

RFP Title: Update to *What's Happening in Court?* An Activity Book for Children Who Are Going to Court in California

RFP Number: CFCC-2024-26-LP

REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA

REGARDING: UPDATE TO *WHAT'S HAPPENING IN COURT?* AN ACTIVITY BOOK FOR CHILDREN WHO ARE GOING TO COURT IN CALIFORNIA

RFP NUMBER: CFCC-2024-26-LP

PROPOSALS DUE: MAY 22, 2025 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 required by law. 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 Project. This request seeks a proposal to update, improve, and modernize the content, structure, form, and appearance of the *What's Happening in Court? An Activity Book for Children Who Are Going to Court in California* (Activity Book). This Activity Book was created in 1999 and had minor updates in 2012. The updates to this publication will include plain language text, modern graphics and layout, as well as revised current information on topics relevant to court-involved children and youth. The final determination of topics included in the Activity Book and age range of target audience will be agreed upon by the Judicial Council and the Contractor based upon an assessment and analysis by the Contractor. Topics to be considered may include, but are not limited to, what a child needs to know on their way to court, why the child is in court, the people in the courtroom, where the child waits to go into court, the way people should act in the courtroom, what occurs if a child is a witness, basic information about how juvenile dependency, mental health, family court, guardianship, adoption, and juvenile justice proceedings are conducted, and other content related to children’s interaction with the courts. The updates must also include interactive activities for the child to complete to better understand the information in the Activity Book. The updates must be written in a way that can be translated into multiple languages as well as in a way that can be converted into an online or computer-based application at a future time. While the Contractor would not be responsible for creating or programming the online version, Contractor shall provide suggestions for how a future online version may look including any interactive activities that might differ from the print version. Updating the Activity Book will also include consideration of breaking the Activity Book into separate publications based on age or case type.

The preferred Contractor will be familiar with some legal proceedings involving children and have a background in writing, illustrating, and publishing materials for children of all ages. Ideally, the Contractor would be familiar with how written content could best be used on an online platform, including a potential mobile application.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

2.1 Introduction:

The Judicial Council seeks the services of a person or an entity familiar with legal proceedings and experience writing, illustrating and publishing materials for children to create the third edition of *What's Happening in Court? An Activity Book for Children Who Are Going to Court in California* (Activity Book).

The Contractor shall meet with Judicial Council staff, incorporate the youth voice, and review the content of the Activity Book. The Activity Book is currently a 44-page PDF file, that includes illustrations, coloring pages, crossword puzzles, and other games for children. The final draft of the Activity Book must be completed by May 1, 2026.

The funding available for this project is **\$75,000.00, which includes all expenses.** The Judicial Council intends to award one (1) Agreement with a term of 11 months approximately from **June 23, 2025**, through **May 30, 2026**.

A. General Scope of Services Requirements

- i. The Activity Book revision must include a review of the content of the entire document.
- ii. The Activity Book revision must include any significant changes to the descriptions of legal proceedings in the Activity Book and incorporate any additional appropriate content for children of all ages.
- iii. The Contractor will create, update, and modernize illustrations, interactive games, and activities as appropriate.
- iv. The Contractor will present and finalize the Activity Book based on feedback from the Judicial Council staff. This final version should be print friendly.

2.2 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.

A. Tasks

- i. Meet with and obtain input from CFCC staff regarding outcomes for this project.
- ii. Design and develop the draft outline of changes and updates. The Contractor is expected to update content based on current court procedures and commonly accepted publication standards for children's books, including child-based images and activities across all age levels.
- iii. Make modifications to draft outline based on feedback from CFCC staff.
- iv. Develop full draft of the Activity Book update and provide to CFCC staff for review.
- v. Incorporate CFCC staff input and present a second draft of the Activity Book for review by CFCC staff and constituents.
- vi. Working with CFCC staff, incorporate feedback and present final revised version of *What's Happening in Court? An Activity Book for Children who are Going to Court in California* that is print ready, with guidance for how it might be adapted for online or mobile use.

