

RFP Title: Update of Juvenile Dependency Quick Guide
for Attorneys Representing Parents and Children (DOGBOOK)
RFP Number: RFP-CFCC22-119RB

REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA

**REGARDING: UPDATE OF JUVENILE DEPENDENCY
QUICK GUIDE FOR ATTORNEYS REPRESENTING
PARENTS AND CHILDREN (DOGBOOK)**

RFP NUMBER: RFP-CFCC22-119RB

**PROPOSALS DUE: APRIL 15, 2022, NO LATER THAN 5:00 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 Dependency Quick Guide. The Dependency Quick Guide is a reference manual for attorneys representing parents and children in juvenile dependency proceedings. Its goal is to provide guidance and short answers to common problems that attorneys face. The book is designed for use in the trial courts; it is not meant to serve as a treatise or definitive work on juvenile dependency law. The book is divided into three major parts: “Hearings,” “Fact Sheets,” and “Summaries of Seminal Cases.” The hearings section is organized by statutory hearing in procedural order. Each statutory hearing section contains checklists and black letter discussion and tips. The checklists outline the primary tasks that must be completed and factors that must be considered before, during, and after each statutory dependency hearing. The black letter sections provide a basic overview of the hearings for new attorneys as well as tips on how to effectively advocate for clients in problem situations. The fact sheets are organized topically rather than procedurally and give additional information on complex areas of dependency practice. Their purpose is to provide the practitioner with a sufficient understanding of specific complex topics such that he or she will have, at a minimum, a foundation to provide effective advocacy in cases that require specialized knowledge. The case summaries give practitioners brief descriptions of the seminal cases that have shaped the practice of dependency law today. The guide is paginated by major sections: H for “Hearings,” F for “Fact Sheets,” and S for “Summaries of Seminal Cases.”
- 1.3 Project. This request seeks proposal to update the Dependency Quick Guide (Dogbook). The Dogbook is currently in its 3rd edition. This would be the 4th edition. The Dogbook was last updated in 2017. The updates to the Dogbook will include changes in statute, additional legal requirements such as the Federal Family First Prevention Services Act, and updates in case law since 2017. Further, the proposal seeks to update any fact sheets or summary of cases considering changes in case law or statute since 2017. Contractor will also work with the Judicial Council to convert the 4th edition of the Dogbook to be available on a mobile platform. The preferential contractor will be a law school with a focus on juvenile law proceedings that has faculty with more than 10 years of

experience in juvenile dependency law or an attorney or attorney law firm that has over 10 years of experience in practicing juvenile dependency law.

Contractor will work with Judicial Council staff to develop an outline of new or changed content that is needed and complete a draft and final copy. Contractor is encouraged to present ideas to make the content more engaging and understandable to attorneys representing children and parents in juvenile dependency proceedings.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

2.1 Introduction:

The Judicial Council seeks the services of a person or an entity, such as a law school, with expertise in juvenile law to create the 4th edition of the Dogbook.

The contractor will be expected to meet with Judicial Council staff and review the content of the Dogbook. It is currently a 646-page pdf document, that includes case sites and an index. Contractor must create an outline of changes in Year 1 (May 1, 2022- September 30, 2022) and will be expected to provide a draft of the changes and the final changes in Year 2 (October 1, 2022-June 30, 2023).

The funding available for this project is between **\$35,000.00 and \$40,000.00, which includes all expenses.** The Judicial Council intends to award one (1) Agreement with a term of 16 months (Year 1) approximately from **May 1, 2022, through September 30, 2023.**

2.1.1 General Scope of Services Requirements

2.1.1.1 The Dogbook revision must encompass a review of the content for the entire document

2.1.1.2 The Dogbook revision must include any significant legal changes from years 2017 to 2023, including any changes that affect juvenile law crossover issues and revise the case law and index as required.

2.1.1.3 Contractor will update and create Factsheets as appropriate.

2.1.1.4 Contractor will present and finalize the 4th version of the Dogbook based on feedback from the Judicial Council staff. This final version should be print and mobile friendly.

2.1.2 Tasks and Deliverables.

The Judicial Council anticipates the following major tasks and specific deliverables in connection with the scope of services described in this

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

2.2.1.1 Tasks

- 2.2.1.1.1 Meet with and obtain input from CFCC dependency attorneys and outcomes for this project.
- 2.2.1.1.2 Design and develop the draft outline of changes and updates. Contractor is expected to provide substantially new content based on new statutes and case law from 2017 which includes new factsheets.
- 2.2.1.1.3 Make modifications to outline based on feedback from CFCC dependency attorneys.
- 2.2.1.1.4 Present full draft of Dogbook update and provide to CFCC dependency attorneys for review.
- 2.2.1.1.5 Incorporate CFCC dependency attorneys input and present final of the 4th edition of the Dogbook.
- 2.2.1.1.6 **Deliverable 1:** Meet with Judicial Council staff about the project.

