



**Judicial Council of California**  
ADMINISTRATIVE OFFICE OF THE COURTS

455 Golden Gate Avenue • San Francisco, California 94102-3688  
Telephone 415-865-4200 • Fax 415-865-4205 • TDD 415-865-4272

---

## MEMORANDUM

---

Date	Subject
April 14, 2010	Request for Proposals for Curriculum Development for Tribal Advocate Skills-Family Violence in Native Communities
To	Action Requested
Prospective Proposers	Please Respond
From	Deadline
Contracting Officer	May 11, 2010, end of business
Business Services, Finance Division	
RFP Number	Submit hard copy proposal to address on page 5
CFCC 04-10-LM Curriculum Development	

---

### General Information

The Judicial Council of California, chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system. The California Constitution directs the Council to improve the administration of justice by surveying judicial business, recommending improvements to the courts, and making recommendations annually to the Governor and the Legislature. The Council also adopts rules for court administration, practice, and procedure, and performs other functions prescribed by law. The Administrative Office of the Courts (AOC) is the staff agency for the Council and assists both the Council and its chair in performing their duties.

The AOC is dedicated to improving the quality of justice and services to meet the diverse needs of children, youth, families, and self-represented litigants in the California courts. The AOC is dedicated to ensuring meaningful access to justice for all Californians including historically underserved and underrepresented communities. To this end, the AOC has established the Tribal Projects Unit within the Center for Families Children and the Courts. One of the goals of the Tribal Projects Unit is to improve access to justice for Native American parties in cases relating to domestic violence, teen dating violence, sexual assault and stalking (family violence). The

current project is to develop curricula to assist tribal communities and tribal advocates to better understand and work with the California state court system to obtain justice.

A sample of the type of full curricula envisioned by this project is located at:

<http://calswec.berkeley.edu/CalSWEC/CommonCoreCurricCA.html>

The full curriculum will include: learning objectives, lesson plans, power points, scenarios, one (1) trainer's manual, one (1) participant manual, and supplemental training resources.

The type of topics to be covered in this curriculum includes:

1. How to recognize family violence in tribal communities
  - Family violence dynamics
  - Risk assessment and lethality assessment (how do make this assessment in the tribal community)
  - Significance of historical trauma
2. Impact of family violence (on native children and families, tribes and tribal communities)
3. State court system overview
  - Family violence cases in juvenile, family, criminal, and collaborative courts
  - Roles and responsibilities of judges (what they can and cannot do; court demeanor etc.)
  - Role of court-connected services (self-help centers, legal aid, facilitators, mediators)
  - Role of probation
  - Role of parole
  - Role of law enforcement
  - Role of district attorney
  - Role of victim witness services
4. Legal overview: types of protective orders (statutory authority, duration, enforcement, hearings, any jurisdictional issues if abuse is on Indian lands, conflicts between orders, full faith and credit, and firearms restrictions) and how they can arise in juvenile, family, and criminal cases.
  - Emergency protective orders
  - Domestic violence prevention act orders
  - Uniform parentage act orders
  - Family law act orders
  - Civil harassment prevention act orders
  - Workplace violence safety act orders

- Criminal court orders
  - Juvenile court orders
  - Post-conviction stalking orders
5. Tribal Advocate's Roles (For example, how to obtain protective orders; how to navigate the state court system before hearings, during hearings (such as rights and obligations of tribal advocates in terms of confidentiality and responding to subpoenas) and after care, including how to obtain services; and how to ensure enforcement of protective orders
- Legal advocacy
  - Support to Native litigants
  - Services to Native litigants and their children
  - Other
6. References and Resources
- Culturally appropriate services for Native persons involved in family violence cases
  - Sample safety plans used in the tribal community
  - Risk and lethality assessment tools
  - Power and Control Wheels for all ages relevant to tribal communities
  - Effects on Native children
  - Custody and family violence
  - Patterns of family violence
  - Health Care and family violence
  - Substance Abuse and family violence
  - Housing and family violence
  - Statewide and national coalitions
  - Data gathering and analysis tools
  - Family violence epidemiology/statistics (generally and specific to Native Americans)

## Curriculum Development

The purpose of this Request for Proposals is to secure a contract to provide the services of a consultant with curriculum development experience to:

1. Outreach to tribal organizations and service providers in the area of family violence for input into the curriculum topics.
2. Organize, convene, and facilitate at least four meetings of a Tribal Advocate Curriculum Advisory Group (advisory group) which will consist of no fewer than four qualified individuals to be selected by the AOC in consultation with the contractor.

