



Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

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TO: **POTENTIAL PROPOSERS**

FROM: ADMINISTRATIVE OFFICE OF THE COURTS
FINANCE DIVISION

DATE: May 3, 2011

SUBJECT/PURPOSE OF MEMO: **REQUEST FOR PROPOSALS**
The Administrative Office of the Courts seeks the services of a Contractor to conduct an intensive Family Finding and Engagement Program for specified children who are entering foster care in Sacramento County. Details regarding this solicitation and program requirements are set forth in this Request for Proposals: **CFCC 02-11-LM.**

ACTION REQUIRED: You are invited to review and respond to the attached Request for Proposal (RFP), as posted at <http://www.courts.ca.gov/rfps.htm>:
Project Title: FAMILY FINDING AND ENGAGEMENT PROGRAM FOR SACRAMENTO COUNTY
RFP Number: CFCC 02-11 Family Finding and Engagement Program for Sacramento County

QUESTIONS TO THE SOLICITATIONS MAILBOX: Questions regarding this RFP should be directed to Solicitations@jud.ca.gov by **May 12, 2011, at close of business.**

DATE AND TIME PROPOSAL DUE: There will not be a pre-proposal conference for this RFP.
Proposals must be received by **May 31, 2011, at close 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 02-11-LM
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 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.

1.2 CENTER FOR FAMILIES, CHILDREN & THE COURTS

The Center for Families, Children & the Courts (CFCC), a division of the AOC, will coordinate this project. CFCC 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 trial and appellate courts.

1.3 CASEY FAMILY PROGRAMS

Casey Family Programs (CFP) is a nationally-accredited Washington nonprofit corporation, whose mission is to provide, improve and ultimately to prevent the need for foster care. CFP provides services to children, youth and families, and works with child welfare and other public systems. By the year 2020, CFP seeks to help child welfare systems: (1) reduce the number of youth in foster care in this country by 50%, (2) reinvest savings from reduced foster care populations to improve the system and strengthen vulnerable families, and (3) increase the safety and self-sufficiency of youth aging out of foster care, as demonstrated by improved education, employment and mental health outcomes (collectively, the "2020 Goals").

1.4 COLLABORATION

In furtherance of their respective missions, CFP and the AOC desire to work together to identify and implement procedural changes and practices that will reduce the numbers of youth in out-of-home care and shorten the length of time out-of-home.

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
Issue date of RFP on http://www.courts.ca.gov/rfps.htm	May 3, 2011
Deadline for questions to Solicitations@jud.ca.gov	May 12, 2011
Posting of answers to questions (<i>estimate only</i>)	May 17, 2011
Latest date proposal may be submitted (<i>estimate only</i>)	May 31, 2011
Evaluation of proposals (<i>estimate only</i>)	June 1-7, 2011
Notice of Intent to Award (<i>estimate only</i>)	June 10, 2011
Negotiations and execution of contract (<i>estimate only</i>)	June 22, 2011
Anticipated start day (<i>estimate only</i>)	June 30, 2011

3.0 PURPOSE OF THIS REQUEST FOR PROPOSALS (RFP)

- 3.1 The purpose of this Request for Proposals is to secure a qualified Contractor to conduct an intensive Family Finding and Engagement Program (FFE) in Sacramento County for specified children who are entering foster care.
- 3.2 The Target Population for the FFE is non-African-American children in Sacramento County's child welfare system that has no viable relative placement within 21 days of entering foster care.¹
- 3.3 The expected contractual responsibilities and work requirements are set forth in *Attachment 2, Exhibit D, Work to be Performed* for a period of **14 months**.

4.0 RFP ATTACHMENTS

Included as part of this RFP are the following attachments:

- 4.1 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.
- 4.2 Attachment 2 - Contract Terms. Contracts with successful firms will be signed by

¹ Lilliput Children's Services currently provides family finding and engagement services for African American children entering foster care for the first time. This project will serve a non-African-American cohort.

the parties on a State of California Standard Agreement form and will include terms appropriate for this project. Terms and conditions typical for the requested services are attached as *Attachment 2* and include *Exhibits A through F*.

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

4.3.1 If exceptions are identified, then proposers must also submit (i) a redlined version of *Attachment 2*, that clearly tracks proposed changes to this Attachment, and (ii) written documentation to substantiate each such proposed change.

4.3.2 Prospective service providers may include exceptions to the *Attachment 2*, 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.

4.4 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. (35 Total Possible Points)*. Proposals will be evaluated considering the level of detail provided regarding each identified task and the level of understanding reflected regarding all elements of the project, as demonstrated in 6.1, below.

5.2 *Specialized expertise and past record of performance (30 Total Possible Points)*. Proposals will be evaluated considering key personnel's skill sets and demonstrated experience on projects similar in scope and complexity to that described in this RFP, especially in child-welfare program implementation and evaluation, with special consideration as listed in paragraph 6.2, below. The secondary skill set should include the ability to meet schedules, collaborate and be responsive.

