

RFP Title: Juvenile Mental Health Training  
RFP Number: CFCC-2022-33-DM

# REQUEST FOR PROPOSALS

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***JUDICIAL COUNCIL OF CALIFORNIA***

***REGARDING: JUVENILE MENTAL HEALTH TRAINING  
RFP NUMBER: CFCC-2022-33-DM***

**PROPOSALS DUE: APRIL 18, 2022, NO LATER THAN 1:00 P.M.  
PACIFIC TIME**

## 1.0 BACKGROUND INFORMATION

- 1.1 Judicial Council of California. 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. 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.
- 1.2 The Judicial Council is committed to providing all children and families in the California court system appropriate access to mental health services. To that end, CFCC develops and provides education for multidisciplinary audiences, including judges, court staff, attorneys, social workers, and probation officers.
- 1.3 This request seeks proposals for two projects: **Project 1: Curriculum Development and Delivery** that includes Curriculum, Training, Registration, and Distance Learning on a secure platform for eight (8) webinars. and **Project 2: Training Needs Assessments. Proposals must be submitted for both projects.**
- 1.4 The Judicial Council intends to award one Agreement with an initial **two (2) year term** of approximately **twenty-four (24) months** estimated to be performed by the successful Proposer from **May 10, 2022, through May 9, 2024**, with the possibility of **one (1) one-year option (Year 3)** to extend the term. The option term (Year 3), if exercised, is expected to begin **May 10, 2024**, and end **May 9, 2025**. The Judicial Council in its sole discretion may exercise option term prior to the expiration of the initial term. The funding available for this project is between **\$110,000.00** and **\$130,000.00**, which includes all expenses associated with deliverables.

## 2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

### 2.1 Project 1: Curriculum Development and Delivery

Provide eight webinars that will include curriculum development, registration, and training on a secure platform (live and/or pre-recorded) for court stakeholders (social workers, probation officers, court professionals, judges, mediators, probate investigators, etc.) and are expected to incorporate JCC research, data analytics, bench guides, etc., published and follow-up technical assistance on topics that address the diverse mental health needs of children, youth, and families in family court, probate guardianship, dependency, and delinquency. Topics may include but are not limited to a) Trauma and culture informed court practices and care, b) Reducing bias, disparities, and inequities in our courts, c) Identifying needs and gaps in mental health access for system-involved youth, d) The pandemic's

impact on the mental health of system involved youth, e) Targeted mental health and substance abuse prevention and early intervention through schools, f) Language access in proceedings and court-ordered services, g) Supporting the mental health of youth in probate guardianship proceedings, and h) Supporting the mental health of youth in family court. Training and materials will correspond with the topics listed above and when mental health services are involved 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.

## 2.2 **Project 2: Assessment and Recommendations on Future Training Topics**

Conduct a training needs assessment and provide written recommendation on future training topics that address the diverse mental health needs of children, youth, and families in family court and probate guardianship, dependency, and delinquency. CFCC has multiple projects underway that must be included in the assessment recommendations build on the following projects a) Judicial Bench Guides supporting the mental health of youth in family court and probate guardianship which provides 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, and accessing mental health care in CA, b) The Mental Health Youth Services Dashboard which showcases the mental health needs of youth in California and highlights gaps in mental health services access and utilization for youth enrolled in the Medi-Cal program. When complete, this series of infographics will include data on California's youth population, delivery, and utilization of mental health services, including Managed Care Medi-Cal and Children's Health Insurance Program, gaps in utilization, services accessed by foster youth, and racial disparities affecting mental health outcomes.

## 2.3 The successful Proposer will:

- a. have demonstrated knowledge and experience with the topics identified in Section 2.1 and 2.2 above.
- b. have demonstrated knowledge and experience developing educational materials and curriculum for a legal audience including judicial officers, court staff and attorneys; and
- c. have demonstrated knowledge and experience conducting live and pre-recorded webinars or trainings.

