

REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA

**REGARDING: SUBJECT MATTER EXPERTISE: LIVED
EXPERIENCE IN JUVENILE PROCEEDINGS**

RFP NUMBER: CFCC-2024-05-TK

**PROPOSALS DUE:
APRIL 22, 2025, NO LATER THAN 1:00 PM PACIFIC TIME**

1.0 BACKGROUND INFORMATION

- 1.1 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.
- 1.2 The Center for Families, Children, and the Courts (CFCC) is an office 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. To that end, CFCC develops and provides education for multidisciplinary audiences, including judges, court staff, attorneys, social workers, probation officers and self-represented litigants.
- 1.3 Lived Experience. The Judicial Council's Center for Families, Children & the Courts is responsible for administering trainings and developing policies to juvenile court stakeholders. Juvenile court stakeholders include judges, attorneys, Court Appointed Special Advocate (CASA) volunteers, social workers, probation officers and other juvenile court stakeholders. Experts with lived experience in the child welfare and juvenile justice system are vital partners in developing court trainings and policies as they are experts in the user experience. Lived experience is defined as a former or current foster youth, juvenile justice youth, and parents that are or were involved in the child welfare or juvenile justice system.
- 1.4 Project. This request seeks a proposal from the experts in lived experience to provide their subject matter expertise in the development, and serve as faculty in the delivery, of at least five trainings for juvenile court stakeholders within the CFCC in year 1. It is anticipated that in years 2 and 3 of the contract, the Contractor will provide subject matter expertise in the development and serve as faculty in the delivery of at least four trainings each year. Contractor(s) will work with Judicial Council staff to develop training curriculum and learning objectives.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

2.1 Introduction:

The Judicial Council seeks the services of one or more entities or organizations that are composed of and/or work extensively with former or current youth and/or parents that are or were involved in the child welfare or juvenile justice systems with expertise in lived experience.

The successful proposer must have or ensure:

- **The expert(s) lived experience was in the California juvenile court system.**

- **The expert(s) lived experience in the California juvenile court system was within the last 15 years.**

The Proposer(s) will provide input in the development and serve as faculty in the delivery of at least four trainings per year on juvenile law issues for juvenile court stakeholders. The training areas include:

- Supporting children and families through trauma-informed courts
- Increasing reunification and reducing re-entries
- Juvenile court stakeholders implementing the Family First Prevention and Services Act – Part 1 and its effect on courts
- Effective communication strategies by the court and attorneys to ensure all youth understand their rights, specifically how to identify and communicate with developmentally delayed youth and communicate with commercially sexually exploited children
- Efforts to prevent removal that judges and attorneys need to consider prior to advocating or ordering a removal, including Adverse Childhood Experiences, trauma, and the importance of keeping families intact and supported by community services
- Planning early transition to successful adulthood
- Understanding current data and the impact on attorney practice
- How to incorporate best practices into court proceedings
- The court perspective on case planning, placement, and reasonable efforts
- Improving reunification and reducing re-entry, and
- Training specifically on bias, ethics, and competence in juvenile proceedings to complete the training requirements for juvenile court stakeholders.

The Proposer(s) will be expected to meet with Judicial Council staff regularly and provide feedback.

The Judicial Council intends to award an initial term of 13 months (Year 1) approximately from **June 1, 2025**, through **June 30, 2026**. Two additional option terms to complete the training requirements for juvenile court stakeholders and policy work based on additional grant requirements in the next grant term are contemplated from July 1, 2026, to June 30, 2027 (Year 2) and July 1, 2027, to

June 30, 2028 (Year 3). The funding available for this project in Year 1 is **\$72,500.00 minimum to \$82,500.00 maximum, which includes all expenses including travel, lodging, meals, preparation, and the presentation.** Funding for Year 2 will be \$52,000.00 minimum to \$62,000.00 maximum and funding for Year 3 will be \$52,000.00 minimum to \$62,000.00 maximum. Although option terms are not guaranteed, **Proposers must include budgets for the initial term (Year 1) and both option terms (Year 2 and Year 3) to be considered responsive.**

The total funding for the contract can be bid by multiple contractors. Proposer(s) can bid specifically on:

- 1) Providing the subject matter expertise of the lived experience of current or former youth in the child welfare or juvenile justice system; or
- 2) Providing the subject matter expertise of the lived experience of parents in the child welfare or juvenile justice systems; or
- 3) Bid on both providing the subject matter expertise of current or former youth and parents involved in the child welfare or juvenile justice systems.

