

REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA

REGARDING:

RFP Title: California JusticeCorps Program Evaluation
Services

RFP number: CFCC-2025-07-DM

PROPOSALS DUE:

May 5, 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, chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system. The California Constitution directs the 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 council also adopts rules for court administration, practice, and procedure, and performs other functions prescribed by law. The Judicial Council of California is the staff agency for the council and assists both the council and its chair in performing their duties.
- 1.2 Within the Judicial Council’s Center for Families, Children, and the Courts, the California JusticeCorps program helps California courts meet the needs of self-represented litigants by recruiting and training college students and recent graduates annually to assist self-represented litigants seeking services at court-based legal self-help centers. JusticeCorps members commit to a year of national service as AmeriCorps participants to provide in-depth and individualized services to self-represented litigants in a variety of civil matters, often in the litigant’s own languages. Members provide referrals, assist in forms completion, and help people navigate the entire court process. The program operates in Los Angeles, the Bay Area, and San Diego. JusticeCorps helps make it possible for families to finalize parenting plans during a divorce, for someone in fear of violence to obtain a restraining order, and for tenants to respond to an eviction notice and secure time necessary to find housing replacement and other family law and family law-related matters. JusticeCorps measures its impact by the number of people assisted by members and by measuring litigant confidence, knowledge, and preparedness after being served by a JusticeCorps member. JusticeCorps is supported with grant funding from AmeriCorps.
- 1.3 As a condition of federal AmeriCorps grant funding, the JusticeCorps program is required to conduct a program evaluation within each three-year grant cycle. Studies are conducted based on the evaluation plan AmeriCorps approves during the grant application process and are typically fully implemented during Year Two of the grant cycle. Year One evaluation efforts are focused on building a strong foundation for the evaluation. In Year Two, the study is implemented, data is collected and analyzed, and a final report is drafted and submitted to the Judicial Council. In Year Three, the report is finalized for submission with JusticeCorps’ application for federal funding.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

- 2.1 CFCC seeks the services of a service provider (“Proposer”) with expertise in using proven research methods to design, implement, and report on rigorous evaluations of established programs operating with a strong evidence-based model. Additionally, the Proposer should demonstrate experience with National

Service or other volunteer-based programs. The Proposer is expected to be familiar with how successful court and/or community-based legal services programs are implemented. The successful Proposer will:

- A. Participate in finalizing **JusticeCorps’ 2025-2028 Statewide Evaluation Plan Draft**. The draft plan (**Attachment 10**), which was completed and submitted to AmeriCorps in late 2024, is included with this RFP. Tasks and activities included in the draft plan are subject to change pending AmeriCorps’ final approval of the plan. AmeriCorps will review and provide feedback in Summer 2025, and the proposer will assist Judicial Council staff during the ensuing revision and approval process.
 - B. Implement and report on a statewide program evaluation, based on the approved 2025-2028 AmeriCorps-approved Evaluation Plan, the **JusticeCorps Program Logic Model (Attachment 8)**, and **JusticeCorps’ Primary Performance Measures (Attachment 9)** that demonstrate program impact. Tasks will include finalizing research questions and study methodology, designing data collection tools, gathering stakeholder input via meetings and/or focus groups, and submitting regular progress reports—in addition to other activities.
 - C. Provide in-person and online presentations to JusticeCorps and Judicial Council stakeholders.
- 2.2 This Request for Proposals (“RFP”) is the means for prospective program evaluation proposers to submit their qualifications and request selection as the Contractor for the Work of this RFP. The Proposer shall (i) possess program research and analysis skills with a focus on demonstrating the program’s impact on both the community it serves and on the members who are serving in the program; (ii) possess experience with evaluating and reporting on programs operating in multiple sites and geographic regions; (iii) demonstrate knowledge of and experience with a variety of evaluation and research designs and methodologies; (iv) review and share findings on program’s hybrid (i.e. in-person and remote) service and training methods; and (v) possess experience with or knowledge of legal services programs, internship programs, and/or AmeriCorps programs and the services they deliver.

The Contractor shall develop, implement, and present findings on an evaluation of the statewide California JusticeCorps program, which operates at Court sites in Los Angeles, the Bay Area and San Diego. The Contractor will develop its workplan through consultation with JusticeCorps staff, review of draft evaluation plan and past evaluation reports, and AmeriCorps’ logic model, theory of change, and evaluation guidelines. Work will include travel to the Bay Area, Los Angeles, and/or San Diego courts and other select courts.

2.3 Term of Awarded Agreement

It is the intention of the Judicial Council to award a single contract for a **twenty-eight (28) month period**. **The initial term is estimated to begin June 1, 2025 through May 31, 2026**. The First Option term is from **June 1, 2026 to October**

1, 2027. The available funding for Work under this Project will be **\$60,000.00 for the Initial term and \$60,000.00 for the Option Term**, which includes transportation expenses. The Judicial Council will have the sole discretion to exercise such option pursuant to the terms and conditions of the resulting agreement.

