



REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA

**REGARDING:
EVALUATION OF PILOT PROJECTS UNDER THE
SARGENT SHRIVER CIVIL COUNSEL ACT**

RFP NO.: CFCC-2021-27-CD

**PROPOSALS DUE: MAY 27, 2021
NO LATER THAN 3:00 PM (PT)**

1.0 BACKGROUND INFORMATION

- 1.1 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 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.
- 1.2 The Center for Families, Children & the Courts (“CFCC”), housed in the Judicial Council’s Judicial and Court Operations Services Division, is dedicated to improving the quality of justice and services to meet the diverse needs of children, youth, and self-represented litigants. The web site for CFCC is located at: <http://www.courts.ca.gov/programs-cfcc.htm>
- 1.3 The Sargent Shriver Evaluation Project. AB 590 (Feuer) establishes a pilot project to be administered by the Judicial Council for the appointment of legal representation for unrepresented low-income parties in civil matters involving critical issues, such as domestic violence, child custody, housing and elder abuse so that judicial decisions are made on the basis of the necessary information and the parties have an adequate understanding of the orders to which they are subject. Expanding representation will not only improve access to the courts and the quality of justice obtained by these individuals but will allow court calendars that currently include many unrepresented litigants to be handled more effectively and efficiently. The legislation is located at: http://www.leginfo.ca.gov/pub/09-10/bill/asm/ab_0551-0600/ab_590_bill_20091011_chaptered.pdf

In 2019, California passed the Appointed Legal Counsel in Civil Cases (California AB 330 (Gabriel), which expanded the Shriver Pilot Projects Program. It added funding to the program and added a requirement that an evaluation of the program be submitted to the Legislature every five years. The first evaluation was completed on June 30, 2020. The first round of AB330 grants began in October 2020. This legislation is located here: https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB330

- 1.4 As of October 1, 2020, 12 pilot projects are located in the following counties; Alameda, Fresno, Kern, Los Angeles, San Diego, San Francisco, San Luis Obispo, Santa Barbara, and Yolo. Eight of the pilot programs will focus on housing matters; two of these programs will also address probate guardianships and conservatorships and one will also focus on elder abuse cases. Three programs will focus on high conflict child custody cases and one will focus on providing assistance in domestic violence cases. Additional programs may be added as funding from filing fees increases. Projects involve legal service providers providing representation and other assistance to low income Californians who are facing a represented party. In all pilot projects, the legal service providers partner with their local

Superior Court. The courts provide additional services such as early settlement calendars, specialty housing staff and self-help assistance.

- 1.5 The statute requires the Judicial Council to conduct an evaluation to demonstrate the effectiveness and continued need for the pilot programs. A report on its findings and recommendations must be submitted to the Governor and the Legislature every 5 years. The next report is due on June 30, 2025.

The report to the Legislature and earlier project evaluation reports can be found here <http://www.courts.ca.gov/documents/lr-SargentShriverCivilCounselAct.pdf> (January 29, 2016), here <http://www.courts.ca.gov/documents/lr-2017-JC-Shriver-civil-right-to-counsel.pdf> (August 4, 2017) and here https://www.courts.ca.gov/documents/Shriver-Legislative-Report_June-30-2020.pdf (June 2020).

- 1.6 It is the intention of the Judicial Council to award contract to a selected service provider to assist with the design and implementation of the evaluation of the effectiveness for the pilots. The initial term is estimated to begin on **June 15, 2021** and conclude on **June 14, 2022** (“Initial Term”). The compensation for the Initial Term shall range from **\$200,000 to \$225,000**. The Judicial Council, at its sole discretion, may exercise one (1) additional option term of twelve (12) months at approximately the same compensation. This is included but contingent on the outcome of the process described in 2.2 and may not be required.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

- 2.1 This request seeks the services of a person or entity with expertise in social science, civil justice research and/or public entity research with 5-10 years of professional experience in program evaluation. A prospective service provider should be familiar with California trial courts, particularly in the areas of housing, child custody, and probate and should have experience in gathering and synthesizing information from multiple datasets. The selected service providers (person or entity) will provide the Judicial Council with the Deliverables set forth in 2.6 Deliverable Descriptions.
- 2.2 The Judicial Council is in the process of coordinating its data analytics across the full range of legal services and court-based self-help programs funded by the Judicial Branch, including aligning common data metrics and outcome measures. During the period that it is anticipated this process will take, the Council seeks proposals to maintain a data collection system already established for the Shriver pilots, provide data extracts and summary reports from the administrative data collection system, and produce four brief statistical reports from the data collection system on various topics.

