

RFP Title: Education and Technical Assistance to Juvenile Courts and Juvenile Court Stakeholders on
Accessing Medi-Cal Benefits for Parents and Children
RFP Number: RFP-CFCC-22-127RB

REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA

**REGARDING: EDUCATION AND TECHNICAL
ASSISTANCE TO JUVENILE COURTS AND JUVENILE
COURT STAKEHOLDERS ON ACCESSING MEDI-CAL
BENEFITS FOR PARENTS AND CHILDREN**

RFP NUMBER: RFP-CFCC-22-127RB

PROPOSALS DUE: NOVEMBER 11, 2022, NO LATER THAN 5:00 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 Funding for Child Welfare Services for Parents in Child Welfare Proceedings. When a child is removed from the custody of a parent for abuse and neglect, the court orders a list of services (case plan) for the parents to complete to address the issues of abuse or neglect that brought the family to the attention of the court. In most cases, the county funds these services. However, depending on the service, there can be a sliding scale fee for parents to pay for the service or a fee for the completion certificate. Similarly, parents in reunification in the juvenile justice system are often required to complete services such as counseling to reunify with their children. Often, the children in the juvenile justice systems also need to complete programs that may not be covered through Medi-Cal and only available for private pay. Paying for the case plan services can hinder participation, delay completion, and result in a delay in permanency for the child. Services are also required for a family when the child returns to the family home to ensure permanency is successful.
- 1.3 Project. This request seeks a proposal for one bidder to provide at least 8 trainings to juvenile court stakeholders over the time span of the project and provide extensive technical assistance to the juvenile court and juvenile court stakeholders in at least one county specifically Los Angeles on how to access and leverage funding for parents and children in the child welfare and juvenile justice systems. Technical assistance will include working with the child welfare agency, probation, juvenile court, juvenile court partners, and managed health care plans to determine the best way for parents, at no cost, to access services ordered in their case plan. The ideal contractor will have worked either as a director of mental health or in a managed health care plan with experience specifically working with the juvenile court. Ideally, the successful contractor will have successfully implemented this project previously in another county. Contractor will work with Judicial Council staff to develop a project plan and timeline for successful completion of the project as well as work directly with the local court system on implementation of the project plan.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

2.1 Introduction:

The Judicial Council seeks the services of a person or an entity, such as an individual, nonprofit or legal entity with extensive knowledge of federal Medicaid, California Medi-Cal, the federal waivers, and the CalAIM project in California.

The contractor will be expected to meet with Judicial Council staff, work on a project plan, conduct trainings, and implement the project in Los Angeles County within a 3-year period. The first 18 months of the contract will focus on the child welfare system and the second 18 months of the contract will focus on juvenile justice system.

The funding available for this project is between **\$50,000.00 and \$65,000.00, which includes all expenses.** The Judicial Council intends to award one (1) Agreement with a term of 10 months (Year 1) approximately from **December 1, 2022**, through **November 30, 2023**, with two option terms. Option terms 1 and 2 will run for 12 months. Option term 1 (Year 2) from October 1, 2023, through September 30, 2024, and Option term 2 (Year 3) from October 1, 2024, through September 30, 2025. The contract amount is between \$15,000 and \$20,000 per year. Funding is based on the [2019-2020 California Governor's Office of Emergency Services Request of Application \(RFA\) Section E.4 \(Page 68 of the linked document\)](#) published by this program funder, was used to establish the speaker rate. The RFA sets a maximum rate for speakers at \$650.00 per day.

2.1.1 General Scope of Services Requirements

2.1.1.1 The project must include a detailed project plan with estimated deliverable dates of tasks to complete in Year 1 and the two option terms. The estimated dates must include time for vetting of the plan by the Judicial Council and local juvenile court. The plan should include estimated dates and number of trainings required for judges, lawyers, child welfare workers, eligibility workers, probation officers, mental health professionals, and mental health plans.

2.1.1.2 This project must include a budget on estimated expenditures of staff and resources needed to complete the project.

2.1.1.3 Contractor will help the juvenile court and stakeholders implement a project in Los Angeles County where parents will not need to pay out of pocket for services in the case plan for either the parent or child to reunify with the family. Further, contractor will deliver and help implement a plan to ensure after care services are also available at no cost to the family.

