

RFP Title: Producing Podcast Episodes
RFP Number: CFCC-2021-03-LV

REQUEST FOR PROPOSALS

**JUDICIAL COUNCIL OF CALIFORNIA
REGARDING:
PRODUCING PODCAST EPISODES**

RFP NO. CFCC-2021-03-LV

**PROPOSALS DUE:
April 23, 2021 NO LATER THAN 3:00 P.M. PACIFIC TIME**

1.0 BACKGROUND INFORMATION

- 1.1 The Judicial Council of California, chaired by the Chief Justice of California, is the policy-making body for the California court system. The California Constitution directs the Judicial Council to improve the administration of justice by surveying judicial business and recommending improvements to the courts; and adopting rules for court administration.
- 1.2 The Center for Families, Children, and the Courts (CFCC) is a division within the Judicial Council. The CFCC is dedicated to improving the quality of justice and services to meet the diverse needs of children, youth, and families. To that end, CFCC develops and provides education for multidisciplinary audiences, including judges, court staff, attorneys, social workers, and probation officers.
- 1.3 The Judicial Council intends to award one or more Agreements, to produce 1-4 podcast episodes per topic and complete the deliverables provided in Section 2.0. Proposers are not required to bid on all topic areas and should specify in their bid the subject areas they are most interested in and qualified for including the topic(s) and number of podcasts episodes that can be completed within the specified time frames.

2.0 DESCRIPTION OF GOODS AND/OR SERVICES

- 2.1 The JBE seeks qualified Proposers to produce and deliver completed podcast episodes to be used for education within the California court system. Each topic that is submitted by proposer for evaluation will be evaluated individually and episodes may be individually awarded to multiple proposers. This RFP includes titles for eleven (11) podcasts with one (1) episode per title for the first term. The first term will be (May 6- December 30, 2021), with the possibility of an option to extend the term to June 30, 2022. The Judicial Council in its own discretion may exercise the option term prior to the expiration of the initial term. The option term includes some podcast topics with additional episodes. Each topic that is submitted by proposer for evaluation will be evaluated individually and episodes may be individually awarded to multiple proposers.

Through the use of storytelling, topics will come to light and show the need for increased attention and action. For each episode, CFCC staff will work with the chosen producer to identify 3 (three) to 6 (six) individuals to be interviewed, of which 2 (two) to 4 (four) may be chosen as subjects (key voices). The length of each episode will be at maximum 30 minutes. The successful Proposer will be asked to produce episodes on one or more of the following topics:

Podcast 1: Judicial Leadership and Court Best Practices and Strategies for Improving Indian Child Welfare Act Compliance and outcomes for Indian children and families. This episode or episodes will focus on the work of various jurisdictions within and outside of California that have adopted different practices, policies, procedures and approaches to incorporating the Indian Child Welfare Act, tribal representatives, tribal resources, and tribal values into their

cases that involve Indian children and families. Interviewees may include state court judges, practitioners, tribal leaders, tribal elders, tribal judges, family and community members of those missing, and experts in this area.

Podcast 2: The role of Tribal Indian Child Welfare Act (ICWA) Advocates in implementing ICWA and meeting the needs of Indian children and Families.

This episode or episodes will focus on tribal ICWA advocates and their role in fulfilling ICWA mandates, challenges and issues that they encounter, and ways in which these challenges and issues can be addressed.

Podcast 3: Youth and Family perspectives on the importance of the Indian Child Welfare Act (ICWA) and tribal culture and connection.

This episode or episodes will focus Indian children, their parents and extended family who have been involved in the juvenile court system (dependency and/or delinquency), and how ICWA, their tribes and tribal services impacted them and their cases.

Podcast 4: Native Youth and Juvenile Justice. This episode or episodes will focus on native youth involved in the juvenile justice system and how connecting with their tribes, tribal community and service providers can impact them and the outcomes of their cases.

Podcast 5: Youth Homelessness – The Often-Hidden Population. This episode or episodes will focus on youth experiencing homelessness during COVID-19 pandemic; and how to better identify this population, and the resources available to support them.

Podcast 6: Empowering Youth to be Agents of Change: This episode or episodes will focus on youth affected by the mental health system. The focus will be on advocating for positive change through authentic youth voice.