5.3 *Reasonableness of cost projections. (15 Total Possible Points)*. Proposals will be evaluated in terms of reasonableness of cost, as outlined in 7.0, below; and number of children to be served under the project.

5.4 *Ability to meet timing requirements to complete the Work. (10 Total Possible Points)*.

Proposals will be evaluated in terms of compliance with proposed contract terms and project scheduling, as demonstrated in 6.4, below.

- 5.5 *Business Stability and Capabilities. (10 Total Possible Points).* Proposals will be evaluated in terms of the sole proprietorship's or company's stability and capabilities as demonstrated in 6.5, below.

6.0 SPECIFICS OF A RESPONSIVE PROPOSAL

Responsive proposals should provide straightforward, concise information that satisfies the requirements noted 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.

6.1 *Quality of work plan submitted.*

6.1.1 Approach:

- 6.1.1.1 Proposed process necessary to address the overall project objectives;
- 6.1.1.2 Proposed method to conduct and manage the project's various components, including:
 - 6.1.1.2.1 A sample work plan describing how an individual child would be provided service at each stage of the project;
 - 6.1.1.2.2 Proposed matrix describing the project's staffing structure and a brief description of each staff person's responsibilities, including proposed number of Full-Time Equivalents (FTE) performing FFE activities;
 - 6.1.1.2.3 Estimated duration of FFE activities per child served; and
 - 6.1.1.2.4 Estimated total number of children to be served under the project period.
- 6.1.1.3 Proposed approach for obtaining Steering Committee input and approval as outlined in section 2.2.1, *Attachment 2, Exhibit D – Work to be Performed.*

6.2 *Specialized expertise and past record of performance.*

- 6.2.1 Proposer has demonstrated experience on projects similar in scope and complexity to that contained in this RFP with child welfare systems, FFE, data

collection and assessment, training and curriculum development, and program implementation;

- 6.2.2 Proposer has demonstrated an ability to work collaboratively with an administrative policymaking agency in implementing social welfare programs, collecting and analyzing data, and evaluating program processes and outcomes;
 - 6.2.3 Provide the most recent resume and the names, physical and electronic addresses, and telephone numbers of a minimum of three (3) clients for whom the proposed key personnel has conducted similar services. The AOC may check references provided by the proposer.
- 6.3 *Reasonableness of cost projections.*
- 6.3.1 See below, *RFP: 7.0 Specifics of a Responsive Cost Proposal.*
- 6.4 *Ability to meet timing requirements to complete the Work.*
- 6.4.1 Plan must include time estimates for completion of all work required;
 - 6.4.2 Discuss the key personnel's availability and ability to complete the work within the project schedule, set forth in *Attachment 2, Exhibit D - Work to be Performed*; and
 - 6.4.3 Compliance with Contract Terms. Complete and submit Attachment 3, *Proposer's Acceptance of the Contract Terms*. Also, if changes are proposed, submit a version of *Attachment 2* with all tracked changes, as well as written justification supporting any such proposed changes.
- 6.5 *Business Stability and Capabilities.* Provide the following information about your business, whether sole proprietorship or company (*not all will apply to sole proprietorship*):
- 6.5.1 Proposer's point of contact, including name, physical and electronic addresses, and telephone and facsimile numbers in a **cover letter**;
 - 6.5.2 Number of years your company has been in business;
 - 6.5.3 Number of full time employees;
 - 6.5.4 Disclose any judgments, pending litigation, or other real or potential financial reversals that might materially affect the viability of the proposer's company;
 - 6.5.5 Annual gross revenue from your most recent audited or reviewed profit and loss statement and balance sheet. State the audit/review year and the annual gross revenue. The AOC may request a copy of your most recent audited or reviewed profit and loss statement and balance sheet;

- 6.5.6 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.

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 **eighteen (18) Deliverables** specified in *Attachment 2, Exhibit D - Work to be Performed*. This budget should identify unique hourly rates, titles, and responsibilities for each “Key Personnel,” plus rates for any additional staff, 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 administrative and operating expenses, travel, meals and lodging, as set forth as allowable expenses in *Exhibit C, Payment Provisions, 3. Compensation for Transportation, Meals, Lodging and Administrative and Operating Expenses*. Fully explain and justify all budget line items in a narrative entitled “Budget Justification.”
- 7.1.2 The total cost for Contractor services will range from **\$220,000.00** to **\$250,000.00** inclusive of personnel, materials, overhead rates, travel and profit. The method of payment to the Contractor will be cost reimbursement for each of the **eighteen (18) Deliverables** specified in *Attachment 2, 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 *RFP: 6.0 Specifics of a Responsive Proposal*. 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 hard copy version 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 proposer’s designated representative.
- 8.3 Responses should be sent by registered or certified mail or by hand delivery to the individual listed under Submission of Proposals, as set forth on the cover memo of this RFP.

- 8.4 Proposers will submit an **electronic version of the entire proposal on CD**. The most recent resume(s) should be in **MS Word format**.

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.courts.ca.gov/rules.htm>) as to disclosure of its administrative records (“Rule 10.500”). 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 the 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