

# JUDICIAL COUNCIL OF CALIFORNIA

## QUESTIONS AND ANSWERS

### RFP CFCC-2024-49-SB

#### Data Collection and Reporting for the Sargent Shriver Civil Counsel Act

April 25, 2025

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1. **QUESTION:** Can you confirm if this request is just for services or if there will be any net new licenses required?

**ANSWER:** Currently the data is collected via Qualtrics, the existing database will be made available to the contractor. Potentially a new license may be needed if the organization does not have a Qualtrics license.

2. **QUESTION:** Is there an entity already providing this service? Is this RFP a mandated recomputed of the evaluation work? Or, is the Judicial Council seeking a new/additional provider?

**ANSWER:** There is currently an entity providing services on this project whose contract will expire on June 30<sup>th</sup> 2025. We are looking for a single provider to manage and analyze the data collection for the project. We are open to considering all applicants, regardless of prior work on this project.

3. **QUESTION:** The next 5-year report is due in 2030. However, this RFP seeks evaluation for up to two years. Can you explain the connectedness of this work to that 5 year report due date?

**ANSWER:** This work is part of the ongoing data collection that will ultimately feed into the 5-year legislative report in 2030.

4. **QUESTION:** Pages 2 and 3, item 1.2: "The first five-year report was submitted in June 2020. The upcoming five-year report will be completed in June 2025 and the next will be due in June 2030." Given that the term for this RFP begins on June 2025, how does the work described in this RFP integrate with these five-year reports? That is, how do the quarterly extracts (8/31/25, 11/30/25, 2/28/26, 5/31/26) and annual report that will be produced by the Contractor relate to the five-year reports (will it feed into the 2030 report? Be unrelated altogether? Etc.)?

**ANSWER:** This work is part of the ongoing data collection that will ultimately feed into the 5-year legislative report in 2030. The quarterly extracts are also part of the ongoing oversight and monitoring of the programs, with data being fed back to organizations for quality control purposes.

5. **QUESTION:** It appears that all previous evaluation related to this project has been done by NPC Research. Is there a reason that the Judicial Council is going out to bid for this new round of evaluation, rather than utilizing the incumbent? (Or is the incumbent bidding along

with other potential bidders?) Or is the current RFP for a Consultant to provide data to support/supplement the reporting done by NPC Research (not replace but complement)? Please clarify the relationships between the Judicial Council, the potential Consultant, and NPC Research.

**ANSWER: We are open to considering all applicants, regardless of prior work or experience on this project. We are looking for a single provider to manage the data collection. The current entity providing services on this project is eligible to bid on the new contract.**

6. **QUESTION:** Page 3, item 1.4: “Additional programs may be added depending on funding from filing fees.” Approximately how many programs may be added during the initial term? General estimates are fine.

**ANSWER: We cannot provide a precise estimate of new project in the upcoming grant cycle, however based on past cycles, we would expect fewer than three new programs to be added per cycle.**

7. **QUESTION:** Page 4, item 2.2: What format will the data be provided (e.g., SPSS, Stata, Excel, R, etc.)?

**ANSWER: Currently the data is collected via Qualtrics. The existing database will be made available to the contractor in this format, for the purpose of managing the ongoing data collection from the Shriver programs. The database can be extracted into other compatible formats, such as SPSS, R, Excel, etc..**

8. **QUESTION:** Page 4, item 2.3: “Program sites enter or import de-identified client data directly into the administrative data collection using an online survey tool.” What survey tool is utilized currently (e.g., Qualtrics, SurveyMonkey, Question Pro, Sogolytics, etc.)?

**ANSWER: Qualtrics is currently being used to enter the program data. We would prefer to continue using this data collection tool going forward.**

9. **QUESTION:** Pages 4 and 5, item 2.4: The deliverables listed (quarterly reports, annual summary) seem to focus solely on data analysis. Does the Judicial Council wish there to be any interpretation of results/recommendations provided by the Consultant in these deliverables? Or is it strictly straightforward reporting of results?

**ANSWER: We would like the contractor to handle the data analysis and reporting of results and also collaborate with the Judicial Council research staff on the interpretation of the results.**

10. **QUESTION:** Page 10, item 7.0: Is there a page limit on the technical proposal?

**ANSWER: There is no page limit, but we would like applicants to be as concise as possible.**

11. **QUESTION:** Page 10, item 7.1.b. “Describe proposed data elements, data sources, and data collections strategies” and “Describe all data sets to be developed and discuss potential problems. Include proposed methods for assuring data quality and maintaining confidentiality.” Does this imply that the contractor needs to initiate collection of new data (outside of the existing system), e.g., creation and administration of a new survey? The deliverables listed in the table under 2.4 (pages 4 and 5) make no mention of creating new data sets/gathering new types of data, only utilizing (and updating and maintaining) the existing administrative database.

**ANSWER:** Currently the data is collected via Qualtrics. The existing database will be made available to the contractor in this format, for the purpose of managing the ongoing data collection from the Shriver programs. We do not anticipate the need to build any new data collection systems. The contractor may be required to make changes or updates to the existing database as needed. Currently, the data can be extracted into SPSS, R and Excel formats.

12. **QUESTION:** Page 15, item 9.0: There are incentive points for DVBE. Are there any preference points for nonprofit agencies (who employ disabled veterans but cannot register as a DBVE because they have no “ownership” as a result of being a 501c3)?

**ANSWER:** You must be registered as a DVBE to receive the DVBE Incentive. There are no incentives for nonprofit agencies.

13. **QUESTION:** Are there any preference points for organizations located in the state of California?

**ANSWER:** No.

14. **QUESTION:** The RFP includes a lot of interaction with the project sites (e.g., visiting each one in the first six months, providing them with technical assistance related to the administrative database, etc.). Are the sites mandated to participate in these activities with the Contractor as a part of their awards? Or will they need to be incentivized to participate/make time for these activities with the Contractor?

**ANSWER:** The sites are required to work with the contractor on an ongoing basis throughout the program year. This includes both remote technical assistance and in-person site visits by the contractor.

15. **QUESTION:** May we please see the Q&A from all bidders?

**ANSWER:** All Questions and Answers are included on this document.

16. **QUESTION:** Does the Judicial Council expect the existing tool to be replicated or will there be an opportunity to make adjustments?

**ANSWER:** Currently the data is collected via Qualtrics. The existing database will be made available to the contractor in this format, for the purpose of managing the

ongoing data collection from the Shriver programs. We do not anticipate the need to build any new data collection systems. The contractor may be required to make changes or updates to the existing database as needed.

17. **QUESTION:** Does the technical assistance need to be provided in person or can virtual assistance be provided?

**ANSWER:** Technical assistance can be provided virtually.