

RFP Title: Mental Health Training and Technical Assistance
RFP Number: CFCC-2021-26-CD

REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA

***REGARDING: MENTAL HEALTH TRAINING AND
TECHNICAL ASSISTANCE
RFP NUMBER: CFCC-2021-26-CD***

**PROPOSALS DUE: APRIL 23, 2021, NO LATER THAN 2:00 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 Multidisciplinary Trainings and Resource Guides. The Judicial Council is committed to providing all children and families in the California court system appropriate access to mental health services. The trainings and technical assistance will cover trainings for all court stakeholders and will include a toolkit for courts and stakeholders on how to access mental health services for parties.
- 1.4 Structure of request for proposal. This request seeks proposals for two projects: **Project 1 (Curriculum, Trainings, Registration, and Distance Learning on a secure platform.)** and **Project 2 (Court Resource Guides)**. The deliverables for each project span **three (3)** program years. Funding for each program year is subject to availability of funds. Proposals may be submitted for Project 1, Project 2, or both Project 1 and Project 2.

The Judicial Council intends to award one or more Agreement(s) with an initial term of approximately **sixteen (16) months** estimated to be performed by the successful Proposer from **May 10, 2021 through September 30, 2022**, with the possibility of **one (1) one-year option (Year 3)** to extend the term. The first option term (Year 3), if exercised, is expected to begin in **October 1, 2022 and end September 30, 2023**. The Judicial Council in its sole discretion may exercise option terms prior to the expiration of the initial term or any option term. The funding available for this project is between **\$90,000.00 and \$110,000.00**, which includes all expenses associated with deliverables.

- 1.5 **Project 1.** Curriculum, Trainings, Registration, and Distance Learning on a secure platform. The following key topics must be covered: Medical/CalAIM, understanding the intersection of mental health service funding and the courts, eligibility requirements and availability as they relate to families, children and others appearing in the non-criminal proceedings in the California courts. Additional topics may include disparate Covid-19 impacts, understanding of racial justice, ACEs, Medical/CALAIM, MHSA, toxic stress, litigants, mental health funding, homelessness and poverty, the concept of “No wrong door” which includes coordinating intake across juvenile/ guardianship/family law and supporting problem solving calendars and courts that assist in resolving cases

with mental health issues by leveraging resources for services in a variety of case types to ensure they are available regardless of which “door” the children and/or families enter to become justice involved; other issues strongly related to mental health issues.

- 1.6 **Project 2:** Court Resource Guides. Develop bench guides, bench cards, sample memorandums of understanding, participant guides, program guidelines, policies and procedures, strategic planning roadmaps and other resources for Medi-Cal funding and other funding available for mental health services for families and children with a specific emphasis on the CalAIM project.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

This request seeks a proposal for trainings and technical assistance and to develop a resource guide including bench guides, sample memorandums of understanding, participant guides, program guidelines, and sample policies and procedures for courts and court stakeholders (including juvenile judges, court staff, child welfare staff, probation officers, mental health staff, educators, and justice partners) about Medical funding and other funding available for mental health services for families and children and how they intersect with the needs of non-criminal courts in California with a specific emphasis on the CalAIM project. Training and materials will allow participants to make informed assessments about available mental health resources, the extent to which their county and community is accessing those resources, and next steps in collaborating to access additional resources.

CalAIM is a multi-year initiative by the Department of Health Care Services to improve the quality of life and health outcomes of our population by implementing broad delivery system, program and payment reform across the Medi-Cal program. [CalAIM](#) has three primary goals: Identify and manage member risk and need through whole person care approaches and addressing social determinants of health; move Medi-Cal to a more consistent and seamless system by reducing complexity and increasing flexibility; and improve quality outcomes, reduce health disparities, and drive delivery system transformation through value-based initiatives, modernization of systems, and payment reform.

2.1 Project 1

2.1.1 Tasks and Deliverables.

The Judicial Council anticipates the following major tasks and specific deliverables in connection with the scope of services described in this Request for Proposal (RFP). Without changing the Deliverables, the Proposer should correct, validate and expand on the tasks, as deemed necessary or desirable by the Proposer.

