

RFP Title: Juvenile Behavioral Health In-Person Training Event  
RFP Number: CFCC25-194RB

# REQUEST FOR PROPOSALS

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*JUDICIAL COUNCIL OF CALIFORNIA*

**REGARDING: JUVENILE BEHAVIORAL HEALTH IN-  
PERSON TRAINING EVENT**

**RFP NUMBER: CFCC25-194RB**

**PROPOSALS DUE: APRIL 18, 2025, NO LATER THAN 3:00 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 Project. This request seeks a proposal to provide at least 10 hours of interdisciplinary training on the service needs of youth and families to help empower courts and their partners to better address behavioral health issues of youth and their families who are experiencing mental illness and/or substance use disorder and who are currently in, or at risk for involvement in, the juvenile court system. These trainings will inform the courts, juvenile court practitioners, attorneys and partner agencies about the behavioral health needs of youth, the behavioral health services to which they are entitled, and service issues specific to historically underserved populations. Examples of potential training topics include subjects such as psychotropic medication, Commercially Sexually Exploited Youth, and LGBTQ+ youth. The trainings are to be held in mid-November 2025 at a venue provided by the Judicial Council.

The preferential contractor will be familiar with legal proceedings involving children, the behavioral health needs of at-risk youth, service entitlements and accessing resources across systems.

## **2.0 DESCRIPTION OF SERVICES AND DELIVERABLES**

### **2.1 Introduction:**

The Judicial Council seeks the services of a person, or an entity experienced in juvenile-related legal proceedings and in providing trainings to provide a minimum of 10 hours of in-person training on behavioral health as it applies to youth and families in, or at risk of involvement in, the court system.

The contractor will be expected to meet with Judicial Council staff, solicit information and feedback on potential training topics, and provide faculty for a minimum of 10 hours of behavioral health workshops. Workshops will be held at a venue in Southern California provided by the Judicial Council in mid-November.

After the conclusion of the trainings, the contractor will provide an assessment of the trainings with suggestions for future training topics.

The maximum funding available for this project is **\$80,000.00, which includes all expenses including travel and faculty expenses. Bids should be within the \$70,000 to \$80,000 range.** The Judicial Council intends to award one (1) Agreement with a **term of approximately 8 months** approximately from **May 5, 2025, through December 30, 2025.**

#### 2.1.1 General Scope of Services Requirements

- 2.1.1.1 Contractor must solicit feedback on potential juvenile behavioral health workshop topics.
- 2.1.1.2 Contractor must include a detailed plan about the content of ten (10) or more workshop training hours, including potential faculty, and obtain Judicial Council approval for content and faculty.
- 2.1.1.3 Contractor will have faculty present workshops at a venue provided by the Judicial Council by the end of November.
- 2.1.1.4 Contractor will review workshop evaluations and provide ideas for future training topics based on workshop feedback.

#### 2.2.1 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.

- 2.2.1.1 Meet with and obtain input from CFCC staff regarding outcomes for this project.
- 2.2.1.2 Conduct research for the trainings including collaborating and seeking input from court staff, attorneys, probation agency, and mental health professionals.
- 2.2.1.3 Design and develop the draft outlines of the 10 hours of workshop trainings, including recommendations for faculty.
- 2.2.1.4 Review outlines with CFCC staff, making modifications to outlines based on feedback from CFCC staff.
- 2.2.1.5 Incorporate CFCC input and present final draft of workshop outlines.
- 2.2.1.6 Provide CFCC with a list of confirmed faculty for all workshops.
- 2.2.1.7 Provide workshop materials, including presentation slide decks, to CFCC staff for review.
- 2.2.1.8 Incorporate CFCC input and present final workshop materials to CFCC staff.
- 2.2.1.9 Hold trainings at specified location.

2.2.1.10 Analyze course evaluations and any other feedback received on trainings and provide recommendations about topics for future trainings.

2.2.2 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: May 14, 2025**

**2.2.2.2 Deliverable 2:** Conduct research for the trainings including collaborating and seeking input from court staff, attorneys, probation agency, and mental health professionals.  
**Estimated Due Date: June 12, 2025**

**2.2.2.3 Deliverable 3:** Design and develop the draft outlines of the 10 hours of workshop trainings, including recommendations for faculty.  
**Estimated Due Date: July 15, 2025**

**2.2.2.4 Deliverable 4:** Review outlines with CFCC staff, making modifications to outlines based on feedback from CFCC staff.  
**Estimated Due Date: August 1, 2025**

**2.2.2.5 Deliverable 5:** Incorporate CFCC input and present final draft of workshop outlines.  
**Estimated Due Date: August 15, 2025**

**2.2.2.6 Deliverable 6:** Provide CFCC staff with a list of confirmed faculty for all workshops.  
**Estimated Due Date: September 1, 2025**

**2.2.2.7 Deliverable 7:** Provide workshop materials, including presentation slide decks, to CFCC staff for review.  
**Estimated Due Date: October 1, 2025**

**2.2.2.8 Deliverable 8:** Incorporate CFCC feedback and present final workshop material to CFCC.  
**Estimated Due Date: October 20, 2025**

