

RFP Title: Data Collection and Analysis Project for the Federally Funded Dependency Representation Program (FFDRP)
RFP Number: CFCC-2022-04-LV-FFDRP

REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA

**REGARDING: DATA COLLECTION AND ANALYSIS
PROJECT FOR THE FEDERALLY FUNDED
DEPENDENCY REPRESENTATION PROGRAM (FFDRP)**

RFP NUMBER: CFCC-2022-04-LV-FFDRP

**PROPOSALS DUE: APRIL 19, 2022 NO LATER THAN 3:00 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 Court Operations and Services Division, 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 Federally Funded Dependency Representation Program. In 2019 the federal Administration for Children & Families issued a notice of revision to the Child Welfare Policy Manual. The revision permits an agency to claim federal foster care dollars (title IV-E funds) for attorneys, hereafter referred to as “dependency providers,” to provide enhanced legal representation to a title IV-E eligible child in foster care and the child’s parents to “ensure that, among other things: reasonable efforts are made to prevent removal and finalize the permanency plan; and parents and children are engaged in the development and implementation of case plans. The funds available through the Federally Funded Dependency Representation Program (FFDRP) are intended to complement a state’s allocation for dependency representation for an overall increase in services. The funds are not intended to reimburse or supplant existing funding.
- 1.3 Project. The change to the Child Welfare Policy Manual is intended to encourage all child welfare agencies and courts to work together to ensure that parents and children, as well as child welfare agencies, receive high quality legal representation at all stages of a child welfare proceeding. To achieve the goal of high-quality legal representation and participate in FFPDR, the dependency providers are required to use the additional federal funding to incorporate recommendations from the Family Justice Initiative (FJI) Making the Legal System Work for Children and Parents - Attributes of High-Quality Legal Representation for Children and Parents in Child Welfare Proceedings into their practice. This project would evaluate whether augmentation of funding through FFDRP and implementation of one or more of the FJI principles leads to higher quality legal representation by reducing attorney caseloads, increasing attorney retention, and improve case timeliness, including reducing case continuances and achieving disposition of the case within the federal timelines.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

2.1 Introduction:

The Administration for Children and Families, Children’s Bureau, requires 30% of allocated federal Court Improvement Program (CIP) grants be dedicated to data projects. California CIP, in its 2022 strategic plan that was approved by the Children’s Bureau, states:

A new data collection project will commence this fiscal year. At the third year of implementing the Federal Funded Dependency Representation Program (FFDRP), the project will launch a data collection program to collect and evaluate qualitative and quantitative data on the success and usefulness on the additional Title IV-E funding to improve representation of children and parents in dependency court. California CIP is collecting FFDRP data through the JCATS case management system; the attorneys in the FFDRP program are mandated to use this system to track their case activities

To this end, the Judicial Council seeks a contractor who can help the Judicial Council meet its strategic plan goal. CFCC would like to optimize Juvenile Court Activity Tracking System (JCATS) as a source of data analytics for FFDRP dependency providers and FFDRP program management and optimize FFDRP monthly data reports so that we can provide useful information to the courts, the legislature, and the funder regarding the impact of FFDRP on outcomes over time on the following assumptions:

- Caseloads – FFDRP funding will lead to lower attorney caseloads, moving closer to the Judicial Council’s caseload standard of 141 clients per full-time attorney.
 - Dependency attorney retention – FFDRP funding will lead to greater attorney job retention and satisfaction with attorneys staying longer at jobs.
 - Timeliness – FFDRP funding will improve case timeliness, reduce attorney substitutions, unnecessary continuances, and time to disposition.
- The impact measured in these areas will help guide policy and practice in California and are also of interest to our federal partners and state policy makers.

The contractor will be expected to meet with Judicial Council staff and develop a data and evaluation plan. This project will also require oversight by an internal Judicial Council committee that includes CFCC, the Office of Court Research, and Information Technology. Contractor must meet with Judicial Council staff, gain access to data sets, and identify other needs (May 1, 2022- September 30, 2022) and will be expected to provide an analysis of current data sets and develop a data evaluation plan in (October 1, 2022-June 30, 2023). The Judicial Council reserves the right to extend options terms for up to 5 years to continue to work with contractor on implementation of the data plan.

The funding available for this project is between **\$220,000 and \$280,000.00, which includes all expenses.** The Judicial Council intends to award one (1)

Agreement with a term of 14 months (Year 1) approximately from **May 1, 2022**, through **June 30, 2023**.