Estimated Due Date: June 15, 2022

- 2.2.1.1.7 **Deliverable 2:** Design and develop the draft outline of changes and updates. Contractor is expected to provide substantially new content based on new statutes and case law from 2017 which includes new factsheets.

Estimated Due Date: July 15, 2022.

- 2.2.1.1.8 **Deliverable 3:** Make modifications to outline based on feedback from CFCC dependency attorneys and return to CFCC for review.

Estimated Due Date: September 1, 2022.

- 2.2.1.1.9 **Deliverable 4:** Present full draft of Dogbook update and provide to CFCC dependency attorneys for review.

Estimated Due Date: March 1, 2023.

2.2.1.1.10 **Deliverable 5:** Incorporate CFCC dependency attorneys’ input and present final of the 4th edition of the Dogbook that is print and mobile-friendly.

Estimated Due Date: June 15, 2023.

3.0 TIMELINE FOR THIS RFP

The Judicial Council has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the Judicial Council.

EVENT	DATE
RFP issued at www.courts.ca.gov	March 21, 2022
Deadline for written questions to solicitations@jud.ca.gov	March 30, 2022, 5pm PST
Questions and answers posted at www.courts.ca.gov (Estimate only)	April 1, 2022, 5pm PST
Latest date and time proposal may be submitted	April 15, 2022, 5pm PST
Evaluation of proposals (Estimate only)	April 22, 2022
Notice of Intent to Award posted at www.courts.ca.gov (Estimate only)	April 25, 2022
Negotiations and execution of contract (Estimate only)	April 26, 2022
Contract start date (Estimate only)	May 1, 2022
Contract end date (Estimate only)	Sept 30, 2023

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: Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign a Standard Form agreement containing these terms and conditions (the “Terms and Conditions”).
Attachment 3: Proposer’s Acceptance of Terms and Conditions	On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions.
Attachment 4: General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
Attachment 5: Darfur Contracting Act Certification	The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 6: Payee Data Record Form	This form contains information the JCC requires in order to process payments and must be submitted with the proposal.
Attachment 7: Unruh and FEHA Certification	The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification,
Attachment 8 DVBE Declaration	This form needs to be signed by the Proposer if the Vendor is participating in the DVBE incentive and submitted with the proposal.
Attachment 9 Bidder Declaration	This form needs to be signed by the Proposer if the Vendor is participating in the DVBE incentive and submitted with the proposal.

5.0 PAYMENT INFORMATION

- Subject to the terms in Attachment 2, Appendix B, Payment Provisions, the selected provider will be paid on a firm-fixed price per Deliverable basis.
- The resulting contract will be comprised of firm fixed pricing for satisfactory completion of each deliverable/Milestone listed below. Completion Dates and Firm Fixed Amounts listed in the below table are estimated. The actual completion dates and firm fixed amounts will be based on the awarded proposal.
 - Contractor shall submit invoices upon satisfactory completion of services.
 - No other expenses including travel expenses will be reimbursed by the Judicial Council.
 - The payment term is Net 60 from date of acceptance of services.

Table 1 Milestones:

Milestone(s) Description	Estimated Completion Date	Estimated <u>Maximum</u>
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		Firm Fixed Amount
First Milestone: Meet with Judicial Council staff about the project.	June 15, 2022	\$3,000
Second Milestone: Design and develop the draft outline of changes and updates. Contractor is expected to provide substantially new content based on new statutes and case law from 2017 which includes new factsheets.	July 15, 2022	\$7,000
Third Milestone: Make modifications to outline based on feedback from CFCC dependency attorneys and return to CFCC for review.	September 1, 2022	\$3,000
Fourth Milestone: Present full draft of Dogbook update and provide to CFCC dependency attorneys for review	March 1, 2023	\$10,000
Fifth Milestone: Incorporate CFCC dependency attorneys' input and present final of the 4 th edition of the Dogbook.	June 15, 2023	\$12,000

6.0 SUBMISSIONS OF PROPOSALS

- 6.1 Proposals should provide straightforward, concise information that satisfies the requirements of the "Proposal Contents" section below. Emphasis should be placed on conformity to the RFP's instructions 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. The Proposer must write the RFP title and number in the subject line of the email.

- b. The Proposer must submit **an electronic copy** of the cost proposal. The cost proposal 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 marked “COST PROPOSAL”, from the technical 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: Update Juvenile Dependency Quick Guide for Attorneys Representing Parents and Children

6.4 Late proposals will not be accepted.

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

7.0 PROPOSAL CONTENTS

7.1 Technical Proposal. The following information must be included in the technical proposal. A proposal lacking any of the following information may be deemed non-responsive.