The successful Proposer(s) will include a plan of support for the subject matter experts in lived experience. Support tasks will include recruiting, training, coaching, and mentoring to ensure that the subject matter experts are prepared to help develop and deliver the training content and provide their expertise in policy decisions.

2.2 General Scope of Services Requirements

- 2.2.1 Contractor will meet regularly with the Judicial Council and keep them updated on progress of the training series.
- 2.2.2 Contractor will consult on creating a training curriculum (“Curriculum”) on four distinct topics at the direction and instruction of Judicial Council.
- 2.2.3 Contractor will help with curriculum design and serve as co-faculty at the four training sessions, which will be based on the Curriculum. Contractor personnel who will present a training webinar (“Presenter”) will be a subject matter expert representing lived experience related to the curriculum and the Presenter will be agreed upon in advance by the parties. Contractor will not be responsible for training logistics or recruitment of other faculty.
- 2.2.4 Training dates and times may be changed by oral agreement by both parties.
- 2.2.5 Contractor will help develop resources and materials on the training topics specific to their subject matter expertise.

2.3 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 Proposals (RFP). Without changing the Deliverables, the Proposer should correct, validate, and expand on the tasks, as deemed necessary or desirable by the Proposer.

2.3.1 Task 1 – Provide subject matter expertise to the Judicial Council and/or its contractors on curriculum development and serve as faculty for the delivery of the curriculum.

Deliverable 1: Meet with Judicial Council staff to discuss trainings, set expectations of Curriculum content and training, and explain the acceptance criteria of the deliverables. Contractor will provide a summary and feedback of the initial meeting to the Judicial Council. **Estimated Due Date:** By June 15, 2025.

Deliverable 2: Curriculum Input: Engage in discussion and provide subject matter expertise on training curriculum development with topic and learning objectives in conjunction with Judicial Council staff. Create a written outline on how to incorporate the subject matter expertise on different topics in the training and proposed materials to use for the training. **Estimated Due Date:** By September 1, 2025.

2.3.1.1 Provide Subject Matter Expertise on Topic 1

2.3.1.1.1 **Deliverable 3:** Meet with Judicial Council staff to discuss curriculum and provide input. **Estimated Due Date:** September 15, 2025.

2.3.1.1.2 **Deliverable 4:** Develop the written curriculum or portions of the written curriculum for Topic 1 depending on topic. **Estimated Due Date:** September 30, 2025.

2.3.1.1.3 **Deliverable 5:** Deliver curriculum or portions of curriculum as a subject matter expert. **Estimated Due Date:** By October 30, 2025.

2.3.1.2 Provide Subject Matter Expertise on Topic 2

2.3.1.2.1 **Deliverable 6:** Meet with Judicial Council staff to discuss curriculum and provide input. **Estimated Due Date:** November 1, 2025.

2.3.1.2.2 **Deliverable 7:** Develop the written curriculum or portions of the written curriculum for Topic 2 depending on topic. **Estimated Due Date:** November 14, 2025.

2.3.1.2.3 **Deliverable 8:** Deliver curriculum or portions of curriculum as a subject matter expert. Presentation at the Beyond the Bench Conference meets this deliverable. **Estimated Due Date:** By December 19, 2025.

2.3.1.3 Provide Subject Matter Expertise on Topic 3

2.3.1.3.1 **Deliverable 9:** Meet with Judicial Council staff to discuss curriculum and provide input. **Estimated Due Date:** January 10, 2026.