2.1.1 General Scope of Services Requirements

2.1.1.1 Contractor will create a data and evaluation plan that should include how to track change over time beginning with baseline data existing in the JCATS case management system from FY 20-21, optimizes data from monthly data reports submitted by providers, and other data collected at the beginning of the FFDRP program from attorney providers through the Request for Application (RFA) process.

2.1.1.2 Contractor will meet with Judicial Council staff to identify needs of the project.

2.1.1.3 Contractor will provide an analysis of existing baseline data.

2.1.1.4 Contractor will develop a draft of the data and evaluation plan, incorporate Judicial Council staff feedback and then submit a final data and evaluation plan of the anticipated outcomes of the FFDRP program.

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 obtain input from Judicial Council staff and outcomes for this project.

2.2.1.1.2 Evaluate baseline data existing in JCATS beginning with FY 2020-21 to measure change over time. Other baseline data that CFCC collected includes, current caseload numbers as reported by the attorney providers, number of full-time attorneys, social workers, and administrative staff, and the plan and budget the attorney providers provided on how they would spend their FFDRP allocations to improve attorney practice and case outcomes.

2.2.1.1.3 Evaluate and optimize monthly data reports. FFDRP recipients are required to send monthly case reports,

including number of open and closed clients in the month to CFCC with their invoice to receive payment.

- 2.2.1.1.4 Work with JCATS contractor to establish a secure connection with the data in order to build dashboards and other analytics.
- 2.2.1.1.5 Hold Focus Groups. It is anticipated that to create a data evaluation plan, the consultant may need input from the attorney providers.
- 2.2.1.1.6 Improve JCATS data quality, design data dashboards and visualizations that help the courts and providers see their numbers in real time.
- 2.2.1.1.7 Deliver data evaluation plan that will optimize JCATS data collection to measure change over time.
- 2.2.1.1.8 **Deliverable 1:** Meet with Judicial Council staff about the project. **Estimated Due Date: June 30, 2022**
- 2.2.1.1.9 **Deliverable 2:** Evaluate baseline data existing in JCATS beginning with FY 2020-21 to measure change over time. Other baseline data that CFCC collected includes, current caseload numbers as reported by the attorney providers, number of full-time attorneys, social workers, and administrative staff, and the plan and budget the attorney providers provided on how they would spend their FFDRP allocations to improve attorney practice and case outcomes. **Estimated Due Date: September 30, 2022.**
- 2.2.1.1.10 **Deliverable 3:** Evaluate and optimize monthly data reports. FFDRP recipients are required to send monthly case reports, including number of open and closed clients in the month to CFCC with their invoice to receive payment. **Estimated Due Date: September 30, 2022.**
- 2.2.1.1.11 **Deliverable 4:** Work with the JCATS vendor. Some FFDRP recipients track their cases in the JCATS case management system. That system contains data that can be run in different reports. **Estimated Due Date: November 30, 2022.**
- 2.2.1.1.12 **Deliverable 5:** Hold Focus Groups. It is anticipated that to create a data evaluation plan, the consultant may need

input from the attorney providers. **Estimated Due Date: January 31, 2023.**

2.2.1.1.13 **Deliverable 6:** Improve JCATS data quality, design data dashboards and visualizations that help the courts and providers see their numbers in real time. **Estimated Due Date: March 1, 2023.**

2.2.1.1.14 **Deliverable 7:** Deliver data evaluation plan that will optimize JCATS data collection to measure change over time. **Estimated Due Date: June 15, 2023.**

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:	March 29, 2022
Deadline for questions to solicitations@jud.ca.gov	April 7, 2022 No later than 3:00 PM Pacific Time
Questions and answers posted on Courts Website (<i>estimate only</i>) www.courts.ca.gov	April 11, 2022
Latest date and time proposal may be submitted to solicitations@jud.ca.gov	April 19, 2022 No later than 3:00 PM Pacific Time
Evaluation of proposals (<i>estimate only</i>)	April 19, 2022 – April 25, 2022
Notice of Intent to Award (<i>estimate only</i>)	April 25, 2022
Negotiations and execution of contract (<i>estimate only</i>)	April 25 – April 30, 2022
Contract start date (<i>estimate only</i>)	May 1, 2022
Contract end date (<i>estimate only</i>)	June 30, 2023

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 - 204	This form contains information the JCC requires in order to process payments and must be submitted with the proposal.
Attachment 7: Payee Data Record Form - 205	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.
Attachment 8: Unruh and FEHA Certification	The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification,
Attachment 9 DVBE Declaration	Complete and return this form and a copy of its DVBE certification approval letter or DVBE certification issued by DGS with the proposal only if Proposer wishes to declare DVBE status.
Attachment 10 Bidder Declaration	Complete and return this form with the proposal only if Proposer wishes to claim the DVBE incentive associated with this RFP.

