

**JUDICIAL COUNCIL OF CALIFORNIA**

**QUESTIONS AND ANSWERS**

**RFP# CFCC-2022-33-DM**

**April 6, 2022**

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**Question #1:** On page 8, one of the tasks is to “meet with and obtain input from CFCC project staff on needs, gaps, objectives, and outcomes for this project.” Can these meeting be remote? If not, what location(s) would we be expected to travel to?

**Answer:** Yes. All meetings with CFCC project staff will be remote.

**Question #2:** Is there an expectation to be onsite for any part of this project?

**Answer:** No, there is no expectation to be onsite for any part of this project.

**Question #3:** The RFP says this is a firm-fixed price per deliverable. However, it also says the range is \$110,000-\$130,000. Also, 30 points are given for cost. How is the 30 points determined? Are the 30 points awarded for completeness of the budget or for the lowest cost? Will you reward discounts?

**Answer:** Costs for this RFP will be paid out of mental health services funds. Cost is just one factor that will be considered when awarding this contract. Cost considerations can be found in section 5.0. The lowest bidder will receive the maximum number of 30 points. See sample below.

**Example:**

A JBE issues an RFP where the maximum number of cost points is 30. The JBE receives two bids:

Bidder	Bid Amount	Cost Points
A	\$90,000	30
B	\$98,000	28

**Question# 4:** How long are each of the webinars expected to last (e.g., how many minutes)?

**Answer:** Approximately 60 minutes.

**Question #5:** Would you need someone who is a professional counselor licensed in California?

**Answer:** There is no need to be a licensed in California.

**Question #6:** Would this position require travel? Is this position remote?

**Answer:** There is no travel required. This position is remote.

**Question #7:** Is juvenile justice experience required?

**Answer:** We do not have specific experience requirements for these projects; however, this experience can be used in response to section 2.3 (a) regarding demonstrated knowledge and experience with the topics identified in Section 2.1 and 2.2 of the RFP.

**Question #8:** Is creating and executing mental health assessments required?

**Answer:** We do not have specific experience requirements for these projects; however, this experience can be used in response to section 2.3 (a) regarding demonstrated knowledge and experience with the topics identified in Section 2.1 and 2.2 of the RFP.

**Question #9:** What are the details of providing this service? What is the range of pay for this job?

**Answer:** The Project 1 and Project 2 tasks and deliverables are detailed in section 2.4.1 of the RFP. Section 5.0, Payment Information, of the RFP provides the estimated maximum amount to be paid for each deliverable.

**Question #10:** How long will it take to get compensated?

**Answer:** As stated in the RFP Section 5.0, the Judicial Council's payment term is Net 60 from date or receipt of acceptance of Deliverable(s).

**Questions #11:** With regard to Project 1, is there an expected length with regard to each of the eight webinars (e.g., 1 hour, 2 hours, etc.), or will that be left up to the discretion of the selected provider?

**Answer:** See answer to question #4.

**Question #12:** Would additional deliverables (beyond those set forth in the RFP) be required in the option year (Year 3), if that option is exercised by the Judicial Council? If so, would additional funding be provided?

**Answer:** If the Year 3 option is exercised it will only be used to extend the time of the contract. No additional deliverables would be required, and no additional funding is available.

**Question #13:** With regard to the secured webinar platform to be used, can the Judicial Council specify which platform(s) it deems to be acceptable?

**Answer:** Any webinars being held live will need to use the Zoom for Government platform, with the vendor having the option to request that JCC staff air the webinar through a JCC Zoom for Government license. Entirely pre-recorded webinars may be recorded on the platform of the vendor's choice, but the recording must be stored on a secure site.

**Question# 14:** Points for Proposal costs is 30 out of 100. What aspects of costs determine the allocation of points?

**Answer:** See answer to question #3.

**Question#15:** Do we invoice for each deliverable? Can we combine into quarterly invoices?

**Answer:** Contractor shall submit invoices upon satisfactory completion of each deliverable.

**Question #16:** Are electronic signatures allowed for attachments?

**Answer:** Yes

**Question #17:** Are there formatting requirements for the Proposal Contents?

**Answer:** Please refer to RFP Section 6.0 Submissions of Proposals, Proposals should provide straightforward, concise information that satisfies the requirements of the "Proposal Contents" section 7.0 in the RFP. Emphasis should be placed on conformity to the RFP's instructions, requirements, clarity and completeness of content.

**Question#18:** If we need to provide honoraria to specific speakers for specific webinars, are we able to do that of our awarded amount without listing who the honoraria recipients are at the time of proposal submission?

**Answer:** Yes

**Question#19:** Who is the primary audience for the webinars?

**Answer:** This training is intended for court stakeholders (social workers, probation officers, court professionals, judges, mediators, probate investigators, etc.)

**Question#20:** Is Zoom a viable secure platform and will the webinars be hosted on the Judicial Council website or grantee's website?

**Answer:** See answer to question 13.

**Question#21:** How do you build the bench guides and dashboard into a training assessment and recommendations?

**Answer:** As noted in the RFP section 2.2, the current projects underway, such as the bench guides and dashboards, are intended to provide background on mental health needs of children and youth and why this matters in court, types of youth mental health needs, mental health providers and services, accessing mental health care in CA, mental health needs of youth in California, gaps in mental health services access and utilization for youth enrolled in the Medi-Cal program for the training assessment and recommendations.

**Question#22:** A needs assessment implies access to intended audience to understand their gaps and interests. Is that what is intended?

**Answer:** Yes.

**Question#23:** Who should the cover letter be addressed to?

**Answer:** It can be addressed to Solicitations Contracting Officer.