

REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA

**REGARDING: REASONABLE PRUDENT PARENT
STANDARD GUIDE FOR JUVENILE COURT
STAKEHOLDERS**

RFP NUMBER: CFCC-2024-03-TK

**PROPOSALS DUE:
FEBRUARY 3, 2025, NO LATER THAN 1 P.M. PACIFIC TIME**

1.0 BACKGROUND INFORMATION

- 1.1 Judicial Council of California. The Judicial Council of California (“Judicial Council”), chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system. The California Constitution directs the Judicial 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 Judicial Council also adopts rules for court administration, practice, and procedure, and performs other functions prescribed by law. The Judicial Council’s Center for Families, Children & the Courts (“CFCC”) supports programs in court settings that improve practice and services for children, youth, parents, families, and other court users.
- 1.2 Project. This request seeks a proposal to develop resources for the juvenile court and juvenile court stakeholders on the reasonable prudent parent standard. The reasonable prudent parent standard was codified into federal law under the Preventing Sex Trafficking and Strengthening Families Act (Public Law. 113-183). The reasonable prudent parent standard seeks to normalize childhood for children in out-of-home care.
- 1.3 Resources include fact sheets, bench cards, guidelines, and legal analysis. Resources are expected to include materials adapted to a range of audiences including judicial officers and juvenile law attorneys, social workers, Court Appointed Special Advocates, parent advocates, caregivers and other stakeholders.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

2.1 Introduction:

The Judicial Council seeks the services of a person or an entity to develop resources for the juvenile court and juvenile court stakeholders on the reasonable prudent parent standard. This standard is characterized by careful and sensible parental decisions that maintain the child’s health, safety, and best interests (Welfare and Institution Code Section 362.04 and 362.05).

The Contractor will be expected to meet with Judicial Council staff, consult with various juvenile court stakeholders, and provide periodic updates to the Judicial Council throughout the contract period.

The successful bidder should have experience creating resources for attorneys and judges and expertise in this subject matter.

The funding available for this project is **\$45,000.00, which includes all expenses.** The Judicial Council intends to award one (1) Agreement with a term of 16 months from approximately **March 1, 2025**, through **June 30, 2026**.

2.1.1 General Scope of Services Requirements

2.1.1.1 The resources must cover all relevant federal and state legal requirements, regulations, and policies related to the Reasonable Prudent Parent Standard.

2.1.1.2 Contractor will ensure content is directed to the juvenile court and juvenile court stakeholders. This includes adapting resources for different audiences.

2.1.1.3 Contractor will present and finalize the guide or resource(s) based on feedback from the Judicial Council staff. This final version should be print and mobile friendly.

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.

2.2.1.1 Tasks

2.2.1.1.1 Meet with and discuss requirements with Project Manager and CFCC juvenile dependency attorneys.

2.2.1.1.2 Design and develop the draft outline of content for the resources. Contractor is expected to include federal and state laws, regulations, policies, and practices.

2.2.1.1.3 Make modifications to the content outline for the resources based on feedback from CFCC juvenile dependency attorneys.

2.2.1.1.4 Present full draft Reasonable Prudent Parent Standard resources and provide to CFCC juvenile dependency attorneys for review; provide to external stakeholders for review as directed by Judicial Council Project Manager.

2.2.1.1.5 Incorporate CFCC juvenile dependency attorneys' input and present final Reasonable Prudent Parent Standard resources.

- 2.2.1.1.6 **Deliverable 1:** Meet with Judicial Council staff and provide summary notes of the meeting about the project. **Estimated Due Date: March 14, 2025.**
- 2.2.1.1.7 **Deliverable 2:** Design and develop the draft outline of resources. **Estimated Due Date: May 9, 2025.**
- 2.2.1.1.8 **Deliverable 3:** Make modifications to outline based on feedback from CFCC juvenile dependency attorneys and return to CFCC for review. **Estimated Due Date: June 15, 2025.**
- 2.2.1.1.9 **Deliverable 4:** Present full draft of Reasonable Prudent Parent Standard resources and provide to CFCC juvenile dependency attorneys for review; provide to any external stakeholder for review as directed by Judicial Council Project Manager. **Estimated Due Date: December 15, 2025.**
- 2.2.1.1.10 **Deliverable 5:** Incorporate CFCC juvenile dependency attorneys’ input and present final Reasonable Prudent Parent Standard resources. **Estimated Due Date: May 16, 2026.**
- 2.2.1.1.11 **Deliverable 6:** Present Reasonable Prudent Parent Standard guide resources in final print and mobile-friendly version. **Estimated Due Date: June 26, 2026.**

