

**JUDICIAL COUNCIL OF CALIFORNIA**  
**Request for Proposals**  
**Juvenile Court Stakeholders Training Series**  
**RFP No. CFCC-2024-03-DM**

**QUESTIONS AND ANSWERS**

**January 9, 2025**



Question #1: Our organization educates judicial staff in

- metrics to identify placements likely to **increase** youth violence
- metrics to identify placements likely to **decrease** youth violence
- biological initiators of aggression and violence
- biological initiators of pleasant emotions and cooperative (mainstream) behavior

Is item in RFP Section 2.1.1.1 3 j) Issues related to youth with complex care needs, the appropriate item to respond to?

**Answer: The topics of youth violence would most appropriately fit into the needs of complex care youth.**

Question #2: I have a question for subparagraphs 7.1(c) - (e):

7.1(c)-(e) in the RFP ask for the Proposer to identify key staff, experience, etc. I have a professional corporation that does independent contract work for a local law firm. I do not have staff in my corporation, but the firm that I perform 1099 work for, does, and I plan to use that firm as the subcontractor (should I be awarded the contract). This firm also has the requisite experience for this project. I will still be involved in the work, but that subcontractor firm would have competent staff as well to assist in this government contract work. Before I get too deep into the proposal, is this suitable or does it have to be solely my staff/experience?

**Answer: The use of a subcontractor is suitable. If the proposer is utilizing a subcontractor, the Proposer's subcontractor must demonstrate that the subcontractor has competent staff.**

Question #3: In Section 7.1, c and d seem to contradict each other—c indicates that only key staff need to provide a resume and other staff do not, but d states that "a resume must be provided for each individual proposed for this agreement." Can you please clarify?

**Answer: The Proposer must describe the organization of the key staff on the project including a program manager and provide a listing of the key staff as required in section 7.1.c. Further, section 7.1.d requires a resume for each person in the agreement; these may not be part of the Proposer's organization. These may be subcontractors of the Proposer. These resumes must outline qualification specifically for subject matter expertise under 2.1.1.2.**

Question #4: The last sentence of 7.1.d seems to be incomplete. Can you please clarify the expectation?

**Answer: Section 7.1.d should actually be 7.1.e meaning that the Proposer's response is to include a separate section covering the Proposer's background, the principal officer's and staff qualifications and experience.**

**The proposal is to have:**

- **description of key staff (7.1.c)**
- **resumes for each individual in the agreement to meet the subject matter expertise requirements under 2.1.1.2. (7.1.d)**
- **the Proposer's background, including principal officers, staff and experience of the bidder's organization, if applicable.**

Question #5: Section 7.2.iv asks that we "fully explain and justify all budget line items for each deliverable." However, we were otherwise only asked to provide a firm fixed cost for each deliverable. Are we expected to provide a line-item budget and budget narrative for each deliverable?

**Answer: The expectation is that the budget will address the items the Proposer is bidding on. Item 1 contains deliverables 1-8 that includes multi-hour interdisciplinary and regional trainings as well as statewide webinars. Item 2 contains deliverables 1-2, and 9-14. Item 3 contains deliverable 15. Although the deliverable amount for each item is fixed, it is anticipated that not all deliverables in each item will be the same amount and that some money will need to be allocated for different things such as travel, training locations, speaker contracts, etc., as the fixed cost is to include all expenditures.**

Question #6: Who will identify the counties that will receive the training(s) in each fiscal year?

**Answer: The Judicial Council will identify the counties with input from the Proposer.**

Question #7: For the distance learning course, is there a particular platform or design that needs to be offered on?

**Answer: The Judicial Council uses Microsoft and Adobe Products and hosts its content on the Drupal platform. The distance learning course should be compatible with these products.**

Question #8: For the Cost Proposal as described in section 7.2, to provide a Firm Fixed Cost for each deliverable, should proposers complete the table included on pages 17-18 of the RFP, or is any format acceptable for stating the Firm Fixed Cost for each deliverable?

**Answer: Any format is acceptable.**

Question#9: To respond to section 7.2.iv. of the RFP, in the Cost Proposal should proposers include a line item breakdown of the Firm Fixed Cost for each deliverable along with narratively explaining and justifying each budget line item?

**Answer: The line-item breakdown should be included for each item. If Proposer's would like to do that for each deliverable that is acceptable. A budget narrative is also acceptable, but not required.**