Podcast 7: Language Access During the COVID-19 Pandemic. This episode or episodes will focus on language access in the California courts during the pandemic and may include interviews with and/or the experiences of judges, limited English proficient (LEP) individuals, interpreters, lawyers, and court staff.

Podcast 8: Court Interpreters. This episode or episodes will highlight the need for court interpreters and attract listeners to the court interpreter profession. Listeners will learn a short history of the profession, the language needs of California's court users, and the steps to becoming a certified and registered court interpreter. The episode(s) may include interviews with and/or the experiences of judges, court interpreters, and court staff who can speak about their role in guaranteeing that all Californians including LEP court users receive access to justice.

Podcast 9: Youth Voice and Racial Justice. This episode will focus on youth voice involved in the child welfare and juvenile justice system and how racial justice issues impact their experience in court proceedings.

Podcast 10: Lived Experience and Remote Court Proceedings. This episode will focus on the lived experience of parents, children, caregivers, and others participating in remote juvenile court proceedings. The focus will be on the

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transition from in person to remote proceedings and the benefits and challenges that participants face.

Podcast 11: Domestic abuse and sexual abuse: This episode or episodes will highlight a topic related to domestic abuse or sexual abuse that will benefit court staff or judges. An example of a past episode on this topic can be found here, under podcasts: <https://www.courts.ca.gov/programs-dv.htm>

2.2 The JBE seeks the services of a person or entity with expertise in producing podcast episodes. The successful Proposer will:

- Have demonstrated experience with producing podcasts;
- Act as host and narrator for each episode;
- Plan and consult on storyline and identify key voices for each episode;
- Have experience in researching, reporting, or working on any of the topics listed above (preferred but not required);
- Pre-interview subjects, prepare interview questions, and interview subjects,
- For each episode, conduct multiple pre and post-production meetings with the CFCC staff to review story assemblies and scripts;
- Be responsible for editing, musical scoring, engineering if needed, and any other task needed to deliver completed episodes; and
- Deliver completed episodes with scripts.

The following tables are an estimate of deadlines for the deliverables including the description. Actual deadlines may change and will be communicated to Proposer.

Podcast Titles 1 - 9

Deliverables	Description	Estimated Completion Date <i>Podcast Title 1</i>	Estimated Completion Date <i>(Podcast Titles 2-4)</i>	Estimated Completion Date <i>(Podcast Titles 5-9)</i>
1.	Pre-interview and interview subjects, including drafting interview questions	June 15, 2021	August 2, 2021	June 15, 2021
2.	Present draft cuts or full script for review and feedback from the CFCC staff and incorporate feedback.	July 30, 2021	December 1, 2021	September 30, 2021
3.	Deliver final episodes with script.	September 15, 2021	June 15, 2022	December 30, 2021

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Podcast Titles 10 - 11

Deliverables	Description	Estimated Completion Date (Podcast Title 10)	Estimated Completion Date (Podcast Title 11- Current Year)	Estimated Completion Date (Podcast Title 11- Option Year)
1.	Pre-interview and interview subjects, including drafting interview questions.	June 7, 2021	June 15, 2021	October 1, 2021
2.	Present draft cuts or full script for review and feedback from the CFCC staff and incorporate feedback.	July 15, 2021	September 15, 2021	December 30, 2021
3.	Deliver final episodes with script.	September 15, 2021	December 1, 2021	March 31, 2022

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3.0 TIMELINE FOR THIS RFP

The JBE has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the JBE.

EVENT	DATE
RFP issued	April 1, 2021
Deadline for questions submitted to solicitations@jud.ca.gov	April 8, 2021 no later than 3:00 pm PST
Questions and answers posted (<i>estimate only</i>) www.courts.ca.gov/rfps.htm	April 12, 2021
Latest date and time proposal may be submitted	April 23, 2021 no later than 3:00 pm PST
Evaluation of proposals (<i>estimate only</i>)	April 23 - 26, 2021
Notice of Intent to Award (<i>estimate only</i>)	April 27 - 29, 2021
Negotiations and execution of contract (<i>estimate only</i>)	April 29 – May 3, 2021
Contract start date (<i>estimate only</i>)	May 6, 2021
Contract end date (<i>estimate only</i>)	December 30, 2021
Option term, Contract end date (<i>estimate only</i>)	June 30, 2022

4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs (IT Goods and Services)	These rules govern this solicitation.
Attachment 2: JBE Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign this JBE Standard Form agreement
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 5: DARFUR Contracting Act Certification	The Proposer must complete and submit the completed form with its proposal.
Attachment 6: Payee Data Record Form	This form contains information the JBE requires in order to process payments and must be submitted with the proposal.
Attachment 7: Bidder Declaration	Complete this form only if the Proposer wishes to claim the DVBE incentive associated with this solicitation.
Attachment 8: DVBE Declaration	Complete this form only if the Proposer wishes to claim the DVBE incentive associated with this solicitation.
Attachment 9: List of Topics	The Proposer must complete and submit the completed form with its proposal.