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	January 13, 2025
Deadline for written questions to solicitations@jud.ca.gov	January 21, 2025, No later than 1:00 PM (PST)
Questions and answers posted (<i>estimate only</i>) Bidders / Solicitations Judicial Branch of California	January 23, 2025
Latest date and time proposal may be submitted	February 3, 2025, No later than 1:00 PM (PST)

EVENT	DATE
Evaluation of proposals (<i>estimate only</i>)	February 4, 2025 – February 11, 2025
Notice of Intent to Award (<i>estimate only</i>)	February 13, 2025
Negotiations and execution of contract (<i>estimate only</i>)	February 21, 2025 – February 28, 2025
Contract start date (estimate only)	March 1, 2025
Contract end date (estimate only)	June 30, 2026

4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
Attachment 2: JCC 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	<p>On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions.</p> <p>Note: A material exception (addition, deletion, or other modification) to a Minimum Term will render a proposal non-responsive. The Judicial Council, in its sole discretion, will determine what constitutes a material exception.</p>
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 (STD 204)	<p>This form contains information the JCC requires in order to process payments and must be submitted with the proposal. The Payee Data Record Form (STD 204) may be found at the following link:</p> <p>https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf</p>
Attachment 7: Payee Data Record Supplement (STD 205)	<p>This form is optional. This form is used to provide remittance address information if different than the mailing address on the STD 204 – Payee Data Record. Use this form to provide additional remittance addresses and additional Authorized Representatives of the Payee not identified on the STD 204. The Payee Data Record Supplement (STD 205) may be found at the following link:</p> <p>https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std205.pdf</p>
Attachment 8: DVBE Declaration	The Proposer must complete this form and submit it with their proposal only if Proposer wishes to qualify for the DVBE incentive.
Attachment 9: Bidder Declaration	The Proposer must complete this form and submit it with their proposal if they wish to claim the DVBE incentive associated with this solicitation.

Attachment 10: Reference Form	The Proposer must complete and return this form with their proposal.
Attachments 3-9 must be signed by an authorized representative of the Contractor.	

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 Milestone/Deliverable listed below. Completion Dates 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 terms shall be Net 60 days from the acceptance of the deliverable and receipt of correct invoice.

Table 1 Milestones/Deliverables:

Milestone(s)/Deliverable(s) Description	Estimated Maximum Firm Fixed Amount	Estimated Completion Date
First Milestone and Deliverable: Meet with Judicial Council staff and provide summary notes of the meeting about the project.	\$1,000	March 14, 2025
Second Milestone and Deliverable: Design and develop the draft outline of resources.	\$5,000	May 9, 2025
Third Milestone and Deliverable: Make modifications to outline based on feedback from CFCC dependency attorneys and return to CFCC for review.	\$3,000	June 15, 2025
Fourth Milestone and Deliverable: Present full draft of resources provided to CFCC juvenile dependency attorneys for review. Provide to any external stakeholder for review as directed by Judicial Council Project Manager.	\$8,000	December 15, 2025

<p>Fifth Milestone and Deliverable:</p> <p>Incorporate CFCC juvenile dependency attorneys’ input and present final draft of resources.</p>	<p>\$3,000</p>	<p>May 16, 2026</p>
<p>Fifth Milestone and Deliverable:</p> <p>Present Reasonable Prudent Parent Standard resources in final print and mobile-friendly versions.</p>	<p>\$25,000</p>	<p>June 26, 2026</p>

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 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 and the attachment must be marked “**TECHNICAL PROPOSAL.**” 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 proposal must be signed by an authorized representative of the Proposer. The Cost Proposal must be submitted in the same email to solicitations@jud.ca.gov as the Technical Proposal, but should be a **separate attachment** marked “**COST PROPOSAL.**”. The Proposer must write the RFP title and number in the subject line of the email.
- 6.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP.
- 6.4 Late proposals will not be accepted.
- 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. A separate section covering the Proposer's background, Principal Officers, and Staff Qualifications and Experience.
 - d. A resume must be provided for each individual proposed to service 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.
 - e. Provide Work Plan based on description of Tasks and Deliverables as defined in Section 2.2.1.
 - f. 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 Judicial Council staff may contact referenced clients when reviewing an offer to verify the information provided. A reference must be external to a Proposer's organization and corporate structure.
 - g. Proposed method to complete the work.
 - i. Project plan that outlines the proposed approach, using the general deadlines specified within this RFP.
 - ii. Discussion of planned legal analysis and review of practices.
 - iii. Discussion of how material will be tailored to the range of juvenile court stakeholders.

