



Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

455 Golden Gate Avenue • San Francisco, California 94102-3688
Telephone 415-865-7960 • Fax 415-865-4325 • TDD 415-865-4272

RONALD M. GEORGE
Chief Justice of California
Chair of the Judicial Council

WILLIAM C. VICKREY
Administrative Director of the Courts

RONALD G. OVERHOLT
Chief Deputy Director

STEPHEN NASH
Director, Finance Division

TO: POTENTIAL BIDDERS

FROM: Administrative Office of the Courts
Finance Division

DATE: **April 1, 2010**

**SUBJECT/PURPOSE
OF MEMO:** **ADDENDUM #1**

Project Title: **MARIN DEPENDENCY REPRESENTATION**
RFP Number: **CFCC-200903-CT**

**PROPOSAL DUE
DATE:** Proposals must be received by **April 22, 2010, no later than 3:00 p.m.
(Pacific Time)**.

**SUBMISSION OF
PROPOSAL:** Proposals must be sent to:
Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden, CFCC-200903-CT
455 Golden Gate Avenue
San Francisco, CA 94102

**FOR FURTHER
INFORMATION:** E-MAIL:
Solicitations@jud.ca.gov

This Addendum 1 hereby modifies the RFP as follow:

1.0 For items 1.1 through 1.3, below, deletions in the RFP are shown in strikeout font (~~strikeout font~~); insertions are shown in underlined font (underlined font). Paragraph numbers refer to the numbers in the original RFP.

1.1 The following changes are made to Section 3.3:

“3.3. Proposals will be considered from all juvenile dependency provider types, including but not limited to:

- Government agencies;
- Non-profit organizations;
- Private firms;
- Solo practitioners, including panel organizational configurations; and
- Any combination of the above.

Applicants may submit a proposal to provide services for Lot 1 only, Lot 2 only, Lot 3 only, Lot 4 only, Lot 5 only or separate proposals for any of the five Lots, as described below:

- Lot 1 – Children’s first level representation only.
- Lot 2 – Children’s representation, including a means to provide representation for all levels of children’s conflict.
- Lot 3 – Parents, guardians, and de facto parent’s first level representation (collectively referred to as ‘parents’) only.
- Lot 4 – Parents’ representation, including a means to provide representation for all levels of parents’ conflict.
- Lot 5– Representation of a specified number of clients, either parents, children or both.
Representation under this Lot may include first level representation of either parents and/or children or representation of conflict parents and/or children, but not parents and children on the same case.

If a proposer submits a proposal for multiple Lots, they are acknowledging that they will accept an award for any of those Lots.”

1.2 The following changes are made to Section 5.6.3. Description of Services to be Provided:

“5.6.3 Description of Services to be Provided

The proposer must provide detailed information regarding each of the following:

A. Services

Provide a general description of the services to be provided to meet the Scope of Services requirements, as described in Attachment D, Sections 2.0, 3.0, 4.0, and 5.0. The proposal must address how services will be provided to clients who use English as their second language or are monolingual Spanish-speaking.

B. Organization and Staffing Plan

For all provider types, this section of the proposal must include information regarding the proposer’s proposed organizational structure, including the following:

- A description of the business structure of the proposed representational model (e.g., public agency, private for-profit organizational representation, private non-profit organizational representation, solo practitioner, centrally administered panel, any combination of the preceding, etc.);
- A description of the methods to be used for the recruitment and hiring of attorneys and support staff, including a description of minimum qualifications, and expertise and standards to be required, if applicable;
- Organization chart that outlines organizational divisions/units, if applicable;
- A staffing schedule using the Staffing Schedule Template provided in Appendix D listing all of the following, if applicable:
 - Classification and full-time equivalent (FTE) or part-time status for each attorney position included in the proposal (i.e., if part-time, how much of the attorney’s time will be dedicated to this contract);
 - Classification and FTE or part-time status of non-attorney staffing (i.e., if part-time, how much of each staff’s time will be dedicated to this contract);
 - Job descriptions for all employee classifications listed in the staffing schedule referenced above;
 - Proposed number of clients per attorney, including a separate indication of the caseloads of supervising attorneys (counting each child as a client, irrespective of sibling group affiliation, where applicable).

~~In Lot 5 proposals, the proposer must clearly distinguish between the staffing plan and ratios for children's representation versus parents' representation~~

C. Courtroom Coverage and Calendar Management

A Courtroom Coverage and Calendar Management Plan (Plan) that includes each of the following elements must be included:

1. A description of how courtroom coverage will be provided, based on the information provided in Attachment D, Section 6.0;
2. A description of how calendaring conflicts with both local non-dependency and out-of-county cases, if applicable, will be avoided; and
3. A description of how qualified substitute representation will be provided when assigned counsel is unavailable due to vacation, illness, or other unavoidable absence. **Substitute counsel must be prepared to address substantive case issues in order to avoid court delay.**
 - a. A list of proposed substitute counsel must be included in the Plan.
N.B.: Substitute counsel are subject to the competency and education requirements specified in Section 5.6.4 below, as well as the performance requirements outlined in Attachment D, Section 2.0, Scope of Services, and are subject to the prior approval of the Court.

