

REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA

**REGARDING: SB331 FAMILY COURT SERVICES
DOMESTIC VIOLENCE TOOLKIT, CURRICULUM
DEVELOPMENT & TRAINING**

RFP NUMBER: CFCC-2026-12-DM

PROPOSALS DUE:

March 24, 2026, NO LATER THAN 1:00 P.M. PACIFIC TIME

1.0 BACKGROUND INFORMATION

- 1.1 The Judicial Council of California (“Judicial Council”) is the policymaking body of the California court system, which includes 58 superior courts, the courts of appeal, and the Supreme Court. Under the authority of the California Constitution and the leadership of the Chief Justice, the Judicial Council ensures the fair, impartial, and consistent administration of justice. It adopts rules and procedures for court administration, develops and implements judicial branch policies, and makes annual recommendations to the Governor and the Legislature. Judicial Council staff implementing policies and supporting court operations. The Judicial Council’s 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 The Family Court Services (FCS) Program, part of CFCC, provides training, technical assistance, consultation, and support to court-based programs serving families and children in child custody and visitation disputes. It assists trial court staff who deliver family and child custody mediation, evaluation, and related services.
- 1.3 [Senate Bill \(SB\) 331](#) (Stats. 2023, Ch. 865), approved in October 2023, established the *Keeping Children Safe from Family Violence Act*. The legislation adds Family Code Section 3193, amends Government Code Section 68555, and adds Section 68555.5, all relating to child custody. These amendments took effect on November 17, 2023.
- 1.4 The Keeping Children Safe from Family Violence Act was enacted to strengthen child safety in family court custody proceedings. SB 331 requires the Judicial Council to establish ongoing judicial training programs for individuals involved in domestic violence matters, including, but not limited to, judges, commissioners, mediators, child custody recommending counselors, evaluators, and others as deemed appropriate by the Judicial Council. The training program must accommodate varying experience and education levels, from moderate to proficient. It should improve the courts’ ability to recognize and respond to child physical abuse, child sexual abuse, domestic violence, and family trauma. It must emphasize custody decisions that prioritize child safety and well-being are culturally responsive and identify domestic violence related safety risks when developing custody and visitation orders while also balancing parents’ legal rights.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

- 2.1 The Judicial Council seeks services of an expert or entity with specialized knowledge of domestic violence and child abuse impacts on family systems, child custody and visitation, and the cultural dynamics affecting families in the court system. Building on the curriculum developed in 2025, the Judicial Council aims

to develop a comprehensive toolkit and curriculum for a series of in-person training sessions for FCS professionals including court connected mediators, child custody recommending counselors, evaluators, and their leadership.

The contractor will develop and deliver curriculum that supports the following:

1. Finalize a statewide FCS intake process that includes a Domestic Violence (DV) assessment tool.
2. Create a comprehensive toolkit to guide FCS staff in:
 - a. Using the DV assessment tool effectively.
 - b. Applying information gathered through screening to inform mediation practices and promote safe and effective mediation sessions.
 - c. Incorporating sample language and follow-up questions to support promising practices.
3. Training delivery.
 - a. Conduct **six (6) in-person regional trainings** across California. Each up to three (3) hours in duration, **with one separately recorded session** for all 6 regional trainings.
 - b. Develop and deliver **three (3) SB 331 Domestic Violence On-demand Training modules (approximately two hours each)** ensuring content is:
 - i. Legally accurate and current.
 - ii. Incorporates changes in the law, rules of court, and court forms.
4. Qualified Presenters.
 - a. Sessions must be presented by subject matter experts.
 - b. Contractor may subcontract with Judicial Council approved experts as needed.
 - c. At a minimum, the Presenter must have knowledge of the assigned training topic and experience conducting live training and video-recorded instruction, with each Presenter approved in advance by the Judicial Council.
5. Curriculum and materials.
 - a. Provide:
 - i. Written curriculum outline.
 - ii. Agenda with course descriptions and learning objectives.
 - iii. Presentation materials.
 - iv. Additional resources for each training module or session.
 - b. Contractor will meet regularly with Judicial Council staff to review and approve content.