2.3.1.3.2 **Deliverable 10:** Develop the written curriculum or portions of the written curriculum for Topic 3 depending on topic. **Estimated Due Date:** January 23, 2026.

2.3.1.3.3 **Deliverable 11:** Deliver curriculum or portions of curriculum as a subject matter expert. **Estimated Due Date:** By February 28, 2026.

2.3.1.4 Provide Subject Matter Expertise on Topic 4

2.3.1.4.1 **Deliverable 12:** Meet with Judicial Council staff to discuss curriculum and provide input. **Estimated Due Date:** March 15, 2026.

2.3.1.4.2 **Deliverable 13:** Develop the written curriculum or portions of the written curriculum for Topic 4 depending on topic. **Estimated Due Date:** March 27, 2026.

2.3.1.4.3 **Deliverable 14:** Deliver curriculum or portions of curriculum as a subject matter expert. **Estimated Due Date:** By April 24, 2026.

2.3.1.5 Provide Subject Matter Expertise on Topic 5

2.3.1.5.1 **Deliverable 15:** Meet with Judicial Council staff to discuss curriculum and provide input. **Estimated Due Date:** May 1, 2026.

2.3.1.5.2 **Deliverable 16:** Develop the written curriculum or portions of the written curriculum for Topic 5 depending on topic. **Estimated Due Date:** May 22, 2026.

2.3.1.5.3 **Deliverable 17:** Deliver curriculum or portions of curriculum as a subject matter expert. **Estimated Due Date:** June 30, 2026.

2.3.1.6 Option Term 1 - Provide Subject Matter Expertise on Topic 6

2.3.1.6.1 **Deliverable 18:** Meet with Judicial Council staff to discuss curriculum and provide input. **Estimated Due Date:** July 1, 2026.

2.3.1.6.2 **Deliverable 19:** Develop the written curriculum or portions of the written curriculum for Topic 6 depending on topic. **Estimated Due Date:** July 31, 2026.

2.3.1.6.3 **Deliverable 20:** Deliver curriculum or portions of curriculum as a subject matter expert. **Estimated Due Date:** September 18, 2026.

2.3.1.7 Option Term 1 - Provide Subject Matter Expertise on Topic 7

2.3.1.7.1 **Deliverable 21:** Meet with Judicial Council staff to discuss curriculum and provide input. **Estimated Due Date:** October 1, 2026.

2.3.1.7.2 **Deliverable 22:** Develop the written curriculum or portions of the written curriculum for Topic 7 depending on topic. **Estimated Due Date:** October 23, 2026.

2.3.1.7.3 **Deliverable 23:** Deliver curriculum or portions of curriculum as a subject matter expert. **Estimated Due Date:** December 4, 2026.

2.3.1.8 Option Term 1 - Provide Subject Matter Expertise on Topic 8

2.3.1.8.1 **Deliverable 24:** Meet with Judicial Council staff to discuss curriculum and provide input. **Estimated Due Date:** December 30, 2026.

2.3.1.8.2 **Deliverable 25:** Develop the written curriculum or portions of the written curriculum for Topic 8 depending on topic. **Estimated Due Date:** January 22, 2027.

2.3.1.8.3 **Deliverable 26:** Deliver curriculum or portions of curriculum as a subject matter expert. **Estimated Due Date:** March 5, 2027.

2.3.1.9 Option Term 1 - Provide Subject Matter Expertise on Topic 9

2.3.1.9.1 **Deliverable 27:** Meet with Judicial Council staff to discuss curriculum and provide input. **Estimated Due Date:** April 1, 2027.

2.3.1.9.2 **Deliverable 28:** Develop the written curriculum or portions of the written curriculum for Topic 9 depending on topic. **Estimated Due Date:** May 14, 2027.

2.3.1.9.3 **Deliverable 29:** Deliver curriculum or portions of curriculum as a subject matter expert. **Estimated Due Date:** By June 30, 2027.

