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|  | REQUEST FOR PROPOSALS |
| ***Judicial council of california***  **Regarding: Leveraging Mental Health Services for Court-Involved Youth**  **RFP NUMBER: CFCC-2023-17-SB**  **PROPOSALS DUE: May 1, 2023** no later than *1:00* p.m. Pacific time |

**1.0 BACKGROUND INFORMATION**

* 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.
  2. Mental Health Funding and Service Entitlements for Court-Involved Children and Youth: Many children and youth in California are experiencing mental health challenges. Those placed in the child welfare and juvenile justice systems and youth experiencing homelessness are especially vulnerable to poor mental health conditions. Several types of mental health services are needed to treat these conditions through a diverse array of providers. Over half of all children and youth in California, including the majority of court-involved youth and those experiencing homelessness, are eligible for Medi-Cal, entitling them to primary and mental health services under the Early, Periodic, Screening and Diagnostic (EPSDT) statue. Several types of entities offer mental health services (either directly or through partnerships) to children and youth (e.g., school-based health centers (SBHCs), community health centers (FQHCs), hospitals, community-based organizations (CBOs) and non-profit organizations) which they can have reimbursed through local, state and federal funds (e.g., federal Medicaid matching funds, Mental Health Services Act (MHSA) funds, 1991 and 2011 Realignment funds, State General Fund dollars, SAPT block grant funds, and other mental health funding). The complexity of the bifurcated mental health delivery system in California and lack of knowledge about the EPSDT entitlement make it difficult for children and youth to access needed services and for providers to leverage all the mental health funds available to them.
  3. Project. This request seeks a proposal to create statewide court resource guides for judges and court professionals (e.g., bench guides, flowcharts, criteria checklists, directories, and/or other resources) that provide them with the necessary information to assist the children and families they serve access needed mental health services. These guides will inform the courts and partner agencies about the mental health services to which their clients are entitled, such as Medi-Cal EPSDT services and Educationally Related Mental Health Services (ERMHS) for those with Independent Education Plans (IEPs), and where they can receive these services (e.g., school-based health centers, community health centers, hospitals, etc.). Some level of guidance about meeting program eligibility criteria for specific treatment options and steps to begin and continue the process of accessing care (e.g., how to request an IEP to get ERMHS, who to contact to schedule a SMHS encounter, etc.) will be provided in these resources. It is preferred that the contractor be an entity experienced in addressing the mental health needs of youth in the delinquency and dependency systems.

**2.0 DESCRIPTION OF SERVICES AND DELIVERABLES**

* 1. Introduction:

The Judicial Council seeks the services of an entity with expertise in the mental health needs of court-involved youth and California’s mental health delivery system (i.e., pathways for youth to receive mental health services, the Medi-Cal and the EPSDT entitlement, mental health funding streams, etc.) to create a set of resources that helps equip judges and court professionals with information on how their youth clients can leverage the mental health services entitled to them and know where to access them.

The contractor will be expected to meet with Judicial Council staff and work on a project plan to create **four (4)** court resource guides. Each guide should not exceed **twelve (12) pages** in length.

The funding available for this project is between **$90,000 and $100,000.00**, which is inclusive of all expenses.The Judicial Council intends to award one (1) Agreement with an initial **two (2) year term** of approximately eighteen **18 months** estimated to be performed by the successful Proposer from **June 1, 2023,** through **November 30, 2024.**

* + 1. General Scope of Services Requirements
       1. Contractor must include a detailed plan about the content of the four (4) court resource guides and estimated deliverable dates of tasks to complete. The estimated dates must include time for vetting of the plan by Judicial Council staff.
       2. Contractor must include a budget on estimated expenditures of resources needed to complete the project.
       3. Contractor will present and finalize the court resource guides based on feedback from the Judicial Council staff. This final version should be print and mobile friendly.
  1. 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.

