



# Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

455 Golden Gate Avenue • San Francisco, California 94102-3688  
Telephone 415-865-7739 • Fax 415-865-7217 • 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 PROPOSERS**

**FROM:** ADMINISTRATIVE OFFICE OF THE COURTS

**DATE:** February 10, 2010

**SUBJECT/PURPOSE OF MEMO:** **REQUEST FOR PROPOSALS (RFP)**  
The Center for Families, Children & the Courts (CFCC), a division of the Administrative Office of the Courts (AOC), seeks the services of a consultant to identify and catalogue data stakeholders relevant to California Native American communities (federally recognized and non-federally recognized tribes, and urban Indians) focusing on data regarding juvenile, family, criminal, and related matters in California State Courts.

**ACTION REQUIRED:** You are invited to review and respond to the attached Request for Proposal (RFP), as posted at <http://www.courtinfo.ca.gov/reference/rfp/>:  
**Project Title: NATIVE AMERICAN COMMUNITIES JUSTICE PROJECT II**  
**RFP Number: CFCC 01-10-LM Research Consultant**

**QUESTIONS TO THE SOLICITATIONS MAILBOX:** Questions regarding this RFP should be directed to [Solicitations@jud.ca.gov](mailto:Solicitations@jud.ca.gov) by **February 18, 2010, end of business.**

**DATE AND TIME PROPOSAL DUE:** Proposals must be received by **February 25, 2010, end of business.**

**SUBMISSION OF PROPOSAL:** Proposals must be sent to:  
**Judicial Council of California**  
**Administrative Office of the Courts**  
**Attn: Nadine McFadden, RFP No. CFCC 01-10-LM Research Consultant**  
**455 Golden Gate Avenue, 7th Floor**  
**San Francisco, CA 94102-3688**

## **JUDICIAL COUNCIL OF CALIFORNIA ADMINISTRATIVE OFFICE OF THE COURTS**

### **1.0 GENERAL INFORMATION**

#### **1.1 BACKGROUND**

The Judicial Council of California, chaired by the Chief Justice of the State 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 Administrative Office of the Courts is the staff agency for the Judicial Council and assists both the Judicial Council and its chair in performing their duties.

#### **1.2 THE CENTER FOR FAMILIES, CHILDREN & THE COURTS**

The Center for Families, Children & the Courts provides a range of services to Courts in California, including research and technical assistance for juvenile and family Courts, collaborative justice courts, cases involving self-represented litigants, and cases involving family violence.

#### **1.3 NATIVE AMERICAN COMMUNITIES JUSTICE PROJECT—BEGINNING THE DIALOGUE: DOMESTIC VIOLENCE, SEXUAL ASSAULT, STALKING, AND TEEN DATING VIOLENCE.**

In October 2008, the CFCC launched an 8-month project to assess the needs of Native American victims of family violence (domestic violence, sexual assault, stalking, and teen dating violence) in California, and to inform the AOC's actions and projects to enhance access to, and improve the administration of, justice for Native American victims of family violence.

This project brought together, for the first time, a substantial cross section of the Native American community in California with the California court system to discuss issues of family violence. Throughout the first half of 2009 a historic and successful series of meetings brought together well over 500 Native Americans and California court personnel to hear the voices of Native American family violence victims and those who help them – and to consider how courts can better serve them.

The project team sought input from all federally and non-federally recognized tribes

Project Title: Native American Communities Justice Project  
RFP Number: CFCC 01-10-LM Research Consultant

in California, along with urban Indian communities in Los Angeles and the San Francisco Bay Area. Led by Native American community-selected consultants, a series of meetings was held around the state to discuss barriers and solutions to addressing family violence. A statewide meeting was held at the end of May, 2009 to present and discuss the results of those meetings. One of the major findings from that process is that little relevant data exists about Native American communities in California, and what data does exist is not readily available to Native American communities or the court system.

1.4 NATIVE AMERICAN COMMUNITIES JUSTICE PROJECT II – CONTINUING THE DIALOGUE: IDENTIFYING SOURCES OF DATA REGARDING JUVENILE, FAMILY, CRIMINAL, AND RELATED MATTERS IN NATIVE AMERICAN COMMUNITIES.