B. Deliverables

- i. **Deliverable 1:** Meet with Judicial Council staff and provide summary notes of the meeting about the project. **Estimated Due Date: June 27, 2025.**
- ii. **Deliverable 2:** Design and develop the draft outline of changes and updates. Contractor is expected to update content based on current court procedures and commonly accepted publication standards for children's books, including child-based images and activities across all age levels. **Estimated Due Date: September 30, 2025.**
- iii. **Deliverable 3:** Make modifications to draft outline based on feedback from CFCC staff and return to CFCC for review. **Estimated Due Date: October 30, 2025.**

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- iv. **Deliverable 4:** Develop full draft of the Activity Book based on outline and provide to CFCC staff for review. **Estimated Due Date: January 12, 2026.**
- v. **Deliverable 5:** Incorporate CFCC staff input and present a second draft of Activity Book for review by CFCC staff and constituents. **Estimated Due Date: February 27, 2026.**
- vi. **Deliverable 6:** Working with CFCC staff, incorporate feedback and present final revised version of *What’s Happening in Court? An Activity Book for Children who are Going to Court in California* that is print ready, with guidance for how it might be adapted for online or mobile use. **Estimated Due Date: May 1, 2026.**

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	April 22, 2025
Deadline for written questions to solicitations@jud.ca.gov	May 6, 2025 No later than 1:00 PM Pacific Time
Questions and answers posted (<i>estimate only</i>) www.courts.ca.gov/rfps.htm	May 9, 2025
Latest date and time proposal may be submitted to solicitations@jud.ca.gov	May 22, 2025 No later than 1:00 PM Pacific Time
Evaluation of proposals (<i>estimate only</i>)	May 23, 2025 to May 30, 2025
Notice of Intent to Award (<i>estimate only</i>)	June 3, 2025
Negotiations and execution of contract (<i>estimate only</i>)	June 10, 2025 to June 17, 2025
Contract start date (<i>estimate only</i>)	June 23, 2025
Contract end date (<i>estimate only</i>)	May 30, 2026

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4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

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ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
Attachment 2: JCC Standard Terms and Conditions	<p>If selected, the person or entity submitting a proposal (the “Proposer”) must sign a JCC Standard Agreement containing these terms and conditions (the “Terms and Conditions”). If exceptions are identified or additional provisions proposed, the Proposer must also submit a red-lined 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	<p>On this form, the Proposer must indicate acceptance of the Terms and Conditions (Attachment 2) or identify exceptions to the Terms and Conditions (Attachment 2).</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: 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 Disabled Veterans Business Enterprise (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.

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Payee Data Record Form (STD 204)	This form contains information the Judicial Council requires to process payments and must be submitted with the proposal. The Payee Data Record Form (STD 204) can be found at the following link: STD 204 - Payee Data Record (ca.gov)
Payee Data Record Supplement Form (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 Form (STD 205) can be found at the following link: STD 205 - Payee Data Record Supplement (ca.gov)
Attachments 3-8 must be signed by an authorized representative of the Contractor.	

5.0 PAYMENT INFORMATION

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

Table 1: Deliverables:

Deliverable(s) Description	Estimated Due Date	Estimated Maximum Firm Fixed Amount
Deliverable 1: Meet with Judicial Council staff and provide summary notes of the meeting about the project.	June 27, 2025	\$2,000

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<p>Deliverable 2:</p> <p>Design and develop the draft outline of changes and updates. Contractor is expected to update content based on current court procedures and commonly accepted publication standards for children’s books, including child-based images and activities across all age levels.</p>	<p>September 30, 2025</p>	<p>\$15,000</p>
<p>Deliverable 3:</p> <p>Make modifications to draft outline based on feedback from CFCC staff and return to CFCC for review.</p>	<p>October 30, 2025</p>	<p>\$8,000</p>
<p>Deliverable 4:</p> <p>Develop full draft of the Activity Book based on outline and provide to CFCC staff for review</p>	<p>January 12, 2026</p>	<p>\$15,000</p>
<p>Deliverable 5:</p> <p>Incorporate CFCC staff input and present a second draft of Activity Book for review by CFCC staff and constituents.</p>	<p>February 27, 2026</p>	<p>\$15,000</p>
<p>Deliverable 6:</p> <p>Working with CFCC staff, incorporate feedback and present final revised version of <i>What’s Happening in Court? An Activity Book for Children who are Going to Court in California</i> that is print ready, with guidance for how it might be adapted for online or mobile use.</p>	<p>May 1, 2026</p>	<p>\$20,000</p>

6.0 SUBMISSIONS OF PROPOSALS

- 6.1 Proposals should have straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Emphasis should be placed on following the RFP’s instructions and requirements, and complete and clear 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 Technical Proposal must include all components required in **Section 7.1**. 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 can be submitted in the same email to solicitations@jud.ca.gov as the Technical Proposal but should be a **separate attachment** marked “**COST PROPOSAL**,” from the technical proposal. The Proposer must write the RFP title and number in the subject line of the email.