2.1.1.1 Task 1 – Curriculum Development and Delivery

- 2.1.1.1.1 All curriculum and trainings will be done via webinar/remote learning. Proposer would be responsible for scheduling and coordinating logistics for training and registration tools/software and process, for distance learning training including licensing a secure webinar platform and providing electronic copies of program materials for instructors and participants.
- 2.1.1.1.2 Meet with and obtain input from CFCC project staff on needs, gaps, objectives and outcomes for this project. The following key topics must be covered: Medical/CalAIM, understanding the intersection of mental health service funding and the courts, eligibility requirements and availability as they relate to families, children and others appearing in the non-criminal proceedings in the California courts. **Deliverable 1: Due by June 1, 2021.**
- 2.1.1.1.3 Design and develop the curriculum for Webinar #1. Curriculum must include competencies, objectives, outline and agenda with content to be covered. Instructor lesson plan for curriculum must be developed that includes key points for each learning objective, and participant materials, power point presentations and other multi-media presentations or training methods, exercises, hypothetical's, case studies, practice opportunities with direct and immediate individual feedback/critique, participant evaluation forms and other handouts. **Deliverable 2: Due by August 15, 2021.**
- 2.1.1.1.4 Deliver curriculum Webinar #1. Confirmation of attendance must be provided to the Judicial Council. Webinars must be recorded and provided to the Judicial Council in a common editable format. **Deliverable 3: Due by September 15, 2021.**
- 2.1.1.1.5 Design and develop the curriculum for Webinar #2. Curriculum must include competencies, objectives, outline and agenda with content to be covered. Instructor lesson plan for curriculum must be developed that includes key points for each learning objective, and participant materials, power point presentations and other multi-media presentations or training methods, exercises, hypothetical's, case studies, practice opportunities with direct and immediate individual feedback/critique, participant evaluation forms and

other handouts. **Deliverable 4: Due by November 15, 2021.**

2.1.1.1.6 Deliver curriculum Webinar #2. Confirmation of attendance must be provided to the Judicial Council. Webinars must be recorded and provided to the Judicial Council in a common editable format. **Deliverable 5: Due by December 31, 2021.**

2.1.1.1.7 Design and develop the curriculum for Webinar #3. Curriculum must include competencies, objectives, outline and agenda with content to be covered. Instructor lesson plan for curriculum must be developed that includes key points for each learning objective, and participant materials, power point presentations and other multi-media presentations or training methods, exercises, hypothetical's, case studies, practice opportunities with direct and immediate individual feedback/critique, participant evaluation forms and other handouts. **Deliverable 6: Due by February 28, 2022.**

2.1.1.1.8 Deliver curriculum Webinar #3. Confirmation of attendance must be provided to the Judicial Council. Webinars must be recorded and provided to the Judicial Council in a common editable format. **Deliverable 7: Due by May 1, 2022.**

2.1.1.2 Task 2 – Virtual Roundtables to provide Technical Assistance for court staff

2.1.1.2.1 Collaborate with Judicial Council staff and other faculty to organize and facilitate remote roundtables to provide technical assistance to courts regarding content of all three webinars on an ongoing basis through contract period. **Deliverable 8: Due by September 30, 2022**

2.2 Project 2

2.2.1 Tasks and Deliverables.

The Judicial Council anticipates the following major tasks and specific deliverables in connection with the scope of services described in this Request for Proposal (RFP). Without changing the Deliverables, the Proposer should correct, validate and expand on the tasks, as deemed necessary or desirable by the Proposer.

2.2.2 Task 1- Content Development

2.2.2.1 Meet with and obtain input from CFCC staff on needs, objectives and outcomes for this project. **Deliverable 1, Due by June 30, 2021.**

2.2.2.2 Conduct research on existing information, programs, and guides for courts including, but not limited to communicating with judges, court coordinators and administrators, justice partners, participants and consultations with information about the development and operations of a mental health court guide and gathering existing materials such as handbooks, agreements, memorandums of understanding, guides, policies and procedures. **Deliverable 2, Due by November 15, 2021.**

2.2.2.3 Draft outline for resource guide including description of proposed content, reference material, appendices and resources. **Deliverable 3, Due by May 15, 2022.**

2.2.2.4 Review outline with CFCC staff. **Deliverable 4, Due by June 15, 2022.**

2.2.3 Task 2 – Modify Content

2.2.3.1 Make modifications to outline based on feedback from CFCC tribal project’s staff. **Deliverable 5, Due August 15, 2022.**

2.2.3.2 Draft resource guide and materials, review with CFCC staff and make any necessary revisions. **Deliverable 6, Due September 1, 2022.**

