

REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA

REGARDING:

California Youth Court Directory and Presentation Project

RFP NUMBER: CFCC-2025-07-TK

PROPOSALS DUE:

APRIL 1, 2026, NO LATER THAN 1:00 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 Project. This request seeks a proposal from a qualified Contractor to develop an updated, comprehensive directory of all California youth courts. This directory must detail each court’s county location, operational model, average participant volume, lead agency, and relationship with the local superior court. The directory should also identify whether the program integrates or provides training on behavioral health issues. Upon completion of the directory, the Contractor will provide a summary report of the data analyzing the current state of youth courts and give a presentation on the report which must be conducted in a way suitable for recording and future distribution.

The preferential Contractor will be familiar with youth courts, including their structure and history; gathering and analyzing data; and have experience presenting about youth courts.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

The Judicial Council seeks the services of a person or entity with expertise in youth courts, also sometimes referred to as peer courts, to create a directory of youth courts in California.

The Contractor will be expected to contact youth courts and lead agencies (e.g., probation, law enforcement) across the state, solicit information about the youth court program, compile that information into a directory, write a summary report, and present the findings in a way that can be recorded.

The maximum funding available for this project is **\$30,000.00, which is inclusive of all expenses for the project.** The Judicial Council intends to award one (1) Agreement with a **term of 10 months, approximately from April 20, 2026, through February 26, 2027.**

2.1 Tasks and Deliverables

The Judicial Council anticipates the following tasks and specific deliverables. 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 Tasks

- 2.2.1.1 Meet with and obtain input from Judicial Council staff regarding outcomes for this project.
- 2.2.1.2 Contact California's youth/peer courts to obtain the required information for the directory, ensuring that all youth courts are included.
- 2.2.1.3 Create a database directory containing all the required information.
- 2.2.1.4 Draft a report providing an overview of California Youth Courts.
- 2.2.1.5 Prepare and give a presentation of the data and summary report findings that can be recorded.

2.2.2 Deliverables

- 2.2.2.1 Deliverable 1: Meet with Judicial Council staff to obtain input on the project.
Estimated Due Date: April 23, 2026
- 2.2.2.2 Deliverable 2: Design and develop a written plan to collect directory information with feedback from Judicial Council staff.
Estimated Due Date: May 28, 2026
- 2.2.2.3 Deliverable 3: Implement plan to collect and compile information, providing the updated database directory of California's youth/peer courts to the Judicial Council.
Estimated Due Date: February 15, 2027
- 2.2.2.4 Deliverable 4: Provide a summary report of the data which analyzes the current state of youth courts in California and give a presentation on the report which must be conducted in a way suitable for recording and future distribution. Estimated Due Date: February 26, 2027

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 11, 2026
Deadline for written questions to solicitations@jud.ca.gov	March 20, 2026, by 1 PM PST
Questions and answers posted (estimate only) Bidders / Solicitations Judicial Branch of California	March 25, 2026
Latest date and time proposal may be submitted solicitations@jud.ca.gov	April 1, 2026, 1:00 P.M. Pacific Time
Evaluation of proposals (<i>estimate only</i>)	April 2, 2026 - April 6, 2026
Notice of Intent to Award (<i>estimate only</i>)	April 7, 2026
Negotiations and execution of contract (<i>estimate only</i>)	April 13, 2026 - April 17, 2026
Contract start date (<i>estimate only</i>)	April 20, 2026
Contract end date (<i>estimate only</i>)	February 26, 2027

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: Judicial Council Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign a Standard Form agreement containing these terms and conditions (the “Terms and Conditions”).
Attachment 3: Proposer’s Acceptance of Terms and Conditions	<p>On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions.</p> <p>Note: A material exception (addition, deletion, or other modification) to a Minimum Term will render a proposal non-responsive. The Judicial Council, in its sole discretion, will determine what constitutes a material exception.</p>
Attachment 4: General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
Attachment 5: Darfur Contracting Act Certification	The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 6: 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 7: 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 8: Reference Form	The Proposer must complete and return this form with their proposal.
Payee Data Record Form (STD 204)	This form contains information the Judicial Council requires in order to process payments and must be submitted with the proposal. STD 204 - Payee Data Record
Payee Data Record Form 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. STD 205 - Payee Data Record Supplement

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 listed below. Completion Dates listed in the below table

are estimated. The actual completion dates and firm fixed amounts will be based on the awarded proposal.

- Contractor shall submit invoices upon satisfactory completion of services.
- No other expenses, including travel expenses, will be reimbursed by the Judicial Council.
- The payment term is Net 60 from date of acceptance of services.

Table 1 Deliverables:

Deliverable(s) Description	Estimated Completion Date
Deliverable 1: Meet with Judicial Council staff to obtain input on the project.	April 23, 2026
Deliverable 2: Design and develop a written plan to collect the directory information with feedback from Judicial Council staff.	May 28, 2026
Deliverable 3: Implement plan to collect and compile information, providing the updated database directory of California’s youth/peer courts to the Judicial Council	February 15, 2027
Deliverable 4: Provide a summary report of the data which analyzes the current state of youth courts in California and give a presentation on the report which must be conducted in a way suitable for recording and future distribution.	February 26, 2027

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.
- 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.
 - 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 can be submitted in the same email as

the Technical Proposal to solicitations@jud.ca.gov, but should be a **separate attachment** from the technical proposal and clearly labeled “**COST PROPOSAL.**” The Proposer must write the RFP title and number in the subject line of the email.