2.3 Description of Administrative Data Collection and Statistical Report Needs

2.3.1 Data sources available to the evaluator include the following:

2.3.1.1 Eight-year de-identified client database including demographic and outcome data

2.3.1.2 De-identified follow up client interview database

2.3.1.3 Court case file review database

2.3.1.4 Quarterly narrative reports submitted by programs and courts

2.3.1.5 Court case management summary statistics

2.4 Process Evaluation/Program Implementation: The contractor will maintain the Administrative Data collection implemented during prior evaluation activities. Pilot program sites enter or import de-identified client data directly into the Administrative Data using an online survey tool. At least three new pilot sites will be added for the upcoming evaluation period. Additional information may be sought from court partners in this evaluation, so the Administrative Data collection component will involve bringing new sites onto the system, which involves setting up accounts, providing training, and ongoing technical assistance. The contractor provides support to the program sites, manages data quality assurance, and submits quarterly extract files and a report on data quality assurance to the Judicial Council.

2.5 Statistical Reports: The contractor will draft and deliver four brief reports on topics to be determined in consultation with Judicial Council. Reports are expected to range from 4 to 8 pages and present relevant data from the on-going administrative data collection and the project data archive described in Section 2.3. Report topics may include consideration of specific service models in housing and child custody programs, improving court effectiveness and efficiency, and service and demographic trends through the COVID-19 pandemic.

2.6 Description of Deliverables for the Initial Term

Deliverables 1-3 are in tangible form and submitted to the Judicial Council Project Manager.

DELIVERABLE NO.	INITIAL TERM (JUNE 15, 2021 – JUNE 14, 2022)
1.	<p>Submit a workplan that outlines:</p> <ul style="list-style-type: none"> • Maintenance of on-going administrative data collection and description of quarterly reports. • Identification of at least four short, focused statistical reports. At least one report should include a focus on changes to services as a result of COVID-19 protection measures. • Project timeline. <p>Deliverable Due Date: August 15, 2021</p>
2.	<p>Support existing pilot sites and any new sites by providing technical assistance with Administrative database and conducting trainings.</p> <p>Deliverable Due Date: On-going</p>
3.	<ul style="list-style-type: none"> • Submit quarterly extract of de-identified Administrative Data. Include a brief report on cases entered/edited during the report period and data quality assurance checks and results. Review data with Judicial Council Project Manager and sites. • Submit one of the short focused statistical reports identified in Deliverable No. 1 for each quarter listed below: <p>August 31, 2021</p> <p>November 30, 2021</p> <p>February 28, 2022</p> <p>May 31, 2022</p>

2.7 Description of Deliverables for One Year Option Term

This term is included but contingent on the outcome of the process described in 2.2 and may not be required.

Deliverables 4-6 are in tangible form and submitted to the Judicial Council Project Manager.

DELIVERABLE NO.	ONE YEAR OPTION TERM (JUNE 15, 2022 – JUNE 14, 2023)
4.	<p>Submit an update to the project workplan that outlines:</p> <ul style="list-style-type: none"> • Maintenance of on-going administrative data collection and description of quarterly reports. • Identification of at least four short, focused statistical reports. At least one report should include a focus on changes to services as a result of COVID-19 protection measures. • Project timeline. <p style="text-align: center;">Deliverable Due Date: August 15, 2022</p>
5.	<p>Support existing pilot sites and any new sites by providing technical assistance with Administrative database and conducting trainings.</p> <p style="text-align: center;">Deliverable is ongoing</p>
6.	<ul style="list-style-type: none"> • Submit quarterly extract of de-identified Administrative Data. Include a brief report on cases entered/edited during the report period and data quality assurance checks and results. Review data with Judicial Council Project Manager and sites. • Submit one of the short focused statistical reports identified in Deliverable No. 4 for each quarter and according to the dates listed below. <p style="text-align: center;">August 31, 2022</p> <p style="text-align: center;">November 30, 2022</p> <p style="text-align: center;">February 28, 2023</p> <p style="text-align: center;">May 31, 2023</p>