6. Technology requirement. Include a description of any technological needs for in-person and virtual delivery.
7. Assessment. Include post-tests applicable to each module's course content for on-demand training education requirements.

The Judicial Council intends to award **one Agreement** with a term of **12 months** approximately from **May 1, 2026**, through **April 30, 2027**. **The available funding for the resulting agreement will not exceed \$150,000.00, which includes all expenses.** Funding is based on the [California Governor's Office of Emergency Services Subrecipient Handbook FY 2025-2026, Part 6, Section 6.015](#) (Page 51 of linked document) published by this program funder, was used to establish the speaker rate. The RFP sets a maximum rate for speakers at **\$650.00** per day.

2.2 General Scope of Services Requirements

Contractor will meet regularly with the Judicial Council and keep them updated on progress of the projects.

2.2.1 Project 1: Domestic Violence Training Toolkit Initiative

The Contractor shall:

1. Plan, consult on, and develop a culturally responsive and trauma-informed DV Training Toolkit for use by court-connected Family Court Services programs statewide.
2. At a minimum, the Toolkit must include:
 - a. Standardized intake forms and processes, including a mediation-specific DV assessment tool.
 - b. Intake guidelines, policies, and procedures that apply information gathered during screening within mediation sessions.
 - c. Sample language and follow-up questions to support best practices in DV-informed mediation.
 - d. Resources designed to promote the safety of all participants engaged in mediation services.
3. Recommend and develop any additional toolkit components, job aids, and implementation supports necessary to ensure consistent, safe, and effective DV screening and mediation practices statewide.

2.2.2 Project 2: Curriculum Development and Training

The contractor shall:

1. Develop a training curriculum (“Curriculum”) aligned with the Toolkit from Project 1.
2. Deliver **six (6) in-person** regional trainings across California, each up to three (3) hours in duration.
3. Provide a separately recorded version (3-hour) of the material presented during the live, in-person trainings, to be made available for on-demand education.
4. Ensure the Curriculum reflects culturally responsive and trauma-informed best practices.

2.2.3 **Project 3: SB 331 Domestic Violence On-demand Training Series**

The Contractor shall:

1. Develop and deliver **three (3) separate** on-demand DV training modules, (**approximately two hours each**) designed to provide advanced, in-depth curriculum on DV concepts, dynamics, and application to mediation practices.
2. Combine these with the recorded Curriculum developed under **Section 2.2.2** above to provide **nine (9) hours** of unique on-demand content.
3. Ensure all content is culturally responsive and trauma informed. The training topics may be inclusive of the following:
 - a. Child sexual abuse.
 - b. Physical abuse.
 - c. Emotional abuse.
 - d. Coercive control.
 - e. Implicit and explicit bias related to parties involved in domestic violence cases.
 - f. Trauma.
 - g. Long-and-short-term impacts of domestic violence and child abuse on children.
 - h. The detriment to children of residing with a person who perpetrates domestic violence.
 - i. That domestic violence can occur without a party seeking or obtaining a restraining order, without a substantiated child protective services finding, and without other documented evidence of abuse.
 - j. Victim and perpetrator behavioral patterns and relationship dynamics within the cycle of violence.

2.2.4 The successful bidder must be a subject matter expert in the topics identified in this RFP or be able to secure qualified subject matter experts to support the work. In addition, the successful bidder must demonstrate expertise in developing and delivering educational programs for mediators, child custody recommending counselors, evaluators, attorneys, and other family court stakeholders.