* + 1. Tasks
       1. Meet with and obtain input from CFCC attorneys and outcomes for this project.
       2. Conduct research for the resource guides including collaborating with child welfare agency, probation agency, mental health professionals, county mental health departments, and managed care plans to ensure sufficient research regarding how to assist children and their families in accessing mental health services.
       3. Design and develop the draft outline of the four (4) court resource guides including estimated timing.
       4. Review outline with CFCC staff.
       5. Make modifications to outline based on feedback from CFCC attorneys.
       6. Present full draft of the four (4) court resource guides and provide to CFCC attorneys for review.
       7. Incorporate CFCC attorneys’ input and present final drafts.
       8. Develop website content outlining the intended audience and purpose for the resource guides.
       9. Incorporate CFCC attorneys’ input and present final website content.
    2. Deliverables

**2.2.2.1 Deliverable 1:** Meet with Judicial Council staff and provide summary note of the meeting about the project. **Estimated Due Date: June 15, 2023**

* + - 1. **Deliverable 2:** Conduct research for the resource guides. **Estimated Due Date: November 15, 2023**
      2. **Deliverable 3:** Design and develop the draft outline of the court resource guides and estimated timelines for completion. **Estimated Due Date: May 15, 2024**
      3. **Deliverable 4:** Review outline with CFCC staff. **Estimated Due Date: June 15, 2024**
      4. **Deliverable 5:** Make modifications to outline based on feedback from CFCC attorneys and return to CFCC for review. **Estimated Due Date: July 15, 2024**
      5. **Deliverable 6:** Present full draft of court resource guides and provide to CFCC attorneys for review. **Estimated Due Date: August 15, 2024**
      6. **Deliverable 7:** Incorporate CFCC attorneys’ input and present final drafts that are print and mobile-friendly. **Estimated Due Date: September 30, 2024**
      7. **Deliverable 8:** Draft language to be included on the JCC public website outlining the intended audience and purpose for the resource guides. **Estimated Due Date: October 30, 2024**
      8. **Deliverable 9**: Incorporate CFCC attorneys’ input and present final website content. **Estimated Due Date: November 30, 2024.**

**3.0 TIMELINE FOR THIS RFP**

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

| **EVENT** | **DATE** |
| --- | --- |
| RFP issued | April 5, 2023 |
| Deadline for questions to [solicitations@jud.ca.gov](mailto:Solicitations@jud.ca.gov) | April 12, 2023  No later than 1:00 PM Pacific Time |
| Questions and answers posted  www.courts.ca.gov/rfps.htm | April 17, 2023 |
| Latest date and time proposal may be submitted  [solicitations@jud.ca.gov](mailto:Solicitations@jud.ca.gov) | May 1, 2023  No later than 1:00 PM Pacific Time |
| Evaluation of proposals (*estimate only*) | May 1 – May 6, 2023 |
| Notice of Intent to Award (*estimate only*) | May 12, 2023 |
| Negotiations and execution of contract (*estimate only*) | May 15 – May 19, 2023 |
| Contract start date (*estimate only*) | June 1, 2023 |
| Contract end date (*estimate only*) | November 30, 2024 |

**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 | 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 6A: Payee Data Record Form (STD 204) | This form contains information the JBE requires in order to process payments and must be submitted with the proposal. |
| Attachment 6B: Payee Data Record 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. |
| 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 | Each DVBE that will provide goods and/or services in connection with the contract must complete this form. If the Proposer is itself a DVBE, it must also complete and sign the DVBE Declaration. |
| Attachment 9: Bidder Declaration | This form needs to be signed by the Proposer if the Contractor 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 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 or acceptance of services.

**Table 1 Deliverable Milestones:**

|  |  |  |
| --- | --- | --- |
| **Milestone(s)**  **Description** | ***Estimated* Completion Date** | ***Estimated Maximum***  **Firm Fixed Amount** |
| **First Milestone:**  Meet with Judicial Council staff about the project. | *June 15, 2023* | *$4,000* |
| **Second Milestone:**  Conduct Research for the resource guides. | *November 15, 2023* | *$20,000* |
| **Third Milestone:**  Draft outline of resource guides. | *May 15, 2024* | *$10,000* |
| **Fourth Deliverable Milestone:**  Review of outline with CFCC staff. | *June 15, 2024* | *$4,000* |
| **Fifth Milestone:**  Make modifications to outline based on feedback from CFCC attorneys and return to CFCC for review. | *July 15, 2024* | *$8,000* |
| **Sixth Milestone:**  Present full draft of court resource guides and provide to CFCC attorneys for review. | *August 15, 2024* | *$25,000* |
| **Seventh Milestone:**  Incorporate CFCC attorneys’ input and present final court resource guides. | *September 30, 2024* | *$15,000* |
| **Eight Milestone:**  Review of website content outlining the intended audience and purpose for the resource guides. | *October 30, 2024* | *$7,000* |
| **Ninth Milestone:**  Incorporate CFCC attorneys’ input and present final website content. | *November 30, 2024* | *$7,000* |

**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.

* 1. The Proposer must submit its proposal in two parts, the technical proposal and the cost proposal.
     1. Technical Proposal - The Proposer must submit their Technical Proposal as an attachment to an email sent to [solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov).
        1. The Technical Proposal must be signed by an authorized representative of the Proposer.
        2. The Proposer must indicate on the subject line of the submission email the RFP title and number and also indicate the RFP number and title on the Proposal attachments.
     2. Cost Proposal - The Proposer must submit their Cost Proposal as a separate attachment to an email sent to solicitations@jud.ca.gov.
        1. The Cost Proposal must include all components required in Section 2.2 and Table 1.
        2. The Proposer must indicate on the subject line of the submission email the RFP title and number and also indicate the RFP number and title on the Proposal attachments.