2.3.3 Task 3 – Final Product

2.3.3.1 Make additional modifications to outline and submit final content. **Deliverable 7, Due by September 30, 2022.**

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:	April 8

EVENT	DATE
Deadline for written questions to solicitations@jud.ca.gov by 2:00 PM PT	April 14, 2021 no later than 2:00 PM (Pacific Time)
Questions and answers posted on Courts Website <i>(estimate only)</i>	April 19
Latest date and time proposal must be submitted to solicitations@jud.ca.gov no later than 2:00PM PT	April 23, 2021 no later than 2:00 PM (Pacific Time)
Evaluation of proposals <i>(estimate only)</i>	April 26-30
Notice of Intent to Award to be posted on Courts website: www.courts.ca.gov <i>(estimate only)</i>	May 3
Negotiations and execution of contract <i>(estimate only)</i>	May 3-7
Contract start date <i>(estimate only)</i>	May 10
Contract end date <i>(estimate only)</i>	September 30, 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 5: Darfur Contracting Act Certification	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 JCC 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 Bidder 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

- 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.
- The resulting contract will be comprised of firm fixed pricing for satisfactory completion of each deliverable/Milestone listed below. Completion Dates and Firm Fixed Amounts listed in the below table are estimated. The actual completion dates and firm fixed amounts will be based on the awarded proposal.
 - Contractor shall submit invoices upon satisfactory completion of services;
 - No other expenses including travel expenses will be reimbursed by the Judicial Council.
 - The payment term is Net 60 from date or receipt of acceptance of Deliverable(s).

Table 1 Deliverable Milestones: Project 1

Deliverable Milestone(s) Description	<i>Estimated Completion Date</i>	<i>Estimated Maximum Firm Fixed Amount</i>
First Deliverable Milestone: Meet and Obtain input from CFCC project staff on needs, gaps, objectives, and outcomes of this project.	June 1, 2021	\$2,000
Second Deliverable Milestone: Design and develop curriculum for Webinar #1	August 15, 2021	\$5,000
Third Deliverable Milestone: Deliver and record Webinar #1. Provide confirmation of registration, attendance recorded editable copy of webinar.	September 15, 2021	\$7,000
Fourth Deliverable Milestone: Design and develop curriculum for Webinar #2	November 15, 2021	\$5,000
Fifth Deliverable Milestone: Deliver and record Webinar #2. Provide confirmation of registration, attendance recorded editable copy of webinar.	December 31, 2021	\$7,000
Sixth Deliverable Milestone: Design and develop curriculum for Webinar #3	February 28, 2022	\$5,000
Seventh Deliverable Milestone: Deliver and record Webinar #3. Provide confirmation of registration, attendance recorded editable copy of webinar.	May 1, 2022	\$7,000
Eighth Deliverable Milestone: Organize and facilitate remote roundtables for courts to provide technical assistance to courts regarding content of all 3 webinars.	September 30, 2022	\$20,000

Table 2 Deliverable Milestones: Project 2

Deliverable Milestone(s) Description	<i>Estimated Completion Date</i>	<i>Estimated Maximum Firm Fixed Amount</i>
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First Deliverable Milestone: Meet and Obtain input from CFCC project staff on needs, gaps, objectives, and outcomes of this project.	June 30, 2021	\$2,000
Second Deliverable Milestone: Conduct Research for the resource guide	November 15, 2021	\$10,000
Third Deliverable Milestone: Draft outline of resource guide	May 15, 2022	\$7,000
Fourth Deliverable Milestone: Review of outline with CFCC staff	June 15, 2022	\$2,000
Fifth Deliverable Milestone: Modifications to outline	August 15, 2022	\$5,000
Sixth Deliverable Milestone: Draft of resource guide and materials to CFCC	September 1, 2022	\$10,000
Seventh Deliverable Milestone: Final resource guide	September 30, 2022	\$15,000

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 to:

Solicitations@jud.ca.gov

Subject: Mental Health Training and Technical Assistance

- 6.5 For the purposes of this RFP, proposals shall be transmitted only by email.