- 2.2.5 The Contractor shall conduct legal, practical, and clinical research on the agreed-upon topics listed in **Section 2.2.3** above using peer-reviewed scientific journals, case law, statutes, California Rules of Court, relevant legal history in California and other states, ethical standards, practice guidelines, and other reputable sources reflecting best or promising practices. The Contractor will ensure that all Curriculum content conforms to the continuing education requirements of the California Board of Behavioral Sciences, the American Psychological Association, and the State Bar of California.
- 2.2.6 The Contractor may use pre-existing proprietary materials or licensed third-party materials created independently of the resulting agreement (“Contractor IP”) as part of the Curriculum. The Judicial Council may request modifications to Contractor IP (and, for licensed third-party materials, only to the extent permitted under the applicable license), including but not limited to updates to case law. The Judicial Council may also request that the Contractor create new material based on the legal research conducted by the Contractor.
- 2.2.7 The Curriculum must include: (i) Curriculum Outline; (ii) Training Plan; (iii) Course Descriptions and Measurable Learning Objectives; (iv) Substantive Written Legal and Practical Material; (v) Interactive Presentation Material; and (vi) post-tests for each course consisting of a minimum of **ten (10)** multiple-choice and true/false questions aligned with the training content. All materials will be subject to review for content and accuracy by the Judicial Council’s Project Manager.
- 2.2.8 Training dates and times may be modified by written agreement of both parties.
- 2.2.9 Each of the six (6) in-person trainings will be up to three (3) hours in length, and each of the three (3) on-demand recorded trainings will be at least two (2) hours, delivered in a format compatible with the Judicial Council’s online learning management system, Moodle. Each training will follow the final draft of the Legal and Practical Training Plan and will include presentation of the final Interactive Training Materials, Substantive Written Legal and Practical Materials, and the corresponding post-test consisting of a minimum of **ten (10)** multiple-choice and true/false questions aligned with the training content.
- 2.2.10 Prior to each training event, the Contractor will develop a Legal and Practical Training Plan, Substantive Written Legal Materials, and Interactive Training Materials tailored to the assigned training topic. Draft versions of all materials must be submitted to the Judicial Council Project Manager for review and approval no later than two (2) weeks prior to the

scheduled training date. Final versions must be submitted no later than two (2) days prior to the scheduled training.

Following each training event, the Contractor will make available to participants the final Substantive Written Legal and Practical Materials and a post-test consisting of a **minimum of ten (10) multiple-choice** and true/false questions aligned with the training content.

- 2.3 Legal and Practical Training Plan: A written, detailed lesson plan for each chosen topic listed in **Section 2.2.3** above that includes the training agenda, measurable learning objectives, and the training activities that comprise the content of the Curriculum. Each Legal and Practical Training Plan must include all materials used for the training.
- 2.4 Substantive Written Legal and Practical Materials: One or more documents to be distributed to training participants that include substantive legal and practical content, including but not limited to legal references such as statutory text, case law opinions, peer-reviewed scientific journals, ethical standards, practice guidelines, and references to secondary sources.
- 2.5 Interactive Training Materials: Interactive training aids and post-tests used during and after the training that incorporate relevant Curriculum content. These materials may include slide-based presentations and other interactive elements, and may draw from the Legal and Practical Training Plan, the Substantive Written Legal and Practical Materials, or other relevant sources.

2.6 Tasks and Deliverables

- 2.6.1 **Deliverable 1: Initial Planning Meeting**. Meet with Judicial Council staff to plan the Domestic Violence (DV) Training Toolkit Initiative to be delivered through a series of **six (6) in-person regional trainings**. During this meeting, the parties will establish expectations regarding Curriculum content and training requirements and review the Service and Deliverable acceptance criteria. The training approach must reflect cultural sensitivity, the diverse communities served by the courts, and the experience level and job duties of the target audience described in **Section 1.4**.

At this meeting, the parties will discuss and confirm the content of the DV Training Toolkit Initiative topics, including intake and DV assessment, tentative training dates, and one on-demand video content topic. The Contractor, the Judicial Council Project Manager, and all key personnel responsible for Curriculum development must attend. The Contractor must be prepared to discuss mandatory continuing education requirements for attorneys and licensed family therapists, clinical social workers, and psychologists in California.

Estimated Due Date: May 15, 2026.

2.6.2 Deliverable 2 – Domestic Violence (DV) Toolkit:

1. Develop and submit a standardized Domestic Violence (DV) Toolkit including:
 - a. Standardized intake forms and processes, including a mediation DV assessment tool;
 - b. Intake guidelines, policies, and procedures that apply information gathered during screening to mediation sessions and incorporate sample language and follow-up questions to support best practices; and
 - c. Resources designed to promote the safety of participants in mediation services.
2. Develop a complete Curriculum Outline for the DV Toolkit training series of up to **three (3) hours**, in collaboration with Judicial Council staff. The written outline must include:
 - a. High-level overview of the content for the chosen topic;
 - b. Measurable learning objectives;
 - c. Proposed faculty and subject matter experts;
 - d. Mode, method, and format for delivering the training content; and
 - e. Toolkit materials and proposed resources to be used in the training.