2.3.1.10 Option Term 2- Provide Subject Matter Expertise on Topic 10

2.3.1.10.1 **Deliverable 30:** Meet with Judicial Council staff to discuss curriculum and provide input. **Estimated Due Date:** July 1, 2027.

2.3.1.10.2 **Deliverable 31:** Develop the written curriculum or portions of the written curriculum for Topic 10 depending on topic. **Estimated Due Date:** July 23, 2027.

2.3.1.10.3 **Deliverable 32:** Deliver curriculum or portions of curriculum as a subject matter expert. **Estimated Due Date:** By September 3, 2027.

2.3.1.11 Option Term 2- Provide Subject Matter Expertise on Topic 11

2.3.1.11.1 **Deliverable 33:** Meet with Judicial Council staff to discuss curriculum and provide input. **Estimated Due Date:** September 30, 2027

2.3.1.11.2 **Deliverable 34:** Develop the written curriculum or portions of the written curriculum for Topic 11 depending on topic. **Estimated Due Date:** October 29, 2027.

2.3.1.11.3 **Deliverable 35:** Deliver curriculum or portions of curriculum as a subject matter expert. **Estimated Due Date:** December 17, 2027.

2.3.1.12 **Option Term 2- Provide Subject Matter Expertise on Topic 12**

2.3.1.12.1 **Deliverable 36:** Meet with Judicial Council staff to discuss curriculum and provide input. **Estimated Due Date:** January 1, 2028.

2.3.1.12.2 **Deliverable 37:** Develop the written curriculum or portions of the written curriculum for Topic 12 depending on topic. **Estimated Due Date:** January 28, 2028.

2.3.1.12.3 **Deliverable 38:** Deliver curriculum or portions of curriculum as a subject matter expert. **Estimated Due Date:** March 10, 2028.

2.3.1.13 **Option Term 2- Provide Subject Matter Expertise on Topic 13**

2.3.1.13.1 **Deliverable 39:** Meet with Judicial Council staff to discuss curriculum and provide input. **Estimated Due Date:** April 1, 2028

2.3.1.13.2 **Deliverable 40:** Develop the written curriculum or portions of the written curriculum for Topic 13 depending on topic. **Estimated Due Date:** April 28, 2028.

2.3.1.13.3 **Deliverable 41:** Deliver curriculum or portions of curriculum as a subject matter expert. **Estimated Due Date:** June 30, 2028.

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 26, 2025
Deadline for written questions to solicitations@jud.ca.gov	April 8, 2025, No later than 1 P.M. (PST)
Questions and answers posted (<i>estimate only</i>)	April 11, 2025

EVENT	DATE
Bidders / Solicitations Judicial Branch of California	
Latest date and time proposal may be submitted	April 22, 2025, No later than 1 P.M. (PST)
Evaluation of proposals <i>(estimate only)</i>	April 23, 2025 – April 30, 2025
Notice of Intent to Award <i>(estimate only)</i>	May 1, 2025
Negotiations and execution of contract <i>(estimate only)</i>	May 8, 2025 – May 15, 2025
Contract start date <i>(estimate only)</i>	June 1, 2025
Contract end date <i>(estimate only)</i>	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	On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions. 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.
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.
Payee Data Record Form	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: https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf
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. The Payee Data Record Supplement (STD 205) may be found at the following link: https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std205.pdf
Attachment 6: Unruh and FEHA Certification	The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification.
Attachment 7: 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 8: 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 9: Reference Form	The Proposer must complete and return this form with their proposal.

5.0 PAYMENT INFORMATION

The proposed amounts shall be inclusive of travel and all other expenses.

The selected Proposer shall submit invoices upon satisfactory completion of services for each deliverable outlined in Section 2 of this RFP. Invoices shall include, in detail, all costs and applicable charges.

The payment terms shall be Net 60 days from the acceptance of the deliverable and receipt of correct invoice.

Payment will be made after completion and acceptance of deliverables as described in section 2.0.