2.4 Deliverables

Deliverable	Description	Estimated Completion Date
1.	Develop overall project plan and timeline, including a detailed plan for the Initial Term. Submit plan and timeline.	June 30, 2025
2.	Collaborate with Project Manager and current research consultant to respond to AmeriCorps’ input on Evaluation Plan, to further develop the research question, and assist in identifying baseline data sets. Convene project stakeholders to set a strong foundation for evaluation implementation. This may involve engaging and/or presenting—in-person and online—to JusticeCorps Regional staff, court partners’ operational staff, and other relevant groups. Collaborate with JusticeCorps’ lead staff to create informational materials for distribution to court leadership and other key stakeholders. Submit progress report.	December 31, 2025
3.	Submit draft of final evaluation implementation plan. Plan will include: (1) Final research question(s) (2) Description of the research methodology; (3) Draft data collection tools and draft training materials; (4) Detailed timeline, including draft action items and deadlines for input, feedback, and contributions from court partners; (5) Clear process and timeline for submission, review, and revision of implementation plan and evaluation final report.	April 30, 2026
4.	Present at JusticeCorps statewide meeting, preferably in person.	May 15, 2026
5.	Submit option term project plan and timeline to Project Manager.	June 30, 2026
6.	Conduct preparatory phase of Evaluation Implementation, according to approved plan. This may include: Remote presentation of evaluation orientation to 26-27 JusticeCorps member cohort; Working closely with court partners to calendar	December 31, 2026

Deliverable	Description	Estimated Completion Date
	service observations, focus groups, data collection deadlines and other key milestones; and establishing readiness at court sites for evaluation plan activities. Submit progress report.	
7.	Conduct evaluation study and collect data according to approved implementation plan. This includes: Travel to court sites in Los Angeles, the Bay Area, and/or San Diego; in-person or remote meetings with Judicial Council staff to provide status updates; Present at JusticeCorps statewide meeting, preferably in person in San Diego, Los Angeles, or the Bay Area.	May 15, 2027
8.	Submit Draft Evaluation Study Report to Judicial Council.	August 1, 2027
9.	Complete revisions of Evaluation Study Report and submit final report to Judicial Council.	October 1, 2027

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 11, 2025
Deadline for questions Solicitations@jud.ca.gov	April 23, 2025 No Later than 1:00 PM (Pacific Time)
Questions and answers posted (estimate only) https://courts.ca.gov/policy-administration/bidders-solicitations	April 25, 2025
Latest date and time proposal may be submitted solicitations@jud.ca.gov	May 5, 2025 No Later than 1:00 PM (Pacific Time)
Evaluation of proposals (<i>estimate only</i>)	May 6 – 14, 2025
Notice of Intent to Award (<i>estimate only</i>) https://courts.ca.gov/policy-administration/bidders-solicitations	May 19, 2025

EVENT	DATE
Negotiations and execution of contract (<i>estimate only</i>)	May 26, 2025 – May 30, 2025
Contract start date (<i>estimate only</i>)	June 1, 2025
Contract end date (<i>estimate only</i>)	May 31, 2026

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	<p>If selected, the entity submitting a proposal (the “Proposer”) must sign a Judicial Council Standard Agreement containing these terms and condition (the “Terms and Conditions”). If exceptions are identified or additional provisions proposed, the Proposer must also submit a redlined 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	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: Bidder Declaration	The Proposer must complete this form only if wishes to claim the disabled veteran business enterprise (DVBE) incentive associated with this solicitation.
Attachment 7: 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.
Payee Data Record Form (STD204) https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf	This form contains information the JBE requires in order to process payments and must be submitted with the proposal.

Payee Data Record Supplement (STD205) https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std205.pdf	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 8 JusticeCorps Program Logic Model Plan	For proposer’s reference. Please see RFP Section 2.1 B above
Attachment 9 JusticeCorps’ Primary Performance Measures	For proposer’s reference. Please see RFP Section 2.1 B above
Attachment 10 JusticeCorps’ Statewide Evaluation Plan Draft	For proposer’s reference. Please see RFP Section 2.1 A above

5.0 PAYMENT INFORMATION

- 5.1 Subject to the terms in Attachment 2, Appendix B, Payment Provisions, payment will be made in the form of a firm fixed amount at completion of each Deliverable.
- 5.2 The firm-fixed amount for each deliverable shall be fully loaded and inclusive of all costs including, but not limited to personnel, materials, computer support, travel, lodging, per diem, fringe benefits, operating expenses, overhead or indirect costs and other costs. Deliverables are specified in Sections 2.4 of this RFP. Contractor shall submit invoices upon satisfactory completion of services.
- 5.3 The Judicial Council standard payment term is Net 60 from date of receipt of invoice or acceptance of Deliverable (s).

6.0 SUBMISSIONS OF PROPOSALS

- 6.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” in Section 7.0 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 proposer must be signed by an authorized representative of the Proposer. **To fulfill this requirement, the proposer may include a signed cover letter for the Technical Proposal.** 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 indicate 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. **To fulfill this requirement, the proposer may include a signed cover letter for the Cost Proposal.** The Cost Proposal can be submitted in the same email as the Technical Proposal above via email sent to solicitations@jud.ca.gov, but should be a **separate attachment** marked “COST PROPOSAL,” from the technical proposal. The Cost Proposal must include all components required in **Section 7.2**. The Proposer must indicate the RFP title and number in the subject line of the submission email.