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	May 6, 2021
Deadline for written questions to solicitations@jud.ca.gov	May 17, 2021 no later than 3:00 PM (PT)
Questions and answers posted (<i>estimate only</i>)	May 19, 2021

EVENT	DATE
www.courts.ca.gov	
Latest date and time proposal must be submitted to solicitations@jud.ca.gov	May 27, 2021 no later than 3:00 PM (PT)
Evaluation of proposals. This period includes interviews. <i>(estimate only)</i>	<u>May 28 -June 2, 2021</u>
Notice of Intent to Award to be posted on Courts website: www.courts.ca.gov <i>(estimate only)</i>	June 4, 2021
Negotiations and execution of contract <i>(estimate only)</i>	June 7, 2021 – June 11, 2021
Contract start date <i>(estimate only)</i>	June 15, 2021
Contract end date <i>(estimate only)</i>	June 14, 2022

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	DESCRIPTION
Attachment 5: Darfur Contracting Act Certification Form	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 Judicial Council 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 Vendor is participating in the DVBE incentive and submitted with the proposal.
Attachment 9: Bidders Declaration	This form needs to be signed by the Proposer if the Vendor is participating in the DVBE incentive and submitted with the proposal.

5.0 PAYMENT INFORMATION

- 5.1 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.
- 5.2 The total cost for the Work of this RFP shall contain the following categories: position/classification titles funded, salary rates or ranges, percentage of time devoted to work, fringe benefits, operating expenses, travel expenses, overhead or indirect costs and other costs. Deliverables are specified in Section 2.6 and 2.7 of this RFP. Contractor shall submit invoices upon satisfactory completion of services.
- 5.3 The payment term is Net 60 from date or receipt of acceptance of Deliverable(s).

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, requirements, clarity and completeness of content.
- 6.2 The Proposer must submit its proposal in two parts with associated attachments, 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 **an electronic copy** of the Cost Proposal. The Cost Proposal must be submitted in the same email as the Technical Proposal above, (via email to Solicitations@jud.ca.gov) but should be a separate attachment marked “COST PROPOSAL,” from the technical proposal. The Proposer must write the RFP title and number in the subject line of the email.
- 6.3 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.
- 6.4 Proposals must be delivered by the date and time listed on the coversheet of this RFP and shall be transmitted only by email to:
- Solicitations@jud.ca.gov
- Subject: CFCC-2021-27-CD, Evaluation of Programs Under the Sargent Shriver Civil Counsel Act**

7.0 PROPOSAL CONTENTS

The following information must be included in the Proposal. A Proposal lacking any of the following information may be deemed non-responsive.

- 7.1 **Technical Proposal.** The Technical Proposal must be double-spaced, using a standard 12-point font with at least 1-inch margins, and must not exceed 25 pages. The 25-page limit does not include the required attachments.
- a. Describe the management structure and staffing for the project. For each key staff member: a resume describing the individual’s background and experience, as well as the individual’s ability and experience in conducting the proposed activities.
 - b. Proposed methods to complete the work. Include proposed methods for all Deliverables in *Section 2 of the RFP*, including the following:
 - i. Describe proposed data elements, data sources, and data collection strategies.
 - ii. Describe procedures for data analysis and proposed statistical analyses to address the report topics identified in Section 2.5 of this RFP.