3. Monitor and summarize e-mail correspondence among members of the advisory group;
4. Conduct research to identify existing curricula and determine relevant case law, statutes, rules, policies and academic research that may inform the development of the curriculum;
5. Develop full curriculum for the topic areas incorporating the material and information gathered from the advisory group meetings, email correspondence and research. The curriculum must include the following components:
  - a) Competencies;
  - b) Learning objectives;
  - c) Lesson plans;
  - d) In-person and distance learning training;
  - e) Training guide;
  - f) Supplemental material including power point, handouts, case examples, model scenarios, workshop activities, and other training material;
  - g) Full bibliography, references, and resources; and
  - h) At least one demonstration and pilot of the completed curriculum at an appropriate forum to be agreed upon by the contractor and the AOC.
6. Include in the curriculum alternative approaches to accommodate the varying knowledge levels of potential attendees as well as the different learning styles that may be present within a group of attendees.
7. Include a plan for rolling out and piloting the completed curriculum.

## Compensation

The total amount the State may pay the consultant for services performed under this Agreement shall be the firm fixed amount of **\$11,000.00**. The firm fixed amount shall be inclusive of all costs, benefits, expenses, fees, overhead, markups and profits payable to the consultant.

## Source of Funding

Funding for the services performed under this Agreement is provided by a grant from the State of California, California Emergency Management Agency, Court Education and Training Recovery Act Program, Award No. JR09011535.

## Evaluation of Proposals

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

- a. Quality of work plan submitted
- b. Experience with and understanding of family violence issues generally, and specifically within tribal communities

Project Title: Curriculum Development

RFP Number: CFCC 04-10-LM

Page 5

- c. Experience working with tribal communities
- d. Ability to identify, access, and utilize appropriate subject matter experts
- e. Ability to meet timing requirements to complete the project

## Questions & Answers

Questions regarding this RFP should be directed to [Solicitations@jud.ca.gov](mailto:Solicitations@jud.ca.gov) by **April 20, 2010, end of business.**

## Submission of Proposals

Proposals should include the following:

1. Name, address, telephone and fax numbers, and federal tax identification number. Note that if a sole proprietorship using its social security number is awarded a contract, the social security number will be required prior to finalizing a contract. This information is entered on Attachment 1, Payee Data Record Form.
2. Names, physical and electronic addresses, and telephone numbers of a minimum of two (2) clients for whom the consultant has developed full curriculum with the specified components. The AOC may check references listed.
3. Names, physical and electronic addresses, and telephone numbers of a minimum of two (2) clients for whom the consultant has demonstrated the ability to identify, access, and utilize subject matter experts appropriate to topic area for which curriculum was developed. The AOC may check references.
4. Names and professional qualifications of subject matter expert that consultant expects to employ for this project.
5. Describe key staff's knowledge of the requirements necessary to develop the requested curriculum.
6. A final version of full curriculum and all components for completion of work on or before August 30, 2010.

Proposers will submit one (1) hard copy original of the proposal, one (1) redacted version of the proposal, a completed Attachment 1: Std 204 Payee Data Record and an electronic version of all documents on CD-ROM by **May 11, 2010, end of business** to:

Judicial Council of California  
Administrative Office of the Courts  
Bus. Svcs. RFP: CFCC 04-10-LM  
455 Golden Gate Avenue  
San Francisco, CA 94102-3688

We look forward to hearing from you. Thank you for your interest in this project.