Estimated Due Date: July 1, 2026.

2.6.3 Deliverable 3 – Training (Sacramento Region): Develop Curriculum and deliver up to **three (3) hours of in-person training** on the DV Toolkit in Sacramento. Curriculum development includes:

- a. Curriculum Outline, Course Description, and Measurable Learning Objectives;
- b. Legal and Practical Training Plan;
- c. Substantive Written Legal Material;
- d. Interactive Presentation Material; and
- e. Post-test consisting of a minimum of **ten (10)** multiple-choice and true/false questions aligned with the training content.

All Curriculum materials will be reviewed for content and accuracy by the Judicial Council Project Manager. Delivery of the Curriculum will be conducted live and in-person.

Estimated Due Date: July 15, 2026.

2.6.4 Deliverable 4 – Training (San Francisco Region)

Implement Curriculum and materials developed under **Section 2.6.3** and deliver up to three (3) hours of in-person training in San Francisco. Delivery of the Curriculum will be conducted live and in-person.

Estimated Due Date: July 30, 2026.

- 2.6.5 **Deliverable 5 – Training (Central Region California):** Implement Curriculum and materials developed under **Section 2.6.3** and deliver up to three (3) hours of in-person training in the Central Region of California. Delivery of the Curriculum will be conducted live and in-person.
Estimated Due Date: August 31, 2026.
- 2.6.6 **Deliverable 6 – Training (Far Southern Region):** Implement Curriculum and materials developed under **Section 2.6.3** and deliver up to three (3) hours of in-person training in the Far Southern Region. Delivery of the Curriculum will be conducted live and in-person.
Estimated Due Date: September 30, 2026.
- 2.6.7 **Deliverable 7 – Training (Southern Region):** Implement Curriculum and materials developed under **Section 2.6.3** and deliver up to three (3) hours of in-person training in the Southern Region. Delivery of the Curriculum will be conducted live and in-person.
Estimated Due Date: October 31, 2026.
- 2.6.8 **Deliverable 8 – Training (Far Northern Region):** Implement Curriculum and materials developed under **Section 2.6.3** and deliver up to three (3) hours of in-person training in the Far Northern Region. Delivery of the Curriculum will be conducted live and in-person.
Estimated Due Date: October 31, 2026.
- 2.6.9 **Deliverable 9 – On-demand Video Training Series:** Develop a separate recording (see Section 2.2.2 3) of the content presented in the six (6) regionals, up to **three (3) hours** in duration. Develop Curriculum and deliver **three (3)** on-demand video training modules totaling up to **six (6) hours** of content on DV topics. Curriculum development for all three videos will include creation of:
- a. Curriculum Outline, Course Description, and Measurable Learning Objectives;
 - b. Legal and Practical Training Plan;
 - c. Substantive Written Legal Material;
 - d. Interactive Presentation Material; and
 - e. Post-tests consisting of a **minimum of ten (10)** multiple-choice and true/false questions aligned with the training content.
- All Curriculum materials will be reviewed for content and accuracy by the Judicial Council Project Manager. Delivery of the Curriculum will be recorded for on-demand use.
Estimated Due Date: April 30, 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	February 26, 2026
Deadline for questions Solicitations@jud.ca.gov	March 13, 2026 No Later than 1:00 PM (Pacific Time)
Questions and answers posted (estimate only) https://courts.ca.gov/policy-administration/bidders-solicitations	March 18, 2026
Latest date and time proposal may be submitted Solicitations@jud.ca.gov	March 24, 2026 No Later than 1:00 PM (Pacific Time)
Evaluation of proposals (<i>estimate only</i>)	March 25 to April 3, 2026
Notice of Intent to Award (<i>estimate only</i>) https://courts.ca.gov/policy-administration/bidders-solicitations	April 8, 2026
Negotiations and execution of contract (<i>estimate only</i>)	April 15 to April 30, 2026
Contract start date (<i>estimate only</i>)	May 1, 2026
Contract end date (<i>estimate only</i>)	April 30, 2027