- a. A cover letter containing proposer’s name, address, telephone and fax numbers, and federal tax identification number. Note that if the Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.
- b. Name, title, address, telephone number, and email address of the individual who will act as the Proposer’s designated representative for purposes of this RFP.
- c. Describe the organization of the key staff (including the dedicated program manager) that would service the contract. Provide a listing of the staff, including name, title, and length of service within the organization along with a resume for each staff member. Other staff should be identified by name and title; additional qualifications and experience on similar projects may be included.
- d. A resume must be provided for each individual proposed for this Agreement. An acceptable resume shall include the person's education, any applicable credentials and/or certifications, current work history and a summary of experience and knowledge to support the minimum qualifications of key personnel outlined in Section 2.0 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 JCC to verify the experience cited. A separate section covering the Proposer’s background, Principal Officers, and Staff Qualifications and Experience.

- e. Provide Work Plan based on description of Tasks and Deliverables.
- f. A minimum of two (2) clients may be contacted for whom the Proposer has conducted similar services. References are to include names, addresses, telephone numbers and the email address of a contact person. The JCC staff may contact referenced clients when reviewing an offer to verify the information provided. A reference must be external to a Respondent's organization and corporate structure.
- 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 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.
- 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 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.
- 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. 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.

- iv. 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 to provide a detailed line-item budget for each milestone(s) described and the costs shall not exceed estimated firm fix priced of each deliverable and the total costs for the entire project should be within the range of \$35,000 to \$40,000 as stated in section 2.1 of this RFP.
- ii. Provide estimate of cost for distance learning platform
- iii. Payment will be made after completion and acceptance of deliverables as follows:

PAYMENT NUMBER	BILLABLE ACTIVITY	INVOICE DUE DATE
#1	Completion of Deliverable 1	June 30, 2022
#2	Completion of Deliverable 2	July 30, 2022
#3	Completion of Deliverable 3	September 30, 2022
#4	Completion of Deliverable 4	March 30, 2023
#5	Completion of Deliverable 5	June 30, 2023,

8.0 OFFER PERIOD

A Proposer's proposal is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this period, the JCC reserves the right to negotiate extensions to this period.

9.0 EVALUATION OF PROPOSALS

At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents.

The JCC will evaluate the proposals on a 100-point scale using the criteria set forth in the table below. Award, if made, will be to the highest-scored proposal.

If a contract will be awarded, the JCC will post an intent to award notice at solicitations@jud.ca.gov.

CRITERION	REFERENCE	MAXIMUM NUMBER OF POINTS
Quality of work plan submitted	2.0, 7.0 e.	17
Experience on similar assignments	7.0	30
Cost	2.2.3.4, 7.2	30
Qualifications of staff to be assigned to project based on resumes submitted including experience, background, expertise and credentials if any	2.2.12, 2.2.19, 2.3.2.4, 7.0 c. d.	10
Acceptance of the Terms and Conditions	Attachments, 2, 4 and 7	5
Ability to meet timing requirements to complete the project	2.3, 5.0 Table 1	5
("DVBE") Incentive Disabled Veterans Business Enterprise incentive is available to qualified proposers.	Attachment 7	3

10.0 INTERVIEWS

The JCC may conduct interviews with Proposers to clarify aspects set forth in their proposals. The interviews will be conducted by phone. If there's a need to clarify any portion of the Proposers proposal, the JCC will notify Proposer regarding interview arrangements.

11.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

PROPOSALS ARE SUBJECT TO DISCLOSURE PURSUANT TO APPLICABLE PROVISIONS OF THE CALIFORNIA PUBLIC CONTRACT CODE AND RULE 10.500 OF THE CALIFORNIA RULES OF COURT. The JCC will not disclose (i) social security numbers, or (ii) balance sheets or income statements submitted by a Proposer that is not a publicly traded corporation. All other information in proposals will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked "confidential,"

“proprietary,” or otherwise, and regardless of any statement in the proposal (a) purporting to limit the JCC’s right to disclose information in the proposal, or (b) requiring the JCC to inform or obtain the consent of the Proposer prior to the disclosure of the proposal (or portions thereof). Any proposal that is password protected, or contains portions that are password protected, may be rejected. Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

12.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

- 12.1 Qualification for the DVBE incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a proposal non-responsive.
- 12.2 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 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 8) 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. 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.

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- 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 JCC 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
ATTN: Protest Hearing Officer
Branch Accounting and Procurement | Administrative Division
Judicial Council of California
455 Golden Gate Avenue
San Francisco, CA 94102-3688