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 of acceptance of services.

Table 1 Milestones:

Milestone(s) Description	<i>Estimated Completion Date</i>	<i>Estimated <u>Maximum</u> Firm Fixed Amount</i>
<p>First Milestone:</p> <p>Meet with and obtain input from Judicial Council staff and outcomes for this project.</p>	<i>June 30, 2022</i>	<i>\$5000</i>
<p>Second Milestone:</p> <p>Evaluate baseline data existing in JCATS beginning with FY 2020-21 to measure change over time. Other baseline data that CFCC collected includes, current caseload numbers as reported by the attorney providers, number of full-time attorneys, social workers, and administrative staff, and the plan and budget the attorney providers provided on how they would spend their FFDRP allocations to improve attorney practice and case outcomes.</p>	<i>September 30, 2022</i>	<i>\$10,000</i>
<p>Third Milestone:</p> <p>Evaluate and optimize monthly data reports. FFDRP recipients are required to send monthly case reports, including number of open and closed clients in the month to CFCC with their invoice to receive payment.</p>	<i>September 30, 2022</i>	<i>\$15,000</i>
<p>Fourth Milestone:</p> <p>Work with JCATS contractor to establish a secure connection with the data in order to build dashboards and other analytics.</p>	<i>November 30, 2022</i>	<i>\$80,000</i>

<p>Fifth Milestone:</p> <p>Hold Focus Groups. It is anticipated that to create a data evaluation plan, the consultant may need input from the attorney providers.</p>	<p><i>January 31, 2023</i></p>	<p><i>\$5,000</i></p>
<p>Sixth Milestone:</p> <p>Improve JCATS data quality, design data dashboards and visualizations that help the courts and providers see their numbers in real time.</p>	<p><i>March 1, 2023</i></p>	<p><i>\$80,000</i></p>
<p>Seventh Milestone:</p> <p>Deliver data evaluation plan that will optimize JCATS data collection to measure change over time.</p>	<p><i>June 15, 2023</i></p>	<p><i>\$50,000</i></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. 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. Emails must be received prior to the due date and time or the proposal will not be accepted.

- 6.4 For the purposes of this RFP, proposals shall be transmitted only by email. Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

Solicitations@jud.ca.gov

Subject: Data Collection and Analysis Project for the Federally Funded Dependency Representation Program (FFDRP)

- 6.5 The Judicial Council reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar RFPs in the future. This RFP is in no way an agreement, obligation, or contract and in no way is the Judicial Council or the State of California responsible for the cost of preparing the proposal. Submitted proposals may be retained for official files and may become a public record

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.

A separate section covering the Proposer's background, Principal Officers, and Staff Qualifications and Experience.

- 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 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.
- f. 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.
- g. 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, as determined by the Judicial Council in its absolute and sole discretion, to any of the terms and conditions (in Attachment 2) may render a proposal non-responsive.
- h. 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 form with its proposal
- iv. The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (Attachment 8) and submit the completed form with its proposal.
- v. 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.

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 milestone(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 \$220,000 to \$280,000 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	July 31, 2022
#2	Completion of Deliverable 2	October 31, 2022
#3	Completion of Deliverable 3	October 31, 2022
#4	Completion of Deliverable 4	December 30, 2022
#5	Completion of Deliverable 5	February 28, 2023
#6	Completion of Deliverable 6	April 3, 2023
#7	Completion of Deliverable 7	July 17, 2023

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 at solicitations@jud.ca.gov.

CRITERION	MAXIMUM NUMBER OF POINTS
Quality of work plan submitted	17
Experience on similar assignments	30
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	5
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 JCC may conduct interviews with Proposers to clarify aspects set forth in their proposals. The interviews will be conducted by phone. 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

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 JBE’s DVBE Rules and Procedures. Proposer will receive a DVBE incentive if, in the JBE’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 10). 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 __9_) 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 JBE 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 JBE'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 JBE 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 JBE 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 JBE. If the Proposer fails to do so, the JBE 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 JBE 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 JBE 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.

RFP Title: Data Collection and Analysis Project for the Federally Funded Dependency Representation Program (FFDRP)

RFP Number: CFCC-2022-04-LV-FFDRP

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. Protests must be sent to:

Judicial Council of California
Branch Accounting and Procurement
ATTN: Protest Hearing Officer, RFP #CFCC-2022-04-LV-FFDRP
455 Golden Gate Avenue 6th Floor
San Francisco, CA 94103

Please indicate Solicitation Number and Name of Your Firm on lower left corner of envelope