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: JBE Standard Terms and Conditions	<p>If selected, the entity submitting a proposal (the “Proposer”) must sign a Judicial Council Standard Agreement containing these terms and condition (the “Terms and Conditions”). If exceptions are identified or additional provisions proposed, the Proposer must also submit a redlined version of the Terms and Conditions that clearly identifies the benefit to the Judicial Branch from the proposed changes and provides a written explanation or rational for each proposed change.</p> <p>Notwithstanding any other provision in this RFP, the Council reserves the right at its discretion to negotiate any or all items with individual Proposers, including the right to propose or require additional terms and conditions for the agreement prior to agreement execution.</p>
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: Unruh and FEHA Certification	The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification.
Payee Data Record Form (STD204) https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf	This form contains information the JBE requires in order to process payments and must be submitted with the proposal.
Payee Data Record Supplement (STD205) https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std205.pdf	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.

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 amount per Deliverable basis. The firm-fixed amount for each deliverable shall be fully loaded and inclusive of all costs including, but not limited to personnel, materials, computer support, travel, lodging, per diem, fringe benefits, operating expenses, overhead or indirect costs and other costs.

The Judicial Council standard payment term is **Net 60** from date of receipt of invoice or acceptance of Deliverable (s).

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 proposer must be signed by an authorized representative of the Proposer. **To fulfill this requirement, the proposer may include a signed cover letter for the Technical Proposal.** The Technical Proposal must be submitted via email to

Solicitations@jud.ca.gov. The Technical Proposal must include all components required in **Section 7.1**. The Proposer must indicate 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. **To fulfill this requirement, the proposer may include a signed cover letter for the Cost Proposal.** The Cost Proposal can be submitted in the same email as the Technical Proposal above via email sent to 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 indicate the RFP title and number in the subject line of the submission email.
- 6.3 Submission acceptance will be based on the date and time the emails are received by the Judicial Council of California. Both the Technical and Cost Proposals must be received prior to the due date and time, or the proposal will not be accepted. Due to the potential for email transmission delays, which may cause late receipt and non-acceptance of proposals, **it is recommended that Proposers email their proposals well in advance of the due date and time.**
 - 6.4 Late proposals will not be accepted. However, as necessary, the Judicial Council of California may request clarification from Proposers after the submission of proposals.
 - 6.5 For the purposes of this RFP, proposals shall be transmitted only by email.
 - 6.6 The Judicial Council of California 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 or contract and does not create any obligation to form a contract. The Judicial Council of California and/or the State of California shall not be responsible for the cost of preparing a 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. 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. For each key staff member: a resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities.
- d. Names, addresses, and telephone numbers of a minimum of two clients for whom the Proposer has conducted similar services. The Judicial Council may check references listed by the Proposer.
- e. Provide Work Plan based on description of Tasks and Deliverables as defined in Section 2.6 and the proposed method to complete the work.
 - i. Project plan that outlines the proposed approach, using the general deadlines specified within this RFP.
 - ii. Sample intake and DV assessment questions and toolkit resources
 - iii. Sample outline of curriculum development
 - iv. Sample measurable learning objectives
 - v. Sample timeline for toolkit and curriculum development, including any interactive and adult learning principles that will be used.
- f. 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 (**Attachment 2**) 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.
- g. 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 Unruh Certification (**Attachment 6**) and submit the completed certification with its proposal.
- iv. If Proposer is a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), proof that Proposer is in good standing in California. If Proposer is a foreign corporation, LLC, LP, or LLP, and Proposer conducts or will conduct (if awarded the contract) intrastate business in California, proof that Proposer is qualified to do business and in good standing in California. **The Proposer shall provide a copy of their Certificate of Status with the California Secretary of State.** The Council may verify by checking with California's Office of the Secretary of State. If Proposer is a foreign corporation, LLC, LP, or LLP, and Proposer does not (and will not if awarded the contract) conduct intrastate business in California, proof that Proposer is in good standing in its home jurisdiction.