Through this RFP, CFCC is continuing a process of determining how California state courts can most effectively work with Native American tribal courts and communities in the areas of family and juvenile law. One of the areas of greatest need that has been identified by our work to date is the need for accessible, accurate data about juvenile, family, criminal, and related matters in Native American communities. Either such data is not being collected, but could be, or it is being collected but is not readily accessible by California courts or Native American tribes and communities. Identifying these sources, or potential sources, of data and describing how to access or create and utilize them is the goal of this RFP.

**2.0 TIMELINE FOR THIS RFP**

The AOC has developed the following list of key events from the time of the issuance of this RFP through the intent to award contract. All dates are subject to change at the discretion of the AOC.

EVENT	KEY DATE
RFP issued to <a href="http://www.courtinfo.ca.gov/reference/rfp/">http://www.courtinfo.ca.gov/reference/rfp/</a> :	February 10, 2010
Deadline for questions to <a href="mailto:solicitations@jud.ca.gov">solicitations@jud.ca.gov</a>	February 18, 2010, end of business
AOC response to questions posted to <a href="http://www.courtinfo.ca.gov/reference/rfp/">http://www.courtinfo.ca.gov/reference/rfp/</a>	February 19, 2010
Latest date and time proposal may be submitted	February 25, 2010, end of business
Evaluation of proposals ( <i>estimate only</i> )	February 26 through March 4, 2010
Notice of Intent to Award ( <i>estimate only</i> )	March 5, 2010
Negotiations and execution of contract ( <i>estimate only</i> )	March 15 - 19, 2010

### **3.0 PURPOSE OF THIS REQUEST FOR PROPOSALS (RFP)**

- 3.1 The purpose of this Request for Proposals is to secure a contract to provide the services of a consultant with expertise in quantitative research with Native American communities in California, preferably in a court or legal setting. The Contractor will be asked to conduct research for a *period of 24 weeks*.

As part of the research process, the contractor will identify “data stakeholders” (people who can help decide what data we need, such as Tribal Leaders, representatives of Native American health services, state or county departments of social services, state or county sheriff’s offices, and courts) relevant to California Native American communities (federally recognized and non-federally recognized tribes, and urban Indians) focusing on data regarding juvenile, family, criminal, and related matters in California State Courts for participation in project planning meeting. The contractor will convene a project-planning meeting of those stakeholders with the goal of identifying a priority list of the most crucial data needs and barriers to collecting that data.

Using this list, the contractor will identify and describe all known and potential data sources, along with the usefulness and accessibility of those sources. The project will culminate in a written report to the AOC.

- 3.2 A detailed description of the work of this RFP is provided in *Attachment 2 - Contract Terms, Exhibit D - Work to be Performed*.

### **4.0 RFP ATTACHMENTS**

- 4.1 Included as part of this RFP are the following attachments:

4.1.1 Attachment 1 - Administrative Rules Governing Request for Proposals. Proposers shall follow the rules, set forth in *Attachment 1, in preparation and submittal of their proposals*.

4.1.2 Attachment 2 - Contract Terms. Contracts with successful firms will be signed by the parties on an AOC Standard Agreement form and will include terms appropriate for this Work. Terms and conditions typical for the requested services are attached as *Attachment 2 - Contract Terms* and include: *Exhibits A through E*.

4.1.3 Attachment 3 - Proposer’s Acceptance of the RFP’s Contract Terms. Proposers must either indicate acceptance of Contract Terms, as set forth in *Attachment 2 – Contract Terms*, or clearly identify exceptions to the Contract Terms, as set forth in this *Attachment 3*.

- 4.1.3.1 If exceptions are identified, then proposers must also submit (i) a

redlined version of *Attachment 2 – Contract Terms*, that clearly tracks proposed changes to this attachment, and (ii) written documentation to substantiate each such proposed change.