Below is an estimate of the payment schedule based on the deliverables as follows:

Payment Number	Billable Activity	Estimated Maximum Firm Fixed Price	Invoice Due Date
#1	Completion of Deliverable #1	\$2,000	July 15, 2025
#2	Completion of Deliverable #2	\$3,000	October 1, 2025
#3	Completion of Deliverable #3	\$500	October 15, 2025
#4	Completion of Deliverable #4	\$5,000	October 30, 2025
#5	Completion of Deliverable #5	\$10,000	November 30, 2025
#6	Completion of Deliverable #6	\$500	December 1, 2025
#7	Completion of Deliverable #7	\$5,000	December 14, 2025
#8	Completion of Deliverable #8	\$10,000	January 19, 2026
#9	Completion of Deliverable #9	\$500	February 10, 2026

#10	Completion of Deliverable #10	\$5,000	February 23, 2026
#11	Completion of Deliverable #11	\$10,000	March 28, 2026
#12	Completion of Deliverable #12	\$500	April 15, 2026
#13	Completion of Deliverable #13	\$5,000	April 27, 2026
#14	Completion of Deliverable #14	\$10,000	May 24, 2026
#15	Completion of Deliverable #15	\$500	June 1, 2026
#16	Completion of Deliverable #16	\$5,000	June 27, 2026
#17	Completion of Deliverable #17	\$10,000	July 30, 2026
#18	Completion of Deliverable #18	\$500	August 1, 2026
#19	Completion of Deliverable #19	\$5,000	August 31, 2026
#20	Completion of Deliverable #20	\$10,000	October 18, 2026
#21	Completion of Deliverable #21	\$500	November 1, 2026
#22	Completion of Deliverable #22	\$5,000	November 23, 2026
#23	Completion of Deliverable #23	\$10,000	January 4, 2027
#24	Completion of Deliverable #24	\$500	January 1, 2027
#25	Completion of Deliverable #25	\$5,000	February 22, 2027

#26	Completion of Deliverable #26	\$10,000	April 5, 2027
#27	Completion of Deliverable #27	\$500	May 1, 2027
#28	Completion of Deliverable #28	\$5,000	June 14, 2027
#29	Completion of Deliverable #29	\$10,000	July 30, 2027
#30	Completion of Deliverable #30	\$500	August 1, 2027
#31	Completion of Deliverable #31	\$5,000	August 23, 2027
#32	Completion of Deliverable #32	\$10,000	October 3, 2027
#33	Completion of Deliverable #33	\$500	October 30, 2027
#34	Completion of Deliverable #34	\$5,000	November 29, 2027
#35	Completion of Deliverable #35	\$10,000	January 17, 2028
#36	Completion of Deliverable #36	\$500	February 1, 2028
#37	Completion of Deliverable #37	\$5,000	February 28, 2028
#38	Completion of Deliverable #38	\$10,000	April 10, 2028
#39	Completion of Deliverable #38	\$500	May 1, 2028
#40	Completion of Deliverable #40	\$5,000	May 28, 2028

#41	Completion of Deliverable #41	\$10,000	July 30, 2028
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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 as the technical proposal above, (via email to Solicitations@jud.ca.gov) but should be a **separate attachment** from the technical proposal and marked “**COST PROPOSAL.**”
- 6.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:
- Solicitations@jud.ca.gov
**Subject: CFCC-2024-05-TK SUBJECT MATTER EXPERTISE:
LIVED EXPERIENCE IN JUVENILE PROCEEDINGS**
- 6.4 Late proposals will not be accepted.
- 6.5 For the purposes of this RFP, proposals shall be transmitted only by email.
- 6.6 The rules governing this solicitation are found in **Attachment 1**, Administrative Rules Governing RFPs (Non-IT Services).