D. Supervision

The proposer must describe how they will supervise the work and work products to ensure the quality and adequacy of dependency representation, including courtroom coverage, for both attorney and non-attorney staff and any independently contracted attorneys used by the contractor.

E. Conflicts

Proposals must include a detailed plan for identifying and handling conflict situations, pursuant to the criteria contained in Attachment D, Section 10.0.

- ~~• Lot 2 proposals must demonstrate the ability to provide representation for all children, including procedures to avoid ethical conflicts while providing representation to children in a sibling group who present legal conflicts.~~
- ~~• Lot 5 proposals must clearly demonstrate how the unique conflict problems of a single organization providing representation to both children and parents will be addressed.~~

F. Facilities

Proposers must identify the proposed locations of office and client interview facilities, which must be located in Marin County.

G. Reporting and Billing Requirements

Proposals must include a plan for maintaining case and statistical information required for reporting and billing purposes, as specified in Attachment D, Section 12.0.

Contractors will be required to provide statistical information via the Juvenile Court Activity Tracking System (JCATS), a Web-based case management program. A snapshot of the JCATS screen, showing required reporting elements is provided in Appendix B.”

1.3 The following changes are made to Section 5.6.7., Cost Proposal and Budget:

“5.6.7 Cost Proposal and Budget

A. Cost Proposal and Detailed Program Budget

The expected total annual cost for proposals, is as follows:

- Lot 1 Proposals: Between \$81,000 and \$96,000
- Lot 2 Proposals: Between \$100,000 and \$118,000
- Lot 3 Proposals: Between \$18,000 and \$21,000
- Lot 4 Proposals: Between \$48,000 and \$57,000
- Lot 5 Proposals: Between \$1,070 and \$1,250 per client

The proposer must specify the total maximum cost to the AOC for the project for the following periods: July 1, 2010 – June 30, 2011, July 1, 2011 – June 30, 2012 and July 1, 2012 – June 30, 2013. Proposers must include a statement in this section that their cost proposal is being submitted with a clear understanding that its proposed costs are final, without restrictive conditions that increase costs, and that its proposed costs will not be exceeded. **Proposals received without this statement will not be evaluated.**

Proposers must also provide in this section of the proposal a detailed line item budget for the periods July 1, 2010 – June 30, 2011, July 1, 2011 – June 30,

Addendum #1

Project Title: MARIN DEPENDENCY REPRESENTATION

RFP Number: CFCC-200903-CT

2012, and July 1, 2012 – June 30, 2013 using the Budget Template provided in Appendix C.

The budget template includes the following line items:

- Personnel,
- Benefits (e.g., medical/dental, vacation, etc.),
- Additional Professional Services (e.g., interpreters, etc.),
- Travel (includes in-county and out-of-county travel),
- Training,
- Insurance: These costs must reflect coverage levels as outlined in Attachment A, Section 7.0. Deductible amounts must be provided in the budget narrative. If the applicant wishes to propose different types and/or levels of coverage from those identified in Attachment A, Section 7.0, applicant should refer to Section 5.6.7C for details regarding the information that must be provided as part of an alternative insurance coverage proposal;
- Rent,
- Overhead (includes utilities, supplies, etc.); and
- Reimbursable expenses (e.g., expert witnesses and out-of-state travel to visit child clients).

As specified in Attachment B, Section 2.0, the State will provide reimbursement for out-of-state travel to visit child clients and expert witnesses. An estimate of these expenses must be included in the Budget Template.

All proposers are required to complete parts A, B and C of the Budget Template provided in Appendix C. All proposers are required to submit an electronic copy of the completed Budget Template to the AOC, as specified in Section 5.4, above.

If the proposal includes any contract representation, the payment method and rate for cases that require representation other than by personnel employed by the organization must be described (e.g., hourly, per case, per hearing, etc.) in the Budget Template.

No facilities will be provided for the proposer under this proposal. All office space will be the responsibility of the proposer.

B. Budget Justification Narrative

Addendum #1

Project Title: MARIN DEPENDENCY REPRESENTATION

RFP Number: CFCC-200903-CT

All budgeted line items shown in the Budget Template must be explained in an accompanying narrative in this section of the proposal.

~~For Lot 5 proposers, if the proposer believes that there are certain economies of scale and hence savings to be realized through the provision of both children's and parent's representation by a single organization (e.g., administrative or overhead savings), the proposer should describe those savings in their response to the Budget Narrative Section of the proposal.~~

C. Multiple Cost Proposals

Applicants may submit multiple cost proposals in this section reflecting varying types and levels of insurance coverage from those listed in Attachment A, Section 7.0 as follows:

- Proposals reflecting coverage levels specified in Attachment A, Section 7.0; and
- Proposals reflecting the proposer's current coverage levels.”

[END OF ADDENDUM 1]