4.1.3.2 The services anticipated by this RFP must commence in March 2010. Due to the short timeframe before commencement of these services, there will be insufficient time for the AOC to negotiate contract terms and conditions with the selected service provider/consultant. Therefore, prospective service providers may include exceptions to the Attachment 2, Contract Terms, in their proposal submission; however, the AOC, at its sole discretion, will determine whether such submitted exceptions are significant or minor. Proposals that contain significant exceptions may be deemed non-responsive by the AOC, at the AOC’s sole discretion, to the requirements of this RFP and may be rejected without further evaluation.

4.1.4 Attachment 4 - Payee Data Record Form. The AOC is required to obtain and keep on file, a completed Payee Data Record for each proposer prior to entering into a contract with that proposer. Therefore, proposer’s proposal must include a completed and signed *Payee Data Record Form, set forth as Attachment 4*.

## **5.0 EVALUATION OF PROPOSALS**

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

- 5.1 Quality of work plan submitted (*25 total possible points*);
- 5.2 Experience of Key Personnel working with Native American tribes and communities in California on similar assignments (*25 total possible points*);
- 5.3 Experience of Key Personnel conducting quantitative research in Native American communities, particularly those focusing on data about juvenile, family, criminal, and related matters, including examples of written work products (*20 total possible points*);
- 5.4 Ability to work with agencies, organizations, and individuals who are potential sources of data (*15 total possible points*);
- 5.5 Reasonableness of cost projections (*10 total possible points*); and
- 5.6 Ability to meet timing requirements to complete the Work (*5 total possible points*).

## 6.0 SPECIFICS OF A RESPONSIVE TECHNICAL PROPOSAL

Responsive proposals should provide straightforward, concise information that satisfies the requirements noted above. Specific plans for quantitative data collection anticipated in Phase II are not requested at this time, but examples of similar prior research would be helpful.

The following information shall be included as the technical portion of the proposal:

### 6.1 Quality of work plan submitted.

#### 6.1.1 Approach.

6.1.1.1 Proposed process necessary to address the Work objectives.

6.1.1.2 Proposed Work and team organization.

6.1.2 Contact information. Provide proposer's point of contact, including name, physical and electronic addresses, and telephone and facsimile numbers.

6.1.3 Tax recording information. Complete and submit *Attachment 4 - Payee Data Record Form*. Note that if an individual or sole proprietorship, using a social security number for tax recording purposes, is awarded a contract, the social security number will be required prior to finalizing a contract.

6.1.4 Compliance with Contract Terms. Complete and submit *Attachment 3 - Proposer's Acceptance of the RFP's Contract Terms*. If changes to *Attachment 2* are proposed, submit redlined version of *Attachment 2 - Contract Terms* as well as written justification supporting any such proposed changes.

### 6.2 Experience of Key Personnel working with Native American tribes and communities.

6.2.1 Describe the experience of Key Personnel working with Native American tribes and communities in California on similar assignments in the areas of juvenile law, family law, criminal law, and related matters. Describe Key Personnel's knowledge of the requirements necessary to complete this Work. Provide professional qualifications and experience of Key Personnel, as well as each individual's ability and experience in conducting the proposed activities. Submit hardcopy of Key Personnel's information in proposal as well as electronically. (*See RFP: 8.0 Submissions of Proposals*)

6.2.2 Names, addresses, and telephone numbers of a minimum of 3-5 clients for whom the Key Personnel has conducted similar services. If appropriate, these clients may be the same as those listed under section 6.3, below. The AOC may check references listed by the consultant.

- 6.3 Experience of Key Personnel conducting quantitative research.
  - 6.3.1 Experience of staff in each of six areas:
    - 6.3.1.1 Research design;
    - 6.3.1.2 Data collection;
    - 6.3.1.3 Data entry;
    - 6.3.1.4 Database management;
    - 6.3.1.5 Data analysis; and
    - 6.3.1.6 Knowledge about and familiarity with diverse data sources.
  - 6.3.2 Credentials of staff to be assigned to the Work. Describe Key Personnel’s knowledge of the requirements necessary to complete this Work. Provide professional qualifications and experience of Key Personnel, as well as each individual’s ability and experience in conducting the proposed activities. Submit hardcopy of Key Personnel’s information in proposal as well as electronically. (*See RFP: 8.0 Submissions of Proposals*)
  - 6.3.3 Names, addresses, and telephone numbers of 3-5 clients for whom the Key Personnel has conducted similar services. If appropriate, these clients may be the same as those listed under section 6.2, above. The AOC may check references listed by the consultant.
- 6.4 Ability to work with agencies, organizations, and individuals who are potential sources of data.
  - 6.4.1 Describe Key Personnel’s ability to work with agencies, organizations, and individuals necessary to complete this Work.
- 6.5 Reasonableness of cost projections. See below, *RFP: 7.0 Specifics of a Responsive Cost Proposal*.
- 6.6 Ability to meet timing requirements to complete the Work.
  - 6.6.1 Plan must include time estimates for completion of all work required.
  - 6.6.2 Plan must include suggested dates for any in-person or teleconference meetings.

