-Appointed Counsel Caseload Study RFP  
Leah Wilson, Project Director  
Judicial Council of California  
Administrative Office of the Courts  
455 Golden Gate Avenue, 6<sup>th</sup> Floor  
San Francisco, CA 94102-3660  
415-865-7977

Fax: 415-865-7217

## ADMINISTRATIVE RULES

### **A. General**

1. This solicitation document, the evaluation of proposals, and the award of any contract shall conform with current competitive bidding procedures as they relate to the procurement of goods and services. A vendor's proposal is an irrevocable offer for 30 days following the deadline for its submission.
2. A nondiscrimination clause will be included in any contract that ensues from this solicitation document.
3. In addition to explaining the state's requirements, the solicitation document includes instructions, which prescribe the format and content of proposals.

### **B. Errors in the solicitation document**

1. If a vendor submitting a proposal discovers any ambiguity, conflict, discrepancy, omission, or other error in this solicitation document, the vendor shall immediately provide the state with written notice of the problem and request that the solicitation document be clarified or modified. Without disclosing the source of the request, the state may modify the solicitation document prior to the date fixed for submission of proposals by issuing an addendum to all vendors to whom the solicitation document was sent.
2. If prior to the date fixed for submission of proposals a vendor submitting a proposal knows of or should have known of an error in the solicitation document but fails to notify the state of the error, the vendor shall bid at its own risk, and if the vendor is awarded the contract, it shall not be entitled to additional compensation or time by reason of the error or its later correction.

### **C. Questions regarding the solicitation document**

1. If a vendor's question relates to a proprietary aspect of its proposal and the question would expose proprietary information if disclosed to competitors, the vendor may submit the question in writing, conspicuously marking it as "CONFIDENTIAL." With the question, the vendor must submit a statement explaining why the question is sensitive. If the state concurs that the disclosure of the question or answer would expose proprietary information, the question will be answered, and both the question and answer will be kept in confidence. If the state does not concur regarding the proprietary nature of the question, the question will not be answered in this manner and the vendor will be notified.

2. If a vendor submitting a proposal believes that one or more of the solicitation document's requirements is onerous or unfair, or that it unnecessarily precludes less costly or alternative solutions, the vendor may submit a written request that the solicitation document be changed. The request must set forth the recommended change and vendor's reasons for proposing the change. Any such request must be submitted to **Leah Wilson** at the Administrative Office of the Courts by **4pm** on **December 17, 2001**.

#### **D. Addenda**

1. The state may modify the solicitation document prior to the date fixed for submission of proposals by faxing an addendum to the vendors to whom the solicitation document was sent. If any vendor determines that an addendum unnecessarily restricts its ability to bid, it must notify **Leah Wilson** at the Administrative Office of the Courts no later than one day following the receipt of the addendum.

#### **E. Withdrawal and resubmission/modification of proposals**

1. A vendor may withdraw its proposal at any time prior to the deadline for submitting proposals by notifying the state in writing of its withdrawal. The notice must be signed by the vendor. The vendor may thereafter submit a new or modified proposal, provided that it is received at the Administrative Office of the Courts no later than **5pm** on **January 7, 2002**. Modification offered in any other manner, oral or written, will not be considered. Proposals cannot be changed or withdrawn after **5 pm** on **January 8, 2002**.

#### **F. Evaluation process**

1. An evaluation team will review in detail all proposals that are received to determine the extent to which they comply with solicitation document requirements.
2. If a proposal fails to meet a material solicitation document requirement, the proposal may be rejected. A deviation is material to the extent that a response is not in substantial accord with solicitation document requirements. Material deviations cannot be waived. Immaterial deviations may cause a bid to be rejected.
3. Proposals that contain false or misleading statements may be rejected if in the state's opinion the information was intended to mislead the state regarding a requirement of the solicitation document.

4. Cost sheets will be checked only if a proposal is determined to be otherwise qualified. All figures entered on the cost sheets must be clearly legible.
5. During the evaluation process, the state may require a vendor's representative to answer questions with regard to the vendor's proposal. Failure of a vendor to demonstrate that the claims made in its proposal are in fact true may be sufficient cause for deeming a proposal nonresponsive.

#### **G. Rejection of bids**

1. The state may reject any or all proposals and may or may not waive an immaterial deviation or defect in a bid. The state's waiver of an immaterial deviation or defect shall in no way modify the solicitation document or excuse a vendor from full compliance with solicitation document specifications.

#### **H. Award of contract**

1. Award of contract, if made, will be in accordance with the solicitation document to a responsible vendor submitting a proposal compliant with all the requirements of the solicitation document and any addenda thereto, except for such immaterial defects as may be waived by the state.
2. The state reserves the right to determine the suitability of proposals for contracts on the basis of a proposal's meeting administrative requirements, technical requirements, its assessment of the quality of service and performance of items proposed, and cost.