**2.2.2.9 Deliverable 9:** Hold event at specified location.  
**Estimated Due Date: November 19, 2025**

**2.2.2.10 Deliverable 10:** Analyze course evaluations and any other feedback received on trainings and provide recommendations about topics for future trainings.  
**Estimated Due Date: December 20, 2025**

### 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 1, 2025
Deadline for written questions to <a href="mailto:solicitations@jud.ca.gov">solicitations@jud.ca.gov</a>	April 9, 2025, 5pm Pacific
Questions and answers posted ( <i>estimate only</i> ) <a href="http://www.courts.ca.gov/rfps.htm">www.courts.ca.gov/rfps.htm</a>	April 11, 2025
Latest date and time proposal may be submitted <a href="mailto:solicitations@jud.ca.gov">solicitations@jud.ca.gov</a>	<b>April 18, 2025, 5pm Pacific</b>
Evaluation of proposals ( <i>estimate only</i> )	April 21 to 24, 2025
Notice of Intent to Award ( <i>estimate only</i> )	April 25, 2025
Negotiations and execution of contract ( <i>estimate only</i> )	April 28, 2025
Contract start date ( <i>estimate only</i> )	May 5, 2025
Contract end date ( <i>estimate only</i> )	December 30, 2025

### 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 (STD 204)	This form contains information the JCC requires in order to process payments and must be submitted with the proposal. <a href="#">STD 204 - Payee Data Record</a>
Attachment 7: Payee Data Record Form Supplement (STD 205)	<b>This form is optional.</b> 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. <a href="#">STD 205 - Payee Data Record Supplement</a>
Attachment 8 DVBE Declaration	The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification.
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.
<b>Attachments 3-9 must be signed by an authorized representative of the Contractor.</b>	

## 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 of acceptance of services.

**Table 1 Milestones:**

Milestone(s)/Deliverable(s) Description	Completion Date
<b>First Milestone and Deliverable:</b> Meet with Judicial Council staff and provide summary note of the meeting about the project.	May 14, 2025
<b>Second Milestone and Deliverable:</b> Conduct research for the trainings including collaborating seeking input from court staff, attorneys, probation agency, and mental health professionals	June 12, 2025
<b>Third Milestone and Deliverable:</b> Design and develop the draft outlines of the 10 hours of workshop trainings, including recommendations for faculty	July 15, 2025
<b>Fourth Milestone and Deliverable :</b> Review outlines with CFCC staff, making modifications to outlines based on feedback from CFCC staff.	August 1, 2025
<b>Fifth Milestone and Deliverable:</b> Incorporate CFCC input and present final draft of workshop outlines	August 15, 2025
<b>Sixth Milestone and Deliverable:</b> Provide CFCC staff with a list of confirmed faculty for all workshops	September 1, 2025
<b>Seventh Milestone and Deliverable:</b> Provide workshop materials, including presentation slide decks, to CFCC staff for review.	October 1, 2025

<p><b>Eighth Milestone and Deliverable:</b></p> <p>Incorporate CFCC feedback and present final workshop material to CFCC.</p>	<p>October 20, 2025</p>
<p><b>Ninth Milestone and Deliverable:</b></p> <p>Hold event at specified location.</p>	<p>November 19, 2025</p>
<p><b>Tenth Milestone and Deliverable:</b></p> <p>Analyze course evaluations and any other feedback received on trainings and provide recommendations about topics for future trainings.</p>	<p>December 20, 2025</p>

## 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](mailto: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 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](mailto: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 Proposals must be delivered by the date and time listed on the coversheet of this RFP. For the purposes of this RFP, proposals shall be transmitted only by email
- 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 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.
- 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 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 as defined in Section 2.2.1.
  - 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.
  - g. 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
- h. 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. The Proposer must complete the Payee Data Record Form (**Attachment 6 and 7**) and submit the completed copy with its proposal. Attachment 7 is optional.
  - 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 – Project

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 \$70,000 to \$80,000 as stated in section 2.1 of this RFP.

- ii. Payment will be made after completion and acceptance of deliverables as follows:

<b>PAYMENT NUMBER</b>	<b>BILLABLE ACTIVITY</b>	<b>INVOICE DUE DATE</b>
#1	Completion of Deliverable 1	
#2	Completion of Deliverable 2	
#3	Completion of Deliverable 3	
#4	Completion of Deliverable 4	
#5	Completion of Deliverable 5	
#6	Completion of Deliverable 6	
#7	Completion of Deliverable 7	
#8	Completion of Deliverable 8	
#9	Completion of Deliverable 9	
#10	Completion of Deliverable 10	

## 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](mailto:solicitations@jud.ca.gov).

<b>CRITERION</b>	<b>MAXIMUM NUMBER OF POINTS</b>
Quality of work plan submitted	30
Experience on similar assignments	17
Cost	30
Qualifications of staff to be assigned to project based on resumes submitted	10

CRITERION	MAXIMUM NUMBER OF POINTS
including experience, background, expertise and credentials if any	
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 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 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 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 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 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](http://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. Protests must be sent to: [Solicitations.jud.ca.gov](http://Solicitations.jud.ca.gov)

Judicial Council of California  
Branch Accounting and Procurement  
ATTN: Protest Hearing Officer  
455 Golden Gate Avenue  
San Francisco, CA 94103