5.0 PAYMENT INFORMATION

The initial contract will be comprised of three (3) deliverables with a firm fixed price per deliverable. The compensation outlined for the initial contract may not exceed **\$5,000.00 per episode**, including travel and all other expenses. Subject to the terms in Attachment 2, Appendix B, and Payment Provisions, the selected Proposers will be paid on a firm-fixed price per Deliverable basis.

The Selected Proposer shall submit invoices upon satisfactory completion of services for each deliverable outlined in Section 2. Invoice shall include, in detail, all costs and applicable charges.

The payment term is Net 60 days from the receipt of correct invoice.

Payment will be made after completion of deliverables as follows:

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Podcast Titles: 1 - 9

Payment Number	Billable Activity	Estimated Maximum Firm Fixed Amount	Estimated Invoice Due Date (Podcast Title 1)	Estimated Invoice Due Date (Podcast Titles 2-4)	Estimated Invoice Due Date (Podcast Titles 5-9)
1	Completion of Deliverable #1: Pre-interview and interview subjects, including drafting interview questions.	TBD	June 15, 2021	August 2, 2021	June 15, 2021
2	Completion of Deliverable #2: Present draft cuts for review and feedback from the CFCC staff and incorporate feedback.	TBD	July 30, 2021	December 1, 2021	September 30, 2021
3	Completion of Deliverable #3: Deliver final episodes with script.	TBD	September 15, 2021	June 15, 2022	December 30, 2021

Podcast Titles 10 - 11

Payment Number	Billable Activity	Estimated Maximum Firm Fixed Amount	Estimated Completion Date (Podcast Title 10)	Estimated Completion Date (Podcast Title 11-Current Year)	Estimated Completion Date (Podcast Title 11-Option Year)
1.	Completion of Deliverable #1: Pre-interview and interview subjects, including drafting interview questions.	TBD	June 7, 2021	June 15, 2021	October 1, 2021

Payment Number	Billable Activity	Estimated Maximum Firm Fixed Amount	Estimated Completion Date (Podcast Title 10)	Estimated Completion Date (Podcast Title 11-Current Year)	Estimated Completion Date (Podcast Title 11-Option Year)
2.	Completion of Deliverable #2: Present draft cuts or full script for review and feedback from the CFCC staff and incorporate feedback.	TBD	July 15, 2021	September 15, 2021	December 30, 2021
3.	Completion of Deliverable #3: Deliver final episodes with script.	TBD	September 15, 2021	December 1, 2021	March 31, 2022

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 and requirements, and completeness and clarity of content.

6.2 The Proposer must submit its proposal in two parts, the non-cost portion and the cost portion.

- a. **Technical Proposal** - The Proposer must submit an electronic unlocked version of their Technical Proposal as a separate Attachment from the Cost Proposal to the Solicitations Mailbox at: solicitations@jud.ca.gov. The files must be unlocked in PDF, Word, or Excel formats. The Technical Proposal must be signed by an authorized representative of the Proposer. The Proposer must indicate on the Subject line of the submission email the RFP title and number and also indicate the RFP number and title on the Proposal attachments.
- b. **Cost Proposal** – The Proposer must submit an unlocked electronic version of their Cost Proposal as a separate Attachment from the Technical Proposal to the Solicitations Mailbox at solicitations@jud.ca.gov. The files must be unlocked in PDF, Word, or Excel formats. The Cost Proposal must include all components required in Section 2. The Proposer must indicate on the Subject line of the submission email the RFP title and number and also indicate the RFP number and title on the Proposal attachments.

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 no later than the due date and time or the proposal will not be accepted.

6.4 Only electronic proposals sent to the Solicitations Mailbox in unlocked PDF, Word, or Excel formats will be accepted. All other forms of delivery will not be accepted.