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 Tasks:

- 2.2.1.1.1 Meet with and obtain input from CFCC attorneys and outcomes for this project.
- 2.2.1.1.2 Design and develop the draft outline of the project plan including estimated timing
- 2.2.1.1.3 Make modifications of plan based on feedback from CFCC attorneys and the local court.
- 2.2.1.1.4 Conduct at least 4 trainings juvenile court stakeholders as identified by the Judicial Council and local court
- 2.2.1.1.5 Work extensively with the child welfare agency in developing policies, procedures, and connections to ensure eligible parents are enrolled into Medi-Cal and can access these benefits within the managed health care plans. This includes meetings, strategizing sessions, trainings, drafting and finalizing the work product.
- 2.2.1.1.6 Work extensively with the probation agency in developing policies, procedures, and connections to ensure eligible parents are enrolled into Medi-Cal and can access these benefits within the managed health care plans. This includes meetings, strategizing sessions, trainings, drafting and finalizing the work product.
- 2.2.1.1.7 Work extensively with the mental health professionals in developing policies and procedures of when a parent or child is referred to the managed care plan versus the department of mental health. This includes meetings, strategizing sessions, trainings, drafting and finalizing the work product.
- 2.2.1.1.8 Work extensively with the managed health care plans and the local court stakeholders to ensure that the services meet the expectations of the court

- 2.2.1.1.9 Work extensively on an awareness campaign to ensure the parents and children in the county know how to access the services
- 2.2.1.1.10 **Deliverable 1:** Meet with Judicial Council staff about the project and provide written notes of the meeting to Judicial Council staff. **Estimated Due Date: November 15, 2022**
- 2.2.1.1.11 **Deliverable 2:** Provide draft of entire project plan including all the elements of extensive technical assistance and estimated timelines for completion of the project for child welfare. **Estimated Due Date: December 15, 2022.**
- 2.2.1.1.12 **Deliverable 3:** Make modifications of project plan on feedback from CFCC dependency attorneys and return to CFCC for review. **Estimated Due Date: January 30, 2023.**
- 2.2.1.1.13 **Deliverable 4:** Provide at least 4 trainings to judges, child welfare agency staff, attorneys, or other juvenile court stakeholders **Estimated Due Date: April 1, 2023.**
- 2.2.1.1.14 **Deliverable 5:** Provide at least 7 days of technical assistance in to implement project plan year 1. **Estimated Due Date: September 15, 2023.**
- 2.2.1.1.15 **Deliverable 6:** Implement first phase of the implementation plan for parents and children in child welfare proceedings. **Estimated Due Date: December 15, 2023**
- 2.2.1.1.16 **Deliverable 7:** Implement final phase of implementation plan for parents and children in child welfare proceedings. **Estimated Due Date: March 1, 2024**
- 2.2.1.1.17 **Deliverable 8:** Provide draft of entire project plan including all the elements of extensive technical assistance and estimated timelines for completion of the project for probation. **Estimated Due Date: June 15, 2024.**
- 2.2.1.1.18 **Deliverable 9:** Make modifications of project plan on feedback from CFCC dependency attorneys and return to CFCC for review. **Estimated Due Date: August 1, 2024.**

- 2.2.1.1.19 **Deliverable 10:** Provide at least 4 trainings to judges, probation agency staff, attorneys, or other juvenile court stakeholders **Estimated Due Date: November 1, 2024.**
- 2.2.1.1.20 **Deliverable 11:** Provide at least 7 days of technical assistance in to implement project plan year 1. **Estimated Due Date: February 15, 2025.**
- 2.2.1.1.21 **Deliverable 12:** Implement first phase of the implementation plan for parents and children in juvenile justice proceedings. **Estimated Due Date: April 1, 2025**
- 2.2.1.1.22 **Deliverable 13:** Implement final phase of implementation plan for parents and children in juvenile justice proceedings. **Estimated Due Date: June 30, 2025.**
- 2.2.1.1.23 **Deliverable 14:** Statewide training on Lessons Learned about the project. **Estimated Due Date: June 30, 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:	October 24, 2022
Deadline for written questions to solicitations@jud.ca.gov	October 28, 2022
Questions and answers posted (<i>Estimate only</i>)	October 31, 2022
Latest date and time proposal may be submitted	November 11, 2022
Evaluation of proposals (<i>Estimate only</i>)	November 14-18, 2022
Notice of Intent to Award (<i>Estimate only</i>)	November 21, 2022
Negotiations and execution of contract (<i>Estimate only</i>)	November 24-31, 2022
Contract start date (<i>Estimate only</i>)	December 1, 2022

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EVENT	DATE
Contract end date (<i>Estimate only</i>)	November 30, 2023

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	This form contains information the JCC requires in order to process payments and must be submitted with the proposal.
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	This form needs to be signed by the Proposer if the Vendor is participating in the DVBE incentive and submitted with the proposal.
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.
Attachment 10 Pricing Sheet	The last column of this form should be filled up and completed and submitted as an attachment to 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 listed below. Completion Dates and Firm Fixed Amounts listed in the Attachment 10 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.

6.0 SUBMISSIONS OF PROPOSALS

- 6.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Expensive bindings, color displays, and the like are not necessary or desired. 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. 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 cost proposal must