## 2.4 **Project 1 and Project 2**

### 2.4.1 **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.

#### **2.4.1.1 Project 1 – Curriculum Development and Delivery**

- 2.4.1.1.1 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.
- 2.4.1.1.2 Meet with and obtain input from CFCC project staff on needs, gaps, objectives and outcomes for this project. Refer to topics outlined in “Description of Services and Deliverables” under section 2 above. **Deliverable 1: Due by May 20, 2022.**
- 2.4.1.1.3 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 June 15, 2022.**
- 2.4.1.1.4 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 July 10, 2022.**
- 2.4.1.1.5 Follow-up for **Webinar #1** including developing FAQs to post with the training materials, create resources for participants, answer questions as needed from participating courts with JCC support. **Deliverable 4: Due by August 1, 2022.**
- 2.4.1.1.6 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 5: Due by September 1, 2022.**

2.4.1.1.7 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 6: Due by October 1, 2022.**

2.4.1.1.8 Follow-up for **Webinar #2** including developing FAQs to post with the training materials, create resources for participants, answer questions as needed from participating courts with JCC support. **Deliverable 7: Due by November 1, 2022.**

2.4.1.1.9 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 8: Due by December 1, 2022.**

2.4.1.1.10 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 9: Due by January 2, 2023.**

2.4.1.1.11 Follow-up for **Webinar #3** including developing FAQs to post with the training materials, create resources for participants, answer questions as needed from participating courts with JCC support. **Deliverable 10: Due by February 1, 2023.**

2.4.1.1.12 Design and develop the curriculum for **Webinar #4**. 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 11: Due by March 1, 2023.**

2.4.1.1.13 Deliver curriculum **Webinar #4**. 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 12: Due by April 1, 2023.**

2.4.1.1.14 Follow-up for **Webinar #4** including developing FAQs to post with the training materials, create resources for participants, answer questions as needed from participating courts with JCC support. **Deliverable 13: Due by May 1, 2023.**

2.4.1.1.15 Design and develop the curriculum for **Webinar #5**. 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 14: Due by June 1, 2023.**

2.4.1.1.16 Deliver curriculum **Webinar #5**. 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 15: Due by July 1, 2023.**

2.4.1.1.17 Follow-up for **Webinar #5** including developing FAQs to post with the training materials, create resources for participants, answer questions as needed from participating courts with JCC support. **Deliverable 16: Due by August 1, 2023.**

- 2.4.1.1.18 Design and develop the curriculum for **Webinar #6**. 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 17: Due by September 1, 2023.**
- 2.4.1.1.19 Deliver curriculum **Webinar #6**. 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 18: Due by October 1, 2023.**
- 2.4.1.1.20 Follow-up for **Webinar #6** including developing FAQs to post with the training materials, create resources for participants, answer questions as needed from participating courts with JCC support. **Deliverable 19: Due by November 1, 2023.**
- 2.4.1.1.21 Design and develop the curriculum for **Webinar #7**. 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 20: Due by December 1, 2023.**
- 2.4.1.1.22 Deliver curriculum **Webinar #7**. 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 21: Due by January 2, 2024.**
- 2.4.1.1.23 Follow-up for **Webinar #7** including developing FAQs to post with the training materials, create resources for participants, answer questions as needed from

participating courts with JCC support. **Deliverable 22: Due by February 1, 2024.**

2.4.1.1.24 Design and develop the curriculum for **Webinar #8**. 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 23: Due by March 1, 2024.**

2.4.1.1.25 Deliver curriculum **Webinar #8**. 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 24: Due by April 1, 2024.**

2.4.1.1.26 Follow-up for **Webinar #8** including developing FAQs to post with the training materials, create resources for participants, answer questions as needed from participating courts with JCC support. **Deliverable 25: Due by May 9, 2024.**

#### **2.4.1.2 Project 2 – Assessment and Recommendation on Future Training**

2.4.1.2.1 The Judicial Council is committed to providing all children and families in the California court system appropriate access to mental health services. CFCC is charged with provides education for multidisciplinary audiences, including judges, court staff, attorneys, social workers, and probation officers. Court staff and court partners face significant challenges in addressing the mental health needs of the people they serve.