- 6.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP. For the purposes of this RFP, proposals shall be transmitted only by email.
- 6.4 Late proposals will not be accepted.

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 the 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. Description of the Proposer’s background, qualifications, and experience, along with a resume that includes Proposer’s education, any applicable credentials or certifications, current work history, and a summary of experience and knowledge relevant to the proposed agreement tasks. Additional qualifications and experience on similar projects may be included.
- d. Description of the key staff, including a dedicated program manager, who would service the contract. Provide a list of the staff, including name, title, and length of service within the organization, along with a resume for each staff member that includes the person’s education, any applicable credentials or certifications, current work history, and a summary of experience and knowledge related to the proposed agreement tasks. Other staff should be identified by name and title. Additional qualifications and experience on similar projects may be included.
- e. A minimum of two (2) clients may be contacted for whom Proposer has conducted similar services. References are to include names, addresses, telephone numbers, and an email address. Judicial Council staff may contact referenced clients when reviewing an offer to verify the information provided. A reference must be external to the Proposer’s organization.
- 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 and timeline of steps to be taken.
 - iii. Example of how the information will be interactively distributed.
- 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. 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.
- 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 and submit the completed copy with the proposal.
 - iv. 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.
 - v. 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 total cost for the entire project should be within the range of \$25,000.00 to \$30,000.00.

Deliverable(s) Description	Proposed Firm Fixed Price	Estimated Completion Date
Deliverable 1: Meet with Judicial Council staff to obtain input on the project.		April 23, 2026
Deliverable 2: Design and develop a written plan to collect the directory information with feedback from Judicial Council staff.		May 28, 2026
Deliverable 3: Implement plan to collect and compile information, providing the updated database directory of California’s youth/peer courts to the Judicial Council		February 15, 2027
Deliverable 4: Provide a summary report of the data which analyzes the current state of youth courts in California and give a presentation on the report which must be conducted in a way suitable for recording and future distribution.		February 26, 2027

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 JBE 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	19
Experience with similar assignments	25
Cost	30
Qualifications of staff to be assigned to project based on resumes submitted, experience, background, expertise, and credentials	8
Acceptance of the Terms and Conditions	10
Ability to meet timing requirements to complete the project	5
(“DVBE”) Incentive Disabled Veterans Business Enterprise incentive is available to qualified proposers.	3

10.0 INTERVIEWS

The Judicial Council may conduct interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The interviews may be conducted by phone. If there’s a need to clarify any portion of Proposer’s proposal, the Judicial Council will notify Proposer regarding interview arrangements.

11.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

PROPOSALS ARE SUBJECT TO DISCLOSURE TO THIRD PARTIES AND MEMBERS OF THE PUBLIC PURSUANT TO APPLICABLE LAWS, INCLUDING PUBLIC DISCLOSURE PURSUANT TO 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 may 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 12.0.

Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

12.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

Qualification for the DVBE incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a proposal non-responsive.

Eligibility for and application of the DVBE incentive is governed by the 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 7**). 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 6**) 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 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 nonresponsive, 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. Protests must be sent to solicitations.jud.ca.gov or

ATTN: Protest Hearing Officer
Judicial Council of California
Branch Accounting and Procurement
455 Golden Gate Avenue
San Francisco, CA 94103
Solicitations@jud.ca.gov
RFP # CFCC-2025-07-TK
RFP Title: California Youth Court Directory and Presentation Project

14.0 GENERATIVE ARTIFICIAL INTELLIGENCE

Definitions:

“Artificial intelligence” or “AI” means technology that enables computers and machines to reason, learn, and act in a way that would typically require human intelligence.

“Generative Artificial Intelligence” or “GenAI” means an artificial intelligence system that can generate derived synthetic content, including text, images, video, audio, code, and data visualizations, that emulates the structure and characteristics of the system’s training data.

15.1 In its proposal, Proposer must notify the Judicial Council if Proposer’s goods or services contain or utilize GenAI (or will contain or utilize GenAI), or if GenAI is or will be included in any services, goods, or deliverables that materially impact:

(a) functionality of a Judicial Council system (i.e., the work using GenAI could have a significant, substantial effect on the system’s data integrity, availability, confidentiality, or security, and failure to perform such work in accordance with the contract could cause major disruptions to Judicial Council operations);

(b) risk to the Judicial Council (i.e., the work using GenAI could have a significant, substantial effect on the Judicial Council’s operations, finances, security, or reputation, and failure to perform such work in accordance with the contract would constitute a high likelihood of damage to the Judicial Council); or

(c) contract performance (i.e., when failure to conduct work which uses GenAI in accordance with the contract would constitute a material breach of contract).

15.2 Proposer’s failure to disclose GenAI to the Judicial Council may result in disqualification (at the Judicial Council’s sole discretion), and the Judicial Council reserves the right to seek any and all relief it may be entitled to as a result of such non-disclosure.

15.3 The Judicial Council reserves the right to incorporate GenAI-related provisions into the final contract and to reject bids/offers that present an unacceptable level of risk to the Judicial Council, as determined by the Judicial Council in its sole discretion.