- 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 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.

Note: A material exception (addition, deletion, or other modification) to a Minimum Term will render a proposal non-responsive. The Judicial Council, in its sole discretion, will determine what constitutes a material exception.

- 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. The Proposer must complete the Payee Data Record Form (**Attachment 6**) and submit the completed copy with its proposal. Form and instructions are in fillable PDF format available in the link below:

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>
 - iv. The Proposer may complete and submit the Data Record Supplement (STD 205) (**Attachment 7**), if applicable. STD 205 is optional, and it is required only if the remittance address information is different than the mailing address on the STD 204 form. Form and instructions are in fillable PDF format available in the link below:

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std205.pdf>
 - v. The Proposer must complete the DVBE Declaration form (**Attachment 8**) and submit the completed form with its proposal if they wish to claim the DVBE incentive.
 - vi. The Proposer must complete the Bidder Declaration form (**Attachment 9**) and submit the completed form with its proposal if they wish to claim the DVBE incentive.

- vii.. 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.
- viii. Copies of the Proposer’s (and any subcontractors’) current business licenses, professional certifications, or other credentials.

7.2 Cost Proposal – Project 1

The following information must be included in the cost proposal;

- i. Proposer to provide a detailed line-item budget for each milestone/deliverable described. The costs shall not exceed the estimated firm fixed price of each deliverable, and the total cost for the entire project should be no more than \$45,000 as stated in section 2.1 of this RFP.
- ii. Payment will be made after completion and acceptance of deliverables as follows:

PAYMENT NUMBER	BILLABLE ACTIVITY	INVOICE DUE DATE
#1	Completion of Deliverable 1	April 14, 2025
#2	Completion of Deliverable 2	June 9, 2025
#3	Completion of Deliverable 3	July 15, 2025
#4	Completion of Deliverable 4	January 15, 2026
#5	Completion of Deliverable 5	June 16, 2026
#6	Completion of Deliverable 6	August 26, 2026

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 Judicial Council 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 Judicial Council 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 Judicial Council will post an intent to award notice at [Bidders / Solicitations | Judicial Branch of California](#).

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 may conduct interviews with Proposers to clarify aspects set forth in their proposals. The interviews will be conducted by phone. If there is a need to clarify any portion of the Proposer’s proposal, the Judicial Council will notify the 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.

Except as required by law, the Judicial Council 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 may be disclosed in response to applicable public records requests, or as otherwise required by law. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” “copyright ©,” 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. Submission of any proposal pursuant to this RFP constitutes acknowledgment and consent by the Proposer to the potential public disclosure of its proposal content, pursuant to this Section 11.0. 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:

1. 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.
2. 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.

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.

If using DVBE subcontractors, the Proposer must complete and return to the Judicial Council a copy of the post-contract certification form (<https://www.courts.ca.gov/documents/JBCM-Post-Contract-Certification-Form.docx>), promptly upon completion of the awarded contract, and by no later than the date of submission of Proposer's final invoice to the Judicial Council. If the Proposer fails to do so, the Judicial Council will withhold \$10,000 from the final payment, or withhold the full payment if it is less than \$10,000, until the Proposer submits a complete and accurate post-contract certification form.

When a Proposer fails to comply with the post-contract certification requirement in this section and a payment withhold is applied to a contract, the Judicial Council shall allow the Proposer to cure the deficiency after written notice. Notwithstanding the foregoing or any other law, if after at least 15 calendar days, but no more than 30 calendar days, from the date of the written notice the Proposer refuses to comply with the certification requirements, the Judicial Council shall permanently deduct \$10,000 from the final payment, or the full payment if less than \$10,000.

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 <https://courts.ca.gov/system/files/file/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 Judicial Council

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of California to receive a solicitation specifications protest is the proposal due date. In order to be considered valid, all such protests must be submitted by email to: solicitations@jud.ca.gov and must indicate the Solicitation Number and Name of Your Firm in the subject line of your email.