

Request for Proposal (RFP)
RFP NO: CFCC25-194RB
RFP TITLE: JUVENILE BEHAVIORAL HEALTH IN-PERSON TRAINING EVENT

ANSWERS TO QUESTIONS

Question 1: Is there any indication where in Southern California will the venue be?

Answer: **Los Angeles**

Question 2: Can you please confirm whether the selected contractor is responsible for planning, managing, or absorbing the costs of any other event logistics, outside of preparing and leading the workshops? (Examples of other event logistics include venue selection, A/V, event marketing, catering, participant registration, etc.)

Answer: **The contractor is not responsible for planning, managing, or absorbing the costs of any event logistics outside of preparing and leading workshops. As noted in the RFP, the vendor is responsible for any costs for their faculty.**

Question 3: Do you need a breakdown of our travel costs?

Answer: **No. Since the total contract amount would be inclusive of any travel costs and those costs would not be separately reimbursed, a breakdown is not needed.**

Question 4: Is there any guidance on how we allocate the dollars to each deliverable? In past RFPs, there were fixed maximum amounts for each deliverable.

Answer: **No, can bidders choose what they feel is the reasonable and appropriate amount for each deliverable.**

Question 5: The RFP notes that the contractor will be "collaborating and seeking input from court staff, attorneys, probation agency, and mental health professionals." Is the contractor tasked with identifying these individuals, or will the Judicial Council assemble this group or direct the contractor to relevant individuals?

Answer: **The Judicial Council has individuals who are representative of several professions within the court system that it will assemble, remotely, and work with the vendor to provide an opportunity for the vendor to brainstorm and receive feedback. Vendors may also consider including in their bid whether they would seek additional input from individuals that they are familiar with or that are within their own network of experts.**

Question 6: Is there an estimated number of attendees for this event?

Answer: **Total event attendees are anticipated to be approximately 500, however, there may be multiple workshops hosted by others that are being held simultaneously, so the number of attendees for any of the sessions included in this contract will likely be less than the total attendees.**

Question 7: Given that a minimum of 10 hours of training is required, is this anticipated to be a multi-day event? Or will all trainings be conducted on the same day, with multiple session options for attendees?

Answer: **The event will be held over 3 days, so the 10 hours can be presented over 1, 2 or 3 days.**

Question 8: Can Deliverables 1-8 and 10 be conducted remotely? In other words, aside from the November training event, are there any activities that need to be conducted on-site?

Answer: **All activities other than the actual training event can be conducted remotely.**

Question 9: As part of the proposal, do we need/should we propose additional ideas on what topics could be covered even though that will ultimately be something to be decided in collaboration with JCC staff?

Answer: **Bidders are encouraged to, but are not required to, propose additional ideas on what topics could be covered.**