Note: Proposer may be required to register with the California Secretary of State if it meets the definition of transacting intrastate business or “doing Business” under the California Corporations Code. As there is no easy definition for what constitutes – even indirectly – “doing Business” in California, proposers with concerns regarding the Secretary of State registration requirements are encouraged to consult with their legal counsel.

You can find out information regarding the steps on how to register a business with the California Secretary of State at:

<https://bizfileonline.sos.ca.gov/>

- v. Copies of the Proposer’s (and any subcontractors’) **current business licenses**, professional certifications, or other credentials. Please note a business license may have several differing naming conventions based upon the issuing city or county (e.g., Business License, Business Tax Certificate, Business Operations Tax Certificate, etc.).
- vi. The Proposer **must** complete the Payee Data Record form (**STD204**) and submit the completed form with its proposal. Form and instructions are in fillable PDF format available in the following link:
<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>
- vii. By submitting a proposal, the Proposer certifies that: (i) it is in compliance with economic sanctions imposed pursuant to applicable laws by the U.S.

government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law (collectively, “Economic Sanctions”); and (ii) it is not a target of Economic Sanctions. If the Council determines that Proposer is not in compliance with Economic Sanctions or is a target of Economic Sanctions, that shall be grounds of rejection of its proposal

7.2 Cost Proposal. The following information must be included in the cost proposal.

- i. A detailed line-item budget showing total cost of the proposed services. A full explanation of all budget line items in a narrative entitled “Budget Justification.”
- ii. Proposer must provide a firm fixed amount for each deliverable listed below inclusive of all expenses. Travel expenses will not be reimbursed separately. The total proposed firm fixed amount should not exceed **\$150,000.00.**

Deliverable(s) Description	Estimate Completion Date	Proposed Firm Fixed Amount
Deliverable 1: Meet with Judicial Council staff about the project.	May 15, 2026	
Deliverable 2: Develop and complete DV Toolkit and Curriculum Outline for the six (6) regional trainings of up to three (3) hours each.	July 1, 2026	
Deliverable 3: Training: Development of curriculum and delivery of content in Sacramento Region.	July 15, 2026	
Deliverable 4: Training: Delivery of content in San Francisco Region.	July 30, 2026	
Deliverable 5: Training: Delivery of content in Central Region.	August 31, 2026	
Deliverable 6: Training: Delivery of content in Far Southern Region.	September 30, 2026	
Deliverable 7: Training: Delivery of content in Southern Region.	October 31, 2026	

Deliverable 8: Training: Delivery of content in Far Northern Region.	October 31, 2026	
Deliverable 9: Training: Delivery of one (1) on-demand training video based upon the DV Toolkit regional trainings and three (3) on-demand training videos of up to two (2) hours each on additional DV content.	April 30, 2027	

NOTE: It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code.

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 specified in **Section 7.0**, Proposal Contents above.

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 <https://courts.ca.gov/policy-administration/bidders-solicitations>.

CRITERION	MAXIMUM NUMBER OF POINTS
Quality of Proposal submitted: Completeness and inclusion of required information in conformance with the RFP submission requirement; and clarity of the proposal content.	5
Quality of work plan submitted	25

CRITERION	MAXIMUM NUMBER OF POINTS
Cost	30
Credentials of staff to be assigned to the project	15
Experience on similar assignments	10
Acceptance of the Terms and Conditions	10
Ability to meet timing requirements to complete the project	5

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 virtually or in person. If conducted in person, interviews will likely be held at the Judicial Council’s offices. The Judicial Council will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The Judicial Council will notify eligible Proposers 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 11.0. **Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.**

12.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

The JUDICIAL COUNCIL has waived the DVBE incentive in this solicitation.

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. In order to be considered valid, all such protests must be submitted by email to: Solicitations@jud.ca.gov and must indicate the Solicitation Number and Name of Your Firm in the subject line of your email.

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.

14.1 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).

14.2 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.

14.3 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.