2.4.1.2.2 Meet with and obtain input from CFCC project staff on needs, gaps, objectives and outcomes for this project. Refer to topics outlined in “Description of Services and Deliverables” under section 2 above. **Deliverable 1: Due by June 1, 2022.**

2.4.1.2.3 Conduct training needs assessment and analysis and on current multidisciplinary training needs for our court stakeholders including judges, court staff, attorneys,



social workers, and probation officers, etc., that address the diverse mental health needs of children, youth, and families in family court and probate guardianship. Assessment must build on the research, publications and infographics developed by CFCC and can include independent research on current mental health needs of children youth, and families in court, focus groups, stakeholder interviews, etc., to complete assessment and analysis. Complete analysis and draft recommendations for review and input from JCC project staff. **Deliverable 2: Due by February 1, 2023.**

2.4.1.2.4 Final written recommendations on current/future training topics that address the diverse mental health needs of children, youth, and families in family court and probate guardianship. Training topics may be used as topics for webinars in Project #1 in this RFP. **Deliverable 3: Due by May 1, 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 17, 2022
Deadline for written questions to <a href="mailto:solicitations@jud.ca.gov">solicitations@jud.ca.gov</a>	<b>April 6, 2022 no later than 1:00 PM (Pacific Time)</b>
Questions and answers posted on Courts Website ( <i>estimate only</i> ): <a href="http://www.courts.ca.gov">www.courts.ca.gov</a>	April 12, 2022
Latest date and time proposal must be submitted to <a href="mailto:solicitations@jud.ca.gov">solicitations@jud.ca.gov</a>	<b>April 18, 2022 no later than 1:00 PM (Pacific Time)</b>
Evaluation of proposals ( <i>estimate only</i> )	April 19 - 22, 2022
Notice of Intent to Award to be posted on Courts website: <a href="http://www.courts.ca.gov">www.courts.ca.gov</a> ( <i>estimate only</i> )	April 26, 2022
Negotiations and execution of contract ( <i>estimate only</i> )	May 3-7, 2022

EVENT	DATE
Contract start date <i>(estimate only)</i>	May 10, 2022
Contract end date <i>(estimate only)</i>	May 9, 2024

#### 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: 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 (STD 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 Supplement (STD 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 <b>DVBE certification approval letter or DVBE certification issued by DGS</b> 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 or receipt of acceptance of Deliverable(s).

**Table 1 Deliverable Milestones: Project 1**

<b>Deliverable Milestone(s) Description</b>	<b><i>Estimated Completion Date</i></b>	<b><i>Estimated Maximum Firm Fixed Amount</i></b>
<b>First Deliverable Milestone:</b> Meet and Obtain input from CFCC project staff on needs, gaps, objectives, and outcomes of this project.	May 20, 2022	\$3,000
<b>Second Deliverable Milestone:</b> Design and develop curriculum for <b>Webinar #1</b>	June 15, 2022	\$5,000
<b>Third Deliverable Milestone:</b> Deliver and record <b>Webinar #1</b> . Provide confirmation of registration, attendance recorded editable copy of webinar.	July 10, 2022	\$7,000
<b>Fourth Deliverable Milestone:</b> Follow-up for <b>Webinar #1</b> including developing FAQs to post with the training materials, create resources for participants, answer questions as needed from participating courts with JCC support.	August 1, 2022	\$2,000
<b>Fifth Deliverable Milestone:</b> Design and develop curriculum for <b>Webinar #2</b>	September 1, 2022	\$5,000
<b>Sixth Deliverable Milestone:</b> Deliver and record <b>Webinar #2</b> . Provide confirmation of registration, attendance recorded editable copy of webinar.	October 1, 2022	\$7,000