**7.0 SPECIFICS OF A RESPONSIVE COST PROPOSAL**

The following information shall be included as the cost portion of the proposal:

7.1 Reasonableness of Cost Projections.

7.1.1 As a separate document, submit a detailed line item budget showing total cost of the services for each of the *three (3) Deliverables* specified in *Attachment 2 Contract Terms, Exhibit D - Work to be Performed*. This budget should identify unique hourly rates, titles, and responsibilities for each “Key Personnel,” but can group this information for other personnel in a more general manner. Staff rates should be fully burdened, including indirect costs, overhead and profit. The cost proposal should also include separate line items for postage/ mailing costs and travel and lodging. Fully explain and justify all budget line items in a narrative entitled “Budget Justification.”

7.1.2 The total cost for consultant services are priced in the range of **\$29,000.00 - \$30,000.00**, inclusive of personnel, materials, overhead rates, travel and profits. The method of payment to the consultant will be by cost reimbursement for each of the Deliverables specified in *Attachment 2 Contract Terms, Exhibit D - Work to be Performed*.

**8.0 SUBMISSIONS OF PROPOSALS**

8.1 Responsive proposals should provide straightforward, concise information that satisfies the requirements noted in items *RFP: 6.0 Specifics of a Responsive Technical Proposal* and *RFP: 7.0 Specifics of a Responsive Cost Proposal*, above. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the state’s instructions, requirements of this RFP, and completeness and clarity of content.

8.2 Proposers will submit one (1) original and three (3) copies of the technical proposal and cost proposal signed by an authorized representative of the company, including name, title, address, and telephone number of one individual who is the responder’s designated representative. Proposers will submit Attachment 3 and Attachment 4. In addition, proposers will submit an electronic version of the entire proposal on CD-ROM. A resume should be in Word format.

8.3 Proposals must be delivered to the individual listed under Submission of Proposals, as set forth on the cover memo of this RFP.

8.4 Only written responses will be accepted. Responses should be sent by registered or certified mail or by hand delivery.



## **9.0 RIGHTS**

The AOC reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar RFPs in the future. This RFP is in no way an agreement, obligation, or contract and in no way is the AOC or the State of California responsible for the cost of preparing the proposal. One copy of a submitted proposal will be retained for official files and becomes a public record.

## **10.0 ADDITIONAL REQUIREMENTS**

It may be necessary to interview prospective service providers to clarify aspects of their submittal. If conducted, interviews will likely be conducted by telephone conference call. The AOC will notify prospective service providers regarding the interview arrangements.

## **11.0 CONFIDENTIAL OR PROPRIETARY INFORMATION**

- 11.1 The Administrative Office of the Courts is bound by California Rule of Court 10.500 (see: <http://www.courtinfo.ca.gov/rules/amendments/jan2010-2.pdf>) as to disclosure of its administrative records. If the information submitted contains material noted or marked as confidential and/or proprietary that, in the AOC's sole opinion, meets the disclosure exemption requirements of Rule 10.500, then that information will not be disclosed pursuant to a request for public documents.
- 11.2 If the AOC does not consider such material to be exempt from disclosure under Rule 10.500, the material may be made available to the public, regardless of the notation or markings. If a proposer is unsure if its confidential and/or proprietary material meets the disclosure exemption requirements of Rule 10.500, then it should not include such information in its proposal.

***END OF FORM***