



**Judicial Council of California**  
ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

455 Golden Gate Avenue • San Francisco, California 94102-3688  
Telephone 415-865-7960 • Fax 415-865-4325 • 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*

CHRISTINE M. HANSEN  
*Director, Finance Division*

**TO:** POTENTIAL BIDDERS

**FROM:** Administrative Office of the Courts  
Finance Division

**DATE:** January 23, 2006

**SUBJECT/PURPOSE OF MEMO:** **ADDENDUM NO. 1 TO REQUEST FOR PROPOSALS**  
for development and implementation of a peer court DUI intervention and prevention curriculum program that can be replicated and disseminated to peer courts statewide.

**ACTION REQUIRED:** You are invited to review and respond to the attached Addendum No. 1 to Request for Proposals (RFP):  
Project Title: California Peer Court DUI Intervention and Prevention Strategies Program  
RFP Number: CFCC-0106

**PROPOSAL DUE DATE:** 3:00 p.m., February 6, 2006 – See Section 1.4 for additional key dates

The AOC hereby revises the RFP as set forth herein. Double Underlined items are additions to RFP requirements and ~~strike-through~~ items are deletions to RFP requirements.

### 3.0 SCOPE OF SERVICES

The AOC project director will be responsible for the high-level management of the project including the review and approval of the services and deliverables performed by the education curriculum development consultant. The AOC project manager will be responsible for the day-to-day management of the project and will assist the AOC project director in the review and approval of the services and deliverables performed by the education curriculum development consultant.

If the services and deliverables performed by the consultant fall short of grant project expectations, the AOC project director and the AOC project manager will work with the consultant to resolve these issues.

Deliverables/services are expected to be performed by the consultant between March 2006 and September 2007:

#### 3.1 **Year One: Curriculum Development (March 2006—~~September~~November 2006)**

3.1.1 *By March 2006*—While working with AOC staff, assume leadership responsibility for the development of the DUI intervention and prevention curriculum program for the California Peer Court DUI Intervention and Prevention Strategies Program. Peer court grant applications and other available court-specific information will be provided by the AOC for purposes of background information and guidance in research and development of the curriculum program.

A symposium, which is scheduled to be held in March 2006 at the AOC Offices in San Francisco and will officially kick-off the grant project, will bring together a project planning committee composed of AOC project staff, bench officers, juvenile justice experts, law enforcement representatives, the DUI educational curriculum program development consultant, and participating project Year One mentor peer court representatives. Here the foundation and expectations for this grant project will be developed. The AOC project staff will be responsible for coordinating the symposium and will work with the consultant on putting together the agenda and related symposium materials;

3.1.2 *By ~~April~~June 2006* —Detailed planning outline of the curriculum program development (with project timelines) and implementation of the project that include (but not be limited to):

3.1.2.1 An inventory of available DUI-related curricula and materials, identifying private and public agencies for partnering and networking purposes; and

3.1.2.2 Interview protocols and procedures with mentor peer court representatives, education experts, juvenile justice experts, bench officers, law enforcement, and web designer;

3.1.3 By ~~June~~ August 2006— Interim progress report describing activities conducted and findings-to-date;

3.1.4 By ~~August~~ October 2006—Full development and implementation of all products, protocols, and procedures, and conduct phone calls and meetings with AOC staff as necessary; and

3.1.5 By ~~September~~ November 2006—Consultant shall submit finalized peer court DUI intervention and prevention curriculum program that can be implemented and replicated statewide starting ~~October~~ December 2006.

**3.2 Year Two: Curriculum Implementation (~~October~~ December 2006—  
September 2007)**

3.2.1 By ~~November~~ January 2006—Consultant and the web designer/programmer will develop some of the statewide DUI intervention and prevention curriculum program components into web-based, interactive on-line classes and a survey database component for capturing user satisfaction information;

3.2.2 By ~~February~~ April 2007—Consultant and web designer/programmer will partner to develop a statewide website where the DUI intervention and prevention curriculum program can become a required component for peer court participants to satisfy court imposed sanctions as well as an alternative delivery mode to enhance existing drivers education programs for juveniles statewide;

3.2.3 By ~~March~~ May 2007—Consultant, partnering with AOC project staff, will work with the peer court recipients and train them on the use of the curriculum program and how to make local adaptations as necessary;

3.2.4 By ~~September~~ August 2007—Consultant will make any requested revisions and adjustments to the final DUI intervention and prevention curriculum program and supplemental deliverables; and

3.2.5 By *October 2007*—Final project comprehensive report, including an executive summary, which provides best practices and model project curriculum. AOC Project staff will review a draft of the final report submitted by the consultant, and if necessary, will make recommendations to be incorporated into the AOC approved final report.

### 3.3 Deliverables and Project Costs Reimbursement Schedule

3.3.1 Table 1 shows the timeline for completion of the project deliverables and tentative schedule for reimbursement for project costs for successfully completing deliverables. Travel costs for project planning meetings and peer court project recipients site visits in Year One, and peer court project recipient trainings in Year Two can be submitted on a frequent basis for timely reimbursement:

**Table 1: Project Timeline**

Deliverables	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>3.1 Year One: Curriculum Development (March 2006—<del>September</del> November 2006)</b>		X	X	X	X	X	X	X	X	X	-	
3.1.1 Project Planning Symposium			X									
REIMBURSEMENT on Completion of 3.1.1				X								
3.1.2 Project Curriculum Program Outline			X	X	X							
REIMBURSEMENT on Completion of 3.1.2						X						
3.1.3 Interim Progress Report					X	X	X	X				
REIMBURSEMENT on Completion of 3.1.3						X		X				
3.1.4 Development/Implementation of all Products/Protocols/Procedures/Meetings w/AOC				X	X	X	X	X	X	X		
REIMBURSEMENT on Completion of 3.1.4									X	X		
3.1.5 Finalized Project Curriculum								X	X	X	X	
REIMBURSEMENT on Completion of 3.1.5									X		X	

Deliverables	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>3.2 Year Two: Curriculum Implementation (<del>October</del> December 2006—September 2007)</b>	X	X	X	X	X	X	X	X	X	X	X	X	X
3.2.1 Project Curriculum for Website Development	X	X											
REIMBURSEMENT on Completion of 3.2.1			X										
3.2.2 Project Website Implementation			X	X	X								
REIMBURSEMENT on Completion of 3.2.2						X							
3.2.3 Peer Court Project Recipients Training		X	X	X	X	X							
REIMBURSEMENT on Completion of 3.2.3			X		X	X							
3.2.4 Final Revisions & Adjustments to Curriculum					X	X	X	X	X	X	X	X	
REIMBURSEMENT on Completion of 3.2.4									X	X	X	X	X
3.2.5 Completion of Final Report									X	X	X	X	X
REIMBURSEMENT on Completion of 3.2.5											X	X	X

**Attachment A, Paragraph 22.B, Copyrights and Rights in Data**

- B. The Contractor agrees not to copyright any Data produced with funding from this Agreement unless the State gives the Contractor express permission to do so. If such permission is obtained and the Data is copyrighted, the ~~State~~ Contractor will be given an exemption that reserves for it the right to use, duplicate, and disseminate the Data without fee.