6.3 Submission acceptance will be based on the date and time the emails are received by the Judicial Council. Both emails must be received prior to the due date and time or the proposal will not be accepted.

6.4 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

**Solicitations@jud.ca.gov**

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

6.6 Late proposals will not be accepted.

6.7 Proposals may not be transmitted by fax or 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 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. 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 in a separate section covering the Proposer’s background, Principal Officers, and Staff Qualifications and Experience. 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 outlined in Section 2.0 Description of Services and Deliverables experience cited.

e. 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. Provide a Work Plan based on description of tasks and deliverables as defined in Section 2.2 that outlines the proposed method to complete the work using the general deadlines specified within the RFP.

g. Acceptance of the Terms and Conditions.

i. On Attachment 3, the Proposer must check the appropriate box and sign the form. If the Proposer marks the second box, it must provide the required additional materials. An “exception” includes any addition, deletion, or other modification.

ii. If exceptions are identified, the Proposer must also submit (i) a red-lined version of the Terms and Conditions that implements all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.

iii. **The JBE, in its sole discretion, will determine what constitutes a material exception.**

h. Certifications, Attachments, and other requirements.

i. The Proposer must complete the General Certifications Form (Attachment 4) and submit the completed form with its proposal.

ii. The Proposer must complete the Darfur Contracting Act Certification (Attachment 5) and submit the completed certification with its proposal.

iii. 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.

v. The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (Attachment 7) and submit the completed certification with its bid.

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

i. 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 cost of the proposed services should be within $100,000, 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 | June 15, 2023 |
| #2 | Completion of Deliverable 2 | November 15, 2023 |
| #3 | Completion of Deliverable 3 | May 15, 2024 |
| #4 | Completion of Deliverable 4 | June 15, 2024 |
| #5 | Completion of Deliverable 5 | July 15, 2024 |
| #6 | Completion of Deliverable 6 | August 15, 2023 |
| #7 | Completion of Deliverable 7 | September 30, 2024 |
| #8 | Completion of Deliverable 8 | October 30, 2024 |
| #9 | Completion of Deliverable 9 | November 30, 2024 |

**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 JBE reserves the right to negotiate extensions to this period.

**9.0 EVALUATION OF PROPOSALS**

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

The JBE 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 JBE will post an intent to award notice at Website at [www.courts.ca.gov](http://www.courts.ca.gov).

| **CRITERION** | **maximum number of points** |
| --- | --- |
| *Quality of work plan submitted* | *17* |
| *Experience on similar assignments* | *30* |
| *Cost* | *30* |
| *Credentials of staff to be assigned to the project* | *10* |
| *Acceptance of the*  *Terms and Conditions* | *5* |
| *Ability to meet timing requirements to complete the project* | *5* |
| *(“DVBE”) Incentive Disabled Veterans Business Enterprise incentive is available to qualified proposers* | *3* |

**10.0 INTERVIEWS**

The JBE 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 in person or by phone. If conducted in person, interviews will likely be held at the JBE’s offices. The JBE will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The JBE 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 JBE 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 JBE’s right to disclose information in the proposal, or (b) requiring the JBE to inform or obtain the consent of the Proposer prior to the disclosure of the proposal (or portions thereof). Any proposal that is password protected, or contains portions that are password protected, may be rejected. Submission of any proposal pursuant to this RFP constitutes acknowledgment and consent by the Proposer to the potential public disclosure of its proposal content, pursuant to this Section 12.0. **Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.**

**12.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE**

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

Eligibility for and application of the DVBE incentive is governed by the 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 10.0 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 9). 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 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.

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 MISREPREPRETATION 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 JBE to receive a solicitation specifications protest isthe proposal due date. Protests must be sent to:

Judicial Council of California

Branch Accounting and Procurement

ATTN: Protest Hearing Officer, RFP # *CFCC-2023-17-SB*

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