- 6.3 Submission acceptance will be based on the date and time the emails are received by the Judicial Council. Emails must be received **before** the due date and time, or the proposal will not be accepted. For the purposes of this RFP, proposals shall be transmitted only by email to Solicitations@jud.ca.gov. 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 The Judicial Council 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, obligation, or contract and in no way is the Judicial Council or the State of California responsible for the cost of preparing the proposal. Submitted proposals may be retained for official files and may become a public record.

7.0 PROPOSAL CONTENT

- 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 and rejected.
 - a. A cover letter containing Proposer’s name, address, telephone number, email address, 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.

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- 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. Provide a description of the Proposer's qualifications and experience. If proposal is for more than one person to service the contract, 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. Additional qualifications and experience on similar projects may be included.
- d. 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.
- e. Proposed method to complete the work.
 - i. Project plan (work plan) that outlines the proposed approach based on description of Tasks and Deliverables as defined in Section 2.2, using the general deadlines specified within this RFP.
 - ii. Writing sample or example(s) of previous similar or related work product.
- 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 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 (Attachment 2) that implements all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.
 - iii. **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.**
- 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.

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- 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 Civil Rights Act and California Fair Employment and Housing Act Certification (**Attachment 6**) and submit the completed certification with its proposal.
- iv. The Proposer can complete the DVBE Declaration form (**Attachment 7**) and submit the completed form with its proposal only if they wish to claim the DVBE incentive (This form is optional).
- v. The Proposer can complete the Bidder Declaration form (**Attachment 8**) and submit the completed form with its proposal only if they wish to claim the DVBE incentive (This form is optional).
- vi. The Proposer must complete the Payee Data Record Form (**STD 204**) and submit the completed form with its proposal. Form and instructions are in fillable PDF format available in the following link: [STD 204 - Payee Data Record \(ca.gov\)](#)
- vii. Payee Data Record Supplement Form (**STD 205**) is optional. 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 Form (STD 205) can be found at the following link: [STD 205 - Payee Data Record Supplement \(ca.gov\)](#)
- viii. 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.

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 “doing business”, it is important for Proposer to carefully evaluate their own connections—even indirect—to California. Proposer 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/>

- vi. Copies of the Proposer’s (and any subcontractors’) **current business licenses**, professional certifications, or other credentials, as appropriate.

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 deliverable described in Section 2.2.B. The costs shall not exceed the estimated maximum firm fixed amount of each deliverable (see Section 5.0, Table 1) and the total costs for the entire project should not exceed \$75,000.00 as stated in Section 2.1 of this RFP.
- ii. Payment will be made after completion and acceptance of deliverables as follows:

PAYMENT NUMBER	BILLABLE ACTIVITY	INVOICE DUE DATE
#1	Completion of Deliverable 1	July 27, 2025
#2	Completion of Deliverable 2	October 30, 2025
#3	Completion of Deliverable 3	November 30, 2025
#4	Completion of Deliverable 4	February 12, 2025
#5	Completion of Deliverable 5	March 27, 2026
#6	Completion of Deliverable 6	May 27, 2026

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	10
Quality of writing sample(s) submitted	12
Experience on similar assignments/projects	20
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 Veteran Business Enterprise (“DVBE”) Incentive	3
TOTAL	100

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 will be conducted by phone or via remote tools. If there is a need to clarify any portion of the 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 11.0. **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 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.

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 8**). 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 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.

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.

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.

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.

If using DVBE subcontractors, the Proposer must complete and return to the Judicial Council 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 Judicial Council. If the Proposer fails to do so, the Judicial Council 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 Judicial Council 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 Judicial Council shall permanently deduct \$10,000 from the final payment, or the full payment if less than \$10,000.

FRAUDULENT MISREPRESENTATION IN CONNECTION WITH THE DVBE INCENTIVE IS A MISDEMEANOR AND IS PUNISHABLE BY

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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 <https://courts.ca.gov/system/files/file/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.