- 6.3 Submission acceptance will be based on the date and time the emails are received by the Judicial Council of California. Both the Technical and Cost Proposals must be received prior to the due date and time, or the proposal will not be accepted. 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 For the purposes of this RFP, proposals shall be transmitted only by email.
- 6.6 The Judicial Council of California 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 or contract and does not create any obligation to form a contract. The Judicial Council of California and/or the State of California shall not be responsible for the cost of preparing a proposal. Submitted proposals may be retained for official files and may become a public record.

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. 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. 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.
- d. Names, addresses, and telephone numbers of a minimum of three (3) clients for whom the Proposer has conducted similar services. The JBE may check references listed by the Proposer.
- e. Proposed method to complete the work.
 - i. Propose overall project plan and organization for Evaluation Study. Include: (i) a plan for operationalizing existing evaluation plan and activities; (ii) a plan for working with stakeholders during each phase (preparatory, implementation, and post-study) of the evaluation; and plan for post-study activities related to promoting and publishing evaluation findings.
 - ii. Propose plan for incorporating stakeholder feedback. Include plan for gathering input from participating JusticeCorps courts (currently, sites in Los Angeles, the Bay Area, and San Diego)
 - iii. Submit two examples of written research reports that demonstrate proposer’s experience with projects of similar scope.
 - iv. Propose method and format for presenting progress reports, final report and findings, and eliciting stakeholder feedback throughout the process.
- 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. 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.

Note: A material exception, as determined by the Judicial Council in its absolute and sole discretion, to any of the terms and conditions (in Attachment 2) may render a proposal non-responsive.

- 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.
 - ii. The Proposer **must** complete the Darfur Contracting Act Certification (**Attachment 5**) and submit the completed certification with its proposal.
 - iii. If Proposer is a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), proof that Proposer is in good standing in California. If Proposer is a foreign corporation, LLC, LP, or LLP, and Proposer conducts or will conduct (if awarded the contract) intrastate business in California, proof that Proposer is qualified to do business and in good standing in California. **The Proposer shall provide a copy of their Certificate of Status with the Secretary of State of California.** The Council may verify by checking with California's Office of the Secretary of State. If Proposer is a foreign corporation, LLC, LP, or LLP, and Proposer does not (and will not if awarded the contract) conduct intrastate business in California, proof that Proposer 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 – even indirectly – “doing Business” in California, proposers 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/>

- iv. Copies of the Proposer’s (and any subcontractor’s) **current business licenses.**
- v. The Proposer **must** complete the Payee Data Record form (**STD204**) and submit the completed form with its proposal. Form and instructions are in fillable PDF format available in the following link:

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>
- vi. Data Record Supplement STD 205 (if applicable). STD 205 is optional, and it is required only if the remittance address information is different

than the mailing address on the STD 204 form. Form and instructions are in fillable PDF format available in the following link:

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std205.pdf>

- vii. By submitting a proposal, the Proposer certifies that: (i) it is in compliance with economic sanctions imposed pursuant to applicable laws by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law (collectively, “Economic Sanctions”); and (ii) it is not a target of Economic Sanctions. If the Council determines that Proposer is not in compliance with Economic Sanctions or is a target of Economic Sanctions, that shall be grounds of rejection of its proposal.

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

- i. A detailed line-item budget showing total cost of the proposed services. A full explanation of all budget line items in a narrative entitled “Budget Justification.”
- iii. A firm fixed cost per deliverable that includes travel expenses. **Travel expenses will not be reimbursed separately. Please note that the cost proposal should include costs and scope of work for the entire 28-month period.**

Deliverable	Proposed Firm Fixed Cost
Deliverable 1	
Deliverable 2	
Deliverable 3	
Deliverable 4	
Deliverable 5	
Deliverable 6	
Deliverable 7	
Deliverable 8	
Deliverable 9	

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 specified in **Section 7.0**, Proposal Contents above.

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:
<https://courts.ca.gov/policy-administration/bidders-solicitations>

CRITERION	MAXIMUM NUMBER OF POINTS
Completeness and inclusion of required information in conformance with the RFP submission requirement	5
Quality of proposed method to complete the work	17
Experience on similar assignments	20
Cost	30
Credentials of staff to be assigned to the project	12
Acceptance of the Terms and Conditions	10
Ability to meet timing requirements to complete the project	3
("DVBE") Incentive - Disabled Veterans Business Enterprise incentive is available to qualified proposers.	3
Total Possible Points	100

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 or via remote tools. 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 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 JBE's DVBE Rules and Procedures. Proposer will receive a DVBE incentive if, in the JBE'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 6**). 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 JBE 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 JBE'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 JBE 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 JBE 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 JBE. If the Proposer fails to do so, the JBE 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 JBE 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 JBE 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). 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.