7.0 PROPOSAL CONTENTS

7.1 Technical Proposal. The following information must be included in the non-cost portion of the proposal. A proposal lacking any of the following information may be deemed non-responsive.

- a. The Proposer's name, address, telephone and fax numbers, and federal tax identification number. Note that if the Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.
- b. Name, title, address, telephone number, and email address of the individual who will act as the Proposer's designated representative for purposes of this RFP.
- c. A minimum of two (2) clients to serve as references for whom the Proposer has conducted similar services. References are to include names, addresses, telephone numbers and the email address of a contact person for each client. The JCC may contact referenced clients when reviewing an offer to verify the information provided.
- d. Resume for each individual proposed to work on this project. Resumes should include a person's education, any applicable credentials and/or certifications, current work history and a summary of experience and knowledge to support the project as outlined in Section 2.0.
- e. Statement of Proposer's experience on similar assignments.
- f. A link to at least two examples of podcast episodes developed by Proposer.
- g. Proposed Work Plan based on Section 2.0: Description of Services and Deliverables. Proposers are not required to bid on all topic areas and must specify the subject areas in their proposal, which they are most interested and qualified for. Proposers must include the topic(s) listed in Section 2.1 and number of podcast episodes that can be completed within the specified timeframe for all proposed tasks, using the general deadlines provided in Section 2.2.
- h. Acceptance of the Terms and Conditions.
 - i. On **Attachment 3**, the Proposer must check the appropriate box and sign the form. If the Proposer marks the second box, it must provide

the required additional materials. An “exception” includes any addition, deletion, or other modification.

- ii. If exceptions are identified, the Proposer must also submit (i) a red-lined version of the Terms and Conditions that implements all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.
- i. Certifications, Attachments, and other requirements.
 - i. The Proposer must complete the General Certifications Form (**Attachment 4**) and submit the completed form with its proposal.
 - ii. The Proposer must complete the Darfur Contracting Act Certification (**Attachment 5**) and submit the completed certification with its proposal.
 - iii. If Contractor is a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), proof that Contractor is in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor conducts or will conduct (if awarded the contract) intrastate business in California, proof that Contractor is qualified to do business and in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor does not (and will not if awarded the contract) conduct intrastate business in California, proof that Contractor is in good standing in its home jurisdiction.
 - iv. The Proposer must complete **Attachment 9**, List of Topics and submit the completed form with its proposal.

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

- a. A detailed line item budget for each deliverable(s) described in Section 2.0 and the costs shall not exceed estimated maximum firm fixed amount.
- b. A full explanation of all budget line items in a narrative entitled “Budget Justification.”
- c. A “not to exceed” total for all work and expenses payable under the contract, if awarded.

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 period, the JBE 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 JBE 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 JBE will post an intent to award notice at <http://www.courts.ca.gov/rfps.htm>.

CRITERION	MAXIMUM NUMBER OF POINTS
Quality of work plan submitted and Proposer’s understanding of the problem or needs. Section 2.0.	20
Experience on similar assignments Section 2.0, 7.0	25
Cost	30
Qualifications of Proposer based on resumes submitted including experience, expertise and credentials, if any. Reference Sections 2.2 & 7.0	7
Acceptance of the Terms and Conditions	10
Ability to meet timing requirements to complete the project	5
Disabled Veteran Business Enterprise Incentive (Section 12.0)	3

10.0 INTERVIEWS

The JCC may conduct interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The interviews may be conducted by phone or video conferencing. The JCC will not reimburse Proposers for any costs incurred during the interview processes.

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 JBE 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,” or otherwise, and regardless of any statement in the proposal (a) purporting to limit the JBE’s right to disclose information in the proposal, or (b) requiring the JBE 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 INCENTIVE

Qualification for the DVBE incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a proposal non-responsive.

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 9.0 above.

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”).

If Proposer wishes to seek the DVBE incentive:

- a. Proposer must complete and submit with its proposal the Bidder Declaration (Attachment 7). Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.
- b. 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.

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.

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.

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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 MISREPRESENTATION 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 Contracting 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 JBE to receive a solicitation specifications protest is February 3, 2021. Protests must be sent to: Solicitations@jud.ca.gov

Judicial Council of California
Branch Accounting and Procurement
ATTN: Protest Hearing Officer
RFP#: CFCC-2021-03-LV
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102