- iii. Describe all databases to be developed and discuss potential problems. Include proposed methods for assuring data quality and maintaining confidentiality.
- iv. List major milestones and activities for each Deliverables 1-6 and create a timeline for completing individual tasks required for each Deliverable.
- c. Provide the information requested for a minimum of **three (3)** clients for whom the Proposer has conducted similar services. Please provide the following contact information for each client: contact name, firm, address, phone and email address. A brief description of the project would be helpful. International clients will be accepted as references. The Judicial Council may check references listed by Proposer.
- d. Proposer's name, address, telephone and fax numbers, and federal tax identification number. NOTE: If the Proposer is a sole proprietor using her or his social security number, the social security number will be required before finalizing a contract.
- e. Name, title, address, telephone number, and email address of the individual who will act as Proposer's designated representative for purposes of this RFP.
- f. Description of Proposer's competencies relevant to the project, familiarity with evaluation topic, and experience on similar assignments.
- g. Acceptance of the Terms and Conditions
 - i. Proposer must complete and submit with proposal *Attachment 3, Proposer's Acceptance of Terms and Conditions*. Proposer must complete by either indicating acceptance of the Terms and Conditions or clearly identify exceptions to the Terms and Conditions. An "exception" includes any addition, deletion, qualification, limitation or other change.
 - ii. *If exceptions identified*, the Proposer must also submit a redlined version of the Terms and Conditions that clearly tracks proposed changes, and a written explanation or rationale for each exception and/or proposed change.
- h. Certifications, Attachments, and other requirements.
 - i. Proposer must complete and submit with proposal *Attachment 4, General Certifications Form* to certify that no interest exists that would constitute a conflict of interest under California Public Contract Code §§10365.5, 10410 or 10411; Government Code §§1090 et seq. or 87100 et seq.; or rule 10.103 or rule 10.104 of the California Rules of Court, which restricts employees and former employees from contracting with judicial branch entities.
 - ii. Proposer must complete and submit with proposal *Attachment 5, Darfur Contracting Act Certification Form* to certify that Proposer is not a "scrutinized" company as defined in Public Contract Code §10476.

- iii. Proposer must complete and submit with proposal *Attachment 6, Payee Data Record Form* or provide a copy of a form previously submitted to the Judicial Council.
- iv. Proposer must complete and submit with proposal Attachment 7, Unruh and FEHA Certification Form
- v. A signed Attachment 8, DVBE Declaration if proposer seeks the Disabled Veteran Business Enterprise preference.
- vi. A signed Attachment 9, Proposer Declaration if proposer seeks the Disabled Veteran Business Enterprise preference.
- vii. If Proposer is a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), proof that Proposer is in good standing in California. If Proposer is a foreign corporation, LLC, LP, or LLP, and Proposer conducts or will conduct (if awarded the contract) intrastate business in California, provide proof that Proposer is qualified to do business and in good standing in California. If Proposer is a foreign corporation, LLC, LP, or LLP, and Proposer does not (and will not if awarded the contract) conduct intrastate business in California, proof that Proposer is in good standing in its home jurisdiction.
- viii. Proof of financial solvency or stability (e.g., balance sheets and income statements).

7.2 Cost Proposal. The following information must be included in the Cost Proposal.

- 7.2.1 Proposer to provide a detailed line item budget for Compensation for Contract Work showing the fully loaded price per Deliverable and the total amount for all Deliverables as set forth in Section 2.6 and 2.7 of this RFP. This budget will identify the Key Personnel, titles, hourly rates and number of hours. Cost is determined by multiplying hourly rate by the number of hours.
- 7.2.2 The firm fixed prices include all costs, benefits, expenses, fees, overhead, and profits payable to the Contractor for services rendered to the Judicial Council.

NOTE: It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code.

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 ninety (90) period, the Judicial Council 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 Judicial Council 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 on the Courts Website at <https://www.courts.ca.gov/rfps.htm>

CRITERIA	MAXIMUM NUMBER OF POINTS
Quality of work plan submitted: Soundness of methodology and analytic and technical approach. Feasibility of proposed project and awareness of challenges. Adequacy of the plan to manage the project, including how various tasks are subdivided.	25
Experience on similar assignments: Demonstrated ability of proposed organization and staff to manage the project. Previous experiences of proposed staff. Credentials of staff to be assigned to the project: Qualifications and experience of proposed staff.	27
Cost: Cost-effective and complete proposed budget and budget justification. Please include a narrative budget as part of the cost proposal.	30
Acceptance of the Terms and Conditions.	10
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

The 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. The interviews will be conducted by phone or video conference. 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 Judicial Council 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," and regardless of any statement in the proposal (a) purporting to limit the Judicial Council's right to disclose information in the proposal, or (b) requiring the Judicial Council 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 PARTICIPATION GOALS

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 11 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 Contract 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 Judicial Council to receive a solicitation specifications protest is the proposal due date. Protests should be sent via email to Solicitations.jud.ca.gov:

Judicial Council of California
Attn: Protest Hearing Officer
RFP# CFCC-2021-27-CD
Branch Accounting and Procurement | Administrative Division
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688

END OF RFP