<b>Seventh Deliverable Milestone:</b> Follow-up for <b>Webinar #2</b> including developing FAQs to post with the training materials, create resources for participants, answer questions as needed from participating courts with JCC support.	November 1, 2022	\$2,000
<b>Eighth Deliverable Milestone:</b> Design and develop curriculum for <b>Webinar #3</b>	December 1, 2022	\$5,000
<b>Ninth Deliverable Milestone:</b> Deliver and record <b>Webinar #3</b> . Provide confirmation of registration, attendance recorded editable copy of webinar.	January 2, 2023	\$7,000
<b>Tenth Deliverable Milestone:</b> Follow-up for <b>Webinar #3</b> including developing FAQs to post with the training materials, create resources for participants, answer questions as needed from participating courts with JCC support.	February 1, 2023	\$2,000
<b>Eleventh Deliverable Milestone:</b> Design and develop curriculum for <b>Webinar #4</b>	March 1, 2023	\$5,000
<b>Twelfth Deliverable Milestone:</b> Deliver and record <b>Webinar #4</b> . Provide confirmation of registration, attendance recorded editable copy of webinar.	April 1, 2023	\$7,000
<b>Thirteenth Deliverable Milestone:</b> Follow-up for <b>Webinar #4</b> including developing FAQs to post with the training materials, create resources for participants, answer questions as needed from participating courts with JCC support.	May 1, 2023	\$2,000
<b>Fourteenth Deliverable Milestone:</b> Design and develop curriculum for <b>Webinar #5</b>	June 1, 2023	\$5,000
<b>Fifteenth Deliverable Milestone:</b> Deliver and record <b>Webinar #5</b> . Provide confirmation of registration, attendance recorded editable copy of webinar.	July 1, 2023	\$7,000
<b>Sixteenth Deliverable Milestone:</b> Follow-up for <b>Webinar #5</b> including developing FAQs to post with the training materials, create resources for participants, answer questions as needed from participating courts with JCC support.	August 1, 2023	\$2,000
<b>Seventeenth Deliverable Milestone:</b> Design and develop curriculum for <b>Webinar #6</b>	September 1, 2023	\$5,000

<b>Eighteenth Deliverable Milestone:</b> Deliver and record <b>Webinar #6</b> . Provide confirmation of registration, attendance recorded editable copy of webinar.	October 1, 2023	\$7,000
<b>Nineteenth Deliverable Milestone:</b> Follow-up for <b>Webinar #6</b> including developing FAQs to post with the training materials, create resources for participants, answer questions as needed from participating courts with JCC support.	November 1, 2023	\$2,000
<b>Twentieth Deliverable Milestone:</b> Design and develop curriculum for <b>Webinar #7</b>	December 1, 2023	\$5,000
<b>Twenty-first Deliverable Milestone:</b> Deliver and record <b>Webinar #7</b> . Provide confirmation of registration, attendance recorded editable copy of webinar.	January 2, 2024	\$7,000
<b>Twenty-second Deliverable Milestone:</b> Follow-up for <b>Webinar #7</b> including developing FAQs to post with the training materials, create resources for participants, answer questions as needed from participating courts with JCC support.	February 1, 2024	\$2,000
<b>Twenty-third Deliverable Milestone:</b> Design and develop curriculum for <b>Webinar #8</b>	March 1, 2024	\$5,000
<b>Twenty-fourth Deliverable Milestone:</b> Deliver and record <b>Webinar #8</b> . Provide confirmation of registration, attendance recorded editable copy of webinar.	April 1, 2024	\$7,000
<b>Twenty-fifth Deliverable Milestone:</b> Follow-up for <b>Webinar #8</b> including developing FAQs to post with the training materials, create resources for participants, answer questions as needed from participating courts with JCC support.	May 9, 2024	\$2,000

**Table 2 Deliverable Milestones: Project 2**

<b>Deliverable Milestone(s) Description</b>	<i>Estimated Completion Date</i>	<i>Estimated <u>Maximum</u> Firm Fixed Amount</i>
<b>First Deliverable Milestone:</b> Meet and Obtain input from CFCC project staff on current training needs identified and discuss options for outreach, conducting needs assessment, objectives, and outcomes of this project.	June 1, 2022	\$2,000

<b>Second Deliverable Milestone:</b> Conduct training needs assessment and provide draft of findings and recommendations for project staff review.	February 1, 2023	\$8,000
<b>Third Deliverable Milestone:</b> Final written recommendations on current/future training topics that address the diverse mental health needs of children, youth, and families in family court and probate guardianship.	May 1, 2023	\$5,000

## 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](mailto:Solicitations@jud.ca.gov). The Technical Proposal must include all components required in Section 7.1. 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 can be submitted in the same email as the Technical Proposal above, (via email to [Solicitations@jud.ca.gov](mailto:Solicitations@jud.ca.gov)) **but should be a separate attachment marked “COST PROPOSAL,”** from the technical proposal. The Cost Proposal must include all components required in Section 7.2. 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 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

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

**Subject: Juvenile Mental Health Training**

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

6.6 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 2.3 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.
- 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 work plan/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.