#### **I. Decision**

1. Questions regarding the state's award of any business on the basis of proposals submitted in response to this solicitation document, or on any related matter, should be addressed to: Leah Wilson, Judicial Council of California, Administrative Office of the Courts, 6<sup>th</sup> Floor, San Francisco, Ca. 94102.

#### **J. Execution of contracts**

1. The state will make a reasonable effort to execute any contract based on this solicitation document within 30 days of selecting a proposal that best meets its requirements.
2. A vendor submitting a proposal must be prepared to use a standard state contract form rather than its own contract form. A copy of the state's standard contract is available from the Contract Officer, telephone 415-865-7989 or from the address indicated in the next section.

## **K. Protest procedure**

1. The Administrative Office of the Courts intends to be completely open and fair to all vendors in selecting the best possible system within budgetary and other constraints described in the solicitation document. In applying evaluation criteria and making the selection, members of the evaluation team will exercise their best judgment.
2. A vendor submitting a proposal may protest the award if it meets all the following conditions:
  - a. The vendor has submitted a proposal, which it believes to be responsive to the solicitation document;
  - b. The vendor believes that its proposal meets the state's administrative requirements and technical requirements, proposes items of proven quality and performance, and offers a competitive cost to the state; and
  - c. The vendor believes that the state has incorrectly selected another vendor submitting a proposal for an award.
3. A vendor submitting a proposal who is qualified to protest should contact the Contract Officer at the Administrative Office of the Courts at the address given below or call him at 415-865-7989. If the Contract Officer is unable to resolve the protest to the vendor's satisfaction, the vendor should file a written protest within five working days of the contract award notification. The written protest must state the facts surrounding the issue and the reasons the vendor believes the award to be invalid. The protest must be sent by certified or registered mail or delivered personally to:

Ronald Overholt  
Chief Deputy Director  
Administrative Office of the Courts  
455 Golden Gate Avenue  
San Francisco, CA 94102-3660

A receipt should be requested for hand-delivered material.

## **L. News releases**

1. News releases pertaining to the award of a contract may not be made without prior written approval of the Director of the Administrative Office of the Courts.

### **M. Disposition of materials**

1. All materials submitted in response to this solicitation document will become the property of the State of California and will be returned only at the state's option and at the expense of the vendor submitting the proposal. One copy of a submitted proposal will be retained for official files and become a public record. However, any confidential material submitted by a vendor that was clearly marked as such will be returned upon request.

### **N. Payment**

1. Payment terms will be specified in any agreement that may ensue as a result of this solicitation document.
2. **THE STATE DOES NOT MAKE ANY ADVANCE PAYMENT FOR SERVICES.** Payment is normally made based upon completion of tasks as provide in the agreement between the state and the selected vendor. The state normally withholds ten percent of each invoice until receipt of the final product. The amount of the withhold may depend upon the length of the project and the payment schedule provide in the agreement between the state and the selected vendor.

**Attachment 1**

DVBE COMPLIANCE DOCUMENTATION AND CERTIFICATION OF PRIME BIDDER

TITLE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The goal of awarding of at least 3 percent of the total dollar contract amount to Disabled Veterans Business Enterprise (DVBE) has been achieved for this Project.

Yes \_\_\_\_\_ No \_\_\_\_\_

**Please complete Part A and Part B on the following pages. "Contractors Tier" is referred to several times below; use the following definitions for tier:**

- 0 = Prime or Joint Contractor;
- 1 = Prime subcontractor/supplier;
- 2 = Subcontractor/supplier of level 1 subcontractor/supplier

**PART A – COMPLIANCE WITH DVBE GOALS**

**PRIME CONTRACTOR**

Company Name: \_\_\_\_\_

Nature of Work \_\_\_\_\_ Tier: \_\_\_\_\_

Claimed Value: DVBE \$ \_\_\_\_\_

Percentage of Total Contract Cost DVBE \_\_\_\_\_%

**SUBCONTRACTORS/SUBCONTRACTOR/VENDORS/SUPPLIERS**

Company Name: \_\_\_\_\_

Nature of Work: \_\_\_\_\_ Tier: \_\_\_\_\_

Claimed Value: DVBE \_\_\_\_\_%

Percentage of Total Contract Cost: DVBE \_\_\_\_\_%

**INCOMPLETE DOCUMENTATION MAY RESULT IN DISQUALIFICATION FROM FURTHER PARTICIPATION I SELECTION PROCESS FOR THIS CONTRACT.**



Company Name: \_\_\_\_\_

Nature of Work \_\_\_\_\_ Tier: \_\_\_\_\_

Claimed Value: DVBE \$ \_\_\_\_\_

Percentage of Total Contract Cost DVBE \_\_\_\_\_%

Company Name: \_\_\_\_\_

Nature of Work \_\_\_\_\_ Tier: \_\_\_\_\_

Claimed Value: DVBE \$ \_\_\_\_\_

Percentage of Total Contract Cost DVBE \_\_\_\_\_%

GRAND TOTAL: DVBE \_\_\_\_\_%

**PART B – ESTABLISHMENT OF GOOD FAITH EFFORT**

To establish that a Good Faith Effort has been made, the following statement must be true.