7.0 PROPOSAL CONTENTS

- 7.1 Technical Proposal. The following information must be included in the technical proposal. A proposal lacking any of the following information may be deemed non-responsive.
- a. A cover letter containing 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. Describe the organization of the key staff (including the dedicated program manager) that would service the contract. Provide a listing of the staff, including name, title, and length of service within the organization along with a resume for each staff member. Other staff should be identified by name and title; additional qualifications and experience on similar projects may be included.
 - d. A resume must be provided for each individual proposed for this Agreement. An acceptable resume shall include the person's education, any applicable credentials and/or certifications, current work history and a summary of experience and knowledge to support the minimum qualifications of key personnel outlined in Section 2.0 Description of Services and Deliverables as well as the individual's ability and experience in conducting the proposed activities. Sufficient detail must be included in each resume to allow the JCC to verify the experience cited.
 - e. A separate section covering the Proposer's background, Principal Officers, and Staff Qualifications and Experience.

- f. Provide Work Plan based on description of Tasks and Deliverables as defined in Section 2.3.
- g. A minimum of two (2) clients may be contacted for whom the Proposer has conducted similar services. References are to include names, addresses, telephone numbers and the email address of a contact person. The JCC staff may contact referenced clients when reviewing an offer to verify the information provided. A reference must be external to a Respondent's organization and corporate structure.
- h. Proposed method to complete the work.
 - i. Project plan that outlines the proposed approach, using the general deadlines specified within this RFP:
 - ii. Sample outline of curriculum development
 - iii. Sample learning objectives
 - iv. Sample evaluations, including any continuing education credits that will be given
 - v. Sample timeline for curriculum development, including any interactive and adult learning principles that will be used.
- i. 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 as noted below. 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.
- j. 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. Copies of the Proposer’s (and any subcontractors’) current business licenses, professional certifications, or other credentials.
- v. Copies of the Proposer’s (and any subcontractors’) current business licenses, professional certifications, or other credentials.
- vi. The Proposer must complete the Payee Data Record form (Attachment 6) and submit the completed form with its proposal.
- vii. The Proposer must complete the Unruh and FEHA Certification (Attachment 7) and submit the completed certification with its proposal.

7.2 Cost Proposal

The following information must be included in the Cost Proposal.

- i. Proposer to provide a detailed line item budget for each deliverable(s) described and the costs shall not exceed estimated firm fix priced of each deliverable and the total costs for the entire project should be within the range of **\$90,000 to \$110,000** as stated in section 1.4 of this RFP.
- ii. Provide estimate of cost for distance learning platform
- iii. Payment will be made after completion and acceptance of deliverables as follows:

Project 1

PAYMENT NUMBER	BILLABLE ACTIVITY	INVOICE DUE DATE
#1	Completion of Deliverable 1	No later than June 1, 2021
#2	Completion of Deliverable 2	No later than August 15, 2021
#3	Completion of Deliverable 3	No later than September 15, 2021
#4	Completion of Deliverable 4	No later than November15, 2021
#5	Completion of Deliverable 5	No later than December 31, 2021
#6	Completion of Deliverable 6	No later than February 28, 2022
#7	Completion of Deliverable 7	No later than May 1, 2022
#8	Completion of Deliverable 8	No later than September 30, 2022

Project 2

PAYMENT NUMBER	BILLABLE ACTIVITY	INVOICE DUE DATE
#1	Completion of Deliverable 1	No later than June 30, 2021
#2	Completion of Deliverable 2	No later than November 15, 2021
#3	Completion of Deliverable 3	No later than May 15, 2022
#4	Completion of Deliverable 4	No later than June 15, 2022

#5	Completion of Deliverable 5	No later than August 15, 2022
#6	Completion of Deliverable 6	No later than September 1, 2022
#7	Completion of Deliverable 7	No later than September 30, 2022

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 JCC 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 JCC 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 www.courts.ca.gov

CRITERION	MAXIMUM NUMBER OF POINTS
Quality of work plan submitted	17
Experience on similar assignments	25
Cost	30
Qualifications of staff to be assigned to project based on resumes submitted including experience, background, expertise and credentials if any	10
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 videoconference. 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 JCC 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 JCC's right to disclose information in the proposal, or (b) requiring the JCC 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

- 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 9 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 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 JCC to receive a solicitation specifications protest is the proposal due date. (Indicate Solicitation Number and Name of Your Firm on lower left corner of envelope.) Protests must be sent via email to:

[Solicitations.jud.ca.gov](mailto:Protests@judicial.courts.ca.gov)

Judicial Council of California
Branch Accounting and Procurement
ATTN: Protest Hearing Officer, RFP #CFCC-2021-26-CD
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94103

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