**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.**
- 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. **The Contractor shall provide a copy of their**



**Certificate of Status with the Secretary of State of California.** The Judicial Council may verify by checking with California's Office of the Secretary of State. 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. 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 8) 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 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 **\$110,000 to \$130,000** as stated in section 1.3 of this RFP.
- ii. Payment will be made after completion and acceptance of deliverables as follows:

**Project 1**

<b>PAYMENT NUMBER</b>	<b>BILLABLE ACTIVITY</b>	<b>INVOICE DUE DATE</b>
#1	Completion of Deliverable 1	No later than May 20, 2022
#2	Completion of Deliverable 2	No later than June 15, 2022
#3	Completion of Deliverable 3	No later than July 10, 2022
#4	Completion of Deliverable 4	No later than August 1, 2022
#5	Completion of Deliverable 5	No later than September 1, 2022
#6	Completion of Deliverable 6	No later than October 1, 2022
#7	Completion of Deliverable 7	No later than November 1, 2022
#8	Completion of Deliverable 8	No later than December 1, 2022
#9	Completion of Deliverable 9	No later than January 2, 2023
#10	Completion of Deliverable 10	No later than February 1, 2023
#11	Completion of Deliverable 11	No later than March 1, 2023
#12	Completion of Deliverable 12	No later than April 1, 2023
#13	Completion of Deliverable 13	No later than May 1, 2023
#14	Completion of Deliverable 14	No later than June 1, 2023
#15	Completion of Deliverable 15	No later than July 1, 2023
#16	Completion of Deliverable 16	No later than August 1, 2023
#17	Completion of Deliverable 17	No later than September 1, 2023

#18	Completion of Deliverable 18	No later than October 1, 2023
#19	Completion of Deliverable 19	No later than November 1, 2023
#20	Completion of Deliverable 20	No later than December 1, 2023
#21	Completion of Deliverable 21	No later than January 2, 2024
#22	Completion of Deliverable 22	No later than February 1, 2024
#23	Completion of Deliverable 23	No later than March 1, 2024
#24	Completion of Deliverable 24	No later than April 1, 2024
#25	Completion of Deliverable 25	No later than May 9, 2024

**Project 2**

<b>PAYMENT NUMBER</b>	<b>BILLABLE ACTIVITY</b>	<b>INVOICE DUE DATE</b>
#1	Completion of Deliverable 1	No later than June 1, 2022
#2	Completion of Deliverable 2	No later than February 1, 2023
#3	Completion of Deliverable 3	No later than May 1, 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 on the Courts Website at [www.courts.ca.gov](http://www.courts.ca.gov)

<b>CRITERION</b>	<b>MAXIMUM NUMBER OF POINTS</b>
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

CRITERION	MAXIMUM NUMBER OF POINTS
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 The Proposer will receive a DVBE incentive if, in the sole determination of the Council’s staff, 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 as specified in section 9 above.
- 12.3 To receive the DVBE incentive, at least three percent (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:

The Proposer must complete and submit with its proposal the Bidder Declaration (Attachment 10). The Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.

12.5 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 the Proposer is itself a DVBE, it must also complete and sign the DVBE Declaration (Attachment 9). If the 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.

12.6 Failure to complete and submit these forms as required will result in Proposer not receiving the DVBE incentive. In addition, Council staff 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 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 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 [www.courts.ca.gov/documents/jbcl-manual.pdf](http://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:

RFP Title: Juvenile Mental Health Training

RFP Number: CFCC-2022-33-DM

Judicial Council of California

Branch Accounting and Procurement

ATTN: Protest Hearing Officer, RFP #CFCC-2022-33-DM

455 Golden Gate Avenue, 6<sup>th</sup> Floor

San Francisco, CA 94103

(Indicate Solicitation Number and Name of Your Firm on lower left corner of envelope.)