1. Contractor was made with the Contract Officer, Administrative Office of the Courts to identify potential Disabled Veteran Business Enterprises as Subcontractors or suppliers, or both.

Date Contracted: \_\_\_\_\_ Person Contracted: \_\_\_\_\_

List the names of DVBE's identified from contact made with Contract Officer, Administrative Office of the Courts.

---

---

---

---

---

---

---

**INCOMPLETE DOCUMENTATION MAY RESULT IN DISQUALIFICATION FROM FURTHER PARTICIPATION IN SELECTION PROCESS FOR THIS CONTRACT.**

2. List contacts made with personnel from other state and federal agencies, and with personnel from Disabled Veterans Business Enterprises to identify Disabled Veterans Business Enterprises.

<u>Source</u>	<u>Person Contracted</u>	<u>Date</u>

List the Names of DVBE's identified from contact made with other state, federal, and local agencies.

---



---



---



---



---



---



---

3. Advertising was published in trade papers and papers focusing on Disabled Veterans Business Enterprises. (Attach proof of publication.)

<u>Publication</u>	<u>Date(s) Advertised</u>

INCOMPLETE DOCUMENTATION MAY RESULT IN DISQUALIFICATION FROM FURTHER PARTICIPATION IN SELECTION PROCESS FOR THIS CONTRACT.

4. Invitations to bid were submitted to potential Disabled Veterans Business Enterprise Contractors (list the company name, person contacted, and date) to be subcontractors or solicitation (i.e., letters, return receipt, metered envelopes, responses, etc.). Solicitation must be job specific to plan and/or contract.

<u>Company</u>	<u>Contact</u>	<u>Date Sent</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. List the available Disabled Veterans Business Enterprises which were considered as subcontractors or suppliers or both. (Complete each subject line.)

COMPANY: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

NATURE OF WORK: \_\_\_\_\_

RESULT: \_\_\_\_\_

REASON WHY REJECTED: \_\_\_\_\_

---

COMPANY: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

NATURE OF WORK: \_\_\_\_\_

RESULT: \_\_\_\_\_

REASON WHY REJECTED: \_\_\_\_\_

---

**INCOMPLETE DOCUMENTATION MAY RESULT IN DISQUALIFICATION FROM FURTHER PARTICIPATION IN SELECTION PROCESS FOR THIS CONTRACT.**

6. CERTIFICATION (to be completed by Bidder)

I hereby certify that I have made a diligent effort to ascertain the facts with regard to the representations made herein and, to the best of my knowledge and belief, each firm set forth in this bid as a Disabled Veterans Business Enterprise complies with the relevant definition set forth in Section 1896.61 of Title 2, and Section 999 of the Military and Veterans Code, California Code of Regulations. In making this certification, I am aware of Section 10115 et seq. Of the Government Code which establishes the following penalties certification for State Contracts:

Penalties for a person guilty of a first offense are a misdemeanor, civil penalty of \$5,000, and suspension from contracting with the State for a period of not less than 30 days nor more than one year.

Penalties for second and subsequent offenses are a misdemeanor, a civil penalty of \$20,000 and suspension from contracting with the State for up to three years.

IT IS MANDATORY THE FOLLOWING BE COMPLETED ENTIRELY; FAILURE TO DO SO WILL RESULT IN IMMEDIATE REJECTION.

\_\_\_\_\_  
Firm Name of Bidder

\_\_\_\_\_  
Address of Bidder

\_\_\_\_\_  
Telephone Number of Bidder

\_\_\_\_\_  
FAX

\_\_\_\_\_  
Signature of Chief Executive Officer of Bidder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed) of Chief Executive Officer of Bidder

\_\_\_\_\_  
Title of Above-Named Person

INCOMPLETE DOCUMENTATION MAY RESULT IN DISQUALIFICATION FROM FURTHER PARTICIPATION IN SELECTION PROCESS FOR THIS CONTRACT.

CONTRACT AMOUNT CERTIFICATION

I hereby certify that the "Contract Amount," as defined herein, is the amount of \$\_\_\_\_\_.

I understand that the "Contract Amount" is the total dollar figure to which the DVBE participation requirements will be evaluated against.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Bidder's Signature

