



# 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  
CENTER FOR FAMILIES, CHILDREN & THE COURTS

**DATE:** January 14, 2009

**SUBJECT/PURPOSE OF MEMO:** **REQUEST FOR PROPOSALS (RFP)**  
The purpose of this document is to publish questions and answers from the pre-proposal conference call of **Friday, January 9, 2009** and from the Solicitations mailbox submitted by **January 12, 2009**.

**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**  
RFP Number: CFCC 14-08 Research Consultant-LM

**DATE AND TIME PROPOSAL DUE:** Proposals must be received by **Wednesday, January 21, 2009, no later than 3 p.m. (PST)**.

**SUBMISSION OF PROPOSAL:** Proposals must be sent to:  
**Judicial Council of California**  
**Administrative Office of the Courts**  
**Attn: Nadine McFadden, RFP No. CFCC 14-08 Research Consultant-LM**  
**455 Golden Gate Avenue, 7th Floor**  
**San Francisco, CA 94102-3688**

## **AOC RESPONSES TO VENDORS' QUESTIONS**

### **1) Have there been attempts to engage the Native American communities yet?**

Answer: Yes, through invitations sent to tribal leaders of California's federally and non-federally recognized tribes and through distribution of a fact sheet and word of mouth at a national Native American conference in Palm Springs California during the second week of December, 2008.

### **2) Have any Native American community consultants been hired yet?**

Answer: None have been hired yet, although some notices have been sent that the opportunity is available.

### **3) I have a colleague interested in applying for the community consultant job? Can you give information about that process?**

Answer: We welcome anyone interested in applying for the community consultant positions. The AOC is seeking community consultants to engage Native American communities throughout the state, excluding the San Francisco Bay Area and in the Los Angeles Area. These two urban areas are the subject of separate solicitation (see question 4, below). The goal is to engage Native American communities throughout the state to help identify community needs relating to family violence. Persons interested in applying for these positions should contact:

Nadine McFadden, Administrative Coordinator, Business Services  
Email: Nadine.McFadden@jud.ca.gov  
Phone: 415-865-4962

Proposals should be submitted by **Monday, January 26, 2009, no later than 4:00 pm.**

### **4) I know of an organization that is interested in metropolitan [urban] consultant work, is it open?**

Answer: We welcome anyone interested in applying for the community consultant positions covering the San Francisco Bay Area and Los Angeles Area. The AOC is seeking community consultants to engage Native American communities in the San Francisco Bay Area and in the Los Angeles Area to help identify the communities' needs relating to family violence. Persons interested in applying for these positions should contact:

Nadine McFadden, Administrative Coordinator, Business Services  
Email: Nadine.McFadden@jud.ca.gov  
Phone: 415-865-4962

Proposals should be submitted by **Monday, January 26, 2009, no later than 4:00 pm.**

**5) Is acceptable for out-of-state organizations to apply?**

Answer: Yes. We've cast a wide net to invite engagement in the process. As the RFP indicates, we are looking for organizations, regardless of location, with expertise in Native American communities, domestic violence, juvenile law, and social science research.

**6) Is travel covered in the total amount of money available?**

Answer: Yes, all costs of completing the RFP must be covered by the contract amount.

**7) Regarding section 6.4.2 of the RFP – attendance at local meetings: How many times would the contractor need to be in California?**

Answer: In-person attendance is required at the February and May meetings. In-person attendance at local meetings is required as outlined in the RFP. The intent is to make the research consultant available to help local consultants with data collection as well as begin to work collaboratively with the Native American community.

The research consultant is encouraged to work closely with the Native American community consultants and AOC staff to coordinate meetings (insofar as is possible) to minimize travel and maximize engagement and assistance. AOC staff will also be available to attend some local meetings and provide some technical assistance with data collection.

**8) Is there any page number limit on the responses?**

Answer: There is no particular page number minimum/maximum. Respondents should feel free to include any relevant information. Respondents are reminded to include references and written work products, which are important requirements of the RFP.

**9) In Attachment 2, Exhibit D, Work to be Performed, section 2.2, it states that in Phase I the contractor will conduct between 15 and 25 individual interviews lasting at least 30 minutes each, or hold 3-5 focus groups with 6-10 people lasting at least 90 minutes each. Are these interviews using the same instrument that the community consultants use in the local meetings in Phase 1? If not, how should this instrument differ?**

Answer: The instrument used by the community consultants will be different from the instrument used for the interviews or focus groups. The instrument used by the community consultants will be a template or guide for collecting information about useful sources of data regarding family violence issues, documenting resources and programs for addressing family violence issues, and collecting good practice examples. The instrument used for the interviews or focus groups will be a script consisting of open-ended and semi open-ended questions for victims of family violence designed to elicit narratives of their experiences, judgments about those experiences, and suggestions for how those experiences could be improved. Both instruments will be developed after the contract is awarded, based on input from AOC staff and the Native American community consultants.

**10) What incentives are allowable for recruiting participants? Is cash allowed as a gift for participating in an interview?**

Answer: The form and amount of incentives to participate in interviews or focus groups described in Attachment 2, Exhibit D, paragraphs 2.5.4 “Logistics” and 2.7.3.4 “Logistics” are left to the discretion of the contractor. While it has been the experience of the AOC research staff that a combination of meals, transportation and child care reimbursement, and gift cards to a local department store generally ensure good attendance, cash payments may also be appropriate. The purpose of the incentives is to both ensure adequate attendance and provide reasonable reimbursement for the time and expertise the participants are providing to the research project. Consequently, it is generally expected that incentives be provided to ensure that the second goal is met even if attendance can be assured without providing incentives. Incentives should not, on the other hand, be of such an amount as to unduly influence a prospective subject's decision to participate.

**11) Approximately how many local meetings do you envision will take place?**

Answer: The exact number of local meetings has not yet been determined. The best estimate at this point is 15 meetings, but it could reasonably range between 10 and 25 local meetings. As described in the RFP, the AOC research consultant is required to attend a minimum of 3 of these meetings for the purposes of becoming familiar with the local meeting process and assisting the community consultants with completing the data collection template. The research consultant should be prepared to attend additional meetings (up to 7 total) if needed to address problems. AOC staff will also be available to attend local meetings for the same purposes.