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 is also required.
 - 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 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 Judicial Council to verify the experience cited.
 - e. Provide Work Plan based on description of Tasks and Deliverables as defined in Section 2.3.
 - f. A minimum of two (2) clients may be contacted for whom the Proposer has conducted similar services. The Proposer must complete the Reference Form (**Attachment 9**). 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. 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.
- h. Acceptance of the Terms and Conditions (**Attachment 3**).
- i. On **Attachment 3**, the Proposer must check the appropriate box and sign the Acceptance of Terms and Conditions 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 submit the completed Payee Data Record Form (STD 204) 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), 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 Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (**Attachment 6**) and submit the completed form with its proposal.
- vi. The Proposer must complete the DVBE Declaration form (**Attachment 7**) and submit the completed form with its proposal if they wish to claim the DVBE incentive.
- vii. The Proposer must complete the Bidder Declaration form (**Attachment 8**) and submit the completed form with its proposal if they wish to claim the DVBE incentive.
- viii. If the Proposer is a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), proof that the Proposer is in good standing in California. If the Proposer is a foreign corporation, LLC, LP, or LLP, and the Proposer conducts or will conduct (if awarded the contract) intrastate business in California, proof that the Proposer is qualified to do business and in good standing in California. If the Proposer is a foreign corporation, LLC, LP, or LLP, and the Proposer does not (and will not if awarded the contract) conduct intrastate business in California, proof that the Proposer is in good standing in its home jurisdiction.
- ix. 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 must provide a firm fixed price for each deliverable described. The costs shall not exceed the estimated maximum firm fixed price of each deliverable as referenced in Section 5.0 Payment Information. The total cost for the entire project shall not be less than the minimum funding threshold, and shall not exceed the maximum funding threshold, as stated in section 2.1 Introduction of this RFP.

Initial Term (Year 1): June 1, 2025 – June 30, 2026

Deliverables	Proposed Firm Fixed Price	Estimated Due Date
Deliverable 1: Meet with Judicial Council staff to discuss trainings, set expectations of Curriculum content and training, and explain the acceptance criteria of the deliverables. Contractor will provide a summary and		June 15, 2025

feedback of the initial meeting to the Judicial Council.		
Deliverable 2: Curriculum Input: Engage in discussion and provide subject matter expertise on training curriculum development with topic and learning objectives in conjunction with Judicial Council staff. Create a written outline on how to incorporate the subject matter expertise on different topics in the training and proposed materials to use for the training.		September 1, 2025
Deliverable 3: Meet with Judicial Council staff to discuss curriculum and provide input.		September 15, 2025
Deliverable 4: Develop the written curriculum or portions of the written curriculum for Topic 1 depending on topic.		September 30, 2025
Deliverable 5: Deliver curriculum or portions of curriculum as a subject matter expert.		October 30, 2025
Deliverable 6: Meet with Judicial Council staff to discuss curriculum and provide input.		November 1, 2025
Deliverable 7: Develop the written curriculum or portions of the written curriculum for Topic 2 depending on topic.		November 14, 2025
Deliverable 8: Deliver curriculum or portions of curriculum as a subject matter expert. Presentation at the Beyond the Bench Conference meets this deliverable.		December 19, 2025
Deliverable 9: Meet with Judicial Council staff to discuss curriculum and provide input.		January 10, 2026
Deliverable 10: Develop the written curriculum or portions of the written curriculum for Topic 3 depending on topic.		January 23, 2026
Deliverable 11: Deliver curriculum or portions of curriculum as a subject matter expert.		February 28, 2026
Deliverable 12: Meet with Judicial Council staff to discuss curriculum and provide input.		March 15, 2026.
Deliverable 13: Develop the written curriculum or portions of the written curriculum for Topic 4 depending on topic.		March 27, 2026
Deliverable 14: Deliver curriculum or portions of curriculum as a subject matter expert.		April 24, 2026

Deliverable 15: Meet with Judicial Council staff to discuss curriculum and provide input.		May 1, 2026
Deliverable 16: Develop the written curriculum or portions of the written curriculum for Topic 5 depending on topic.		May 22, 2026
Deliverable 17: Deliver curriculum or portions of curriculum as a subject matter expert.		June 30, 2026
Total Cost for Initial Term (Year 1):		

Option Term 1 (Year 2): July 1, 2026 – June 30, 2027

Deliverables	Proposed Firm Fixed Price	Estimated Due Date
Deliverable 18: Meet with Judicial Council staff to discuss curriculum and provide input.		July 1, 2026
Deliverable 19: Develop the written curriculum or portions of the written curriculum for Topic 6 depending on topic.		July 31, 2026
Deliverable 20: Deliver curriculum or portions of curriculum as a subject matter expert.		September 18, 2026
Deliverable 21: Meet with Judicial Council staff to discuss curriculum and provide input.		October 1, 2026
Deliverable 22: Develop the written curriculum or portions of the written curriculum for Topic 7 depending on topic.		October 23, 2026
Deliverable 23: Deliver curriculum or portions of curriculum as a subject matter expert.		December 4, 2026
Deliverable 24: Meet with Judicial Council staff to discuss curriculum and provide input.		December 30, 2026
Deliverable 25: Develop the written curriculum or portions of the written curriculum for Topic 8 depending on topic.		January 22, 2027
Deliverable 26: Deliver curriculum or portions of curriculum as a subject matter expert.		March 5, 2027
Deliverable 27: Meet with Judicial Council staff to discuss curriculum and provide input.		April 1, 2027
Deliverable 28: Develop the written curriculum or portions of the written curriculum for Topic 9 depending on topic.		May 14, 2027

Deliverable 29: Deliver curriculum or portions of curriculum as a subject matter expert.		June 30, 2027
Total Cost for Option Term 1 (Year 2):		

Option Term 2 (Year 3): July 1, 2027 – June 30, 2028

Deliverables	Proposed Firm Fixed Price	Estimated Due Date
Deliverable 30: Meet with Judicial Council staff to discuss curriculum and provide input.		July 1, 2027
Deliverable 31: Develop the written curriculum or portions of the written curriculum for Topic 10 depending on topic.		July 23, 2027
Deliverable 32: Deliver curriculum or portions of curriculum as a subject matter expert.		September 3, 2027
Deliverable 33: Meet with Judicial Council staff to discuss curriculum and provide input.		September 30, 2027
Deliverable 34: Develop the written curriculum or portions of the written curriculum for Topic 11 depending on topic.		October 29, 2027
Deliverable 35: Deliver curriculum or portions of curriculum as a subject matter expert.		December 17, 2027
Deliverable 36: Meet with Judicial Council staff to discuss curriculum and provide input.		January 1, 2028
Deliverable 37: Develop the written curriculum or portions of the written curriculum for Topic 12 depending on topic.		January 28, 2028
Deliverable 38: Deliver curriculum or portions of curriculum as a subject matter expert.		March 10, 2028
Deliverable 39: Meet with Judicial Council staff to discuss curriculum and provide input.		April 1, 2028
Deliverable 40: Develop the written curriculum or portions of the written curriculum for Topic 13 depending on topic.		April 28, 2028
Deliverable 41: Deliver curriculum or portions of curriculum as a subject matter expert.		June 30, 2028
Total Cost for Option Term 2 (Year 3):		

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
Disabled Veterans Business Enterprise (“DVBE”) 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 Judicial Council’s right to disclose information in the proposal, or (b) requiring the Judicial Council 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

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 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.

12.3 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”).

12.4 If Proposer wishes to seek the DVBE incentive:

Proposer must submit with its proposal a DVBE Declaration (**Attachment 7**) 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.

- 12.5 Proposer must complete and submit with its proposal the Bidder Declaration (**Attachment 8**). Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.
- 12.6 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.
- 12.7 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.
- 12.8 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 MISREPRETATION 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). 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 to receive a solicitation specifications protest is the proposal due date. (Indicate Solicitation Number and Name of Your Firm on lower left corner of envelope.) Protests must be sent via email to:

Solicitations@jud.ca.gov

Judicial Council of California

Business Services

ATTN: Protest Hearing Officer

RFP Title: SUBJECT MATTER EXPERTISE: LIVED EXPERIENCE IN JUVENILE PROCEEDINGS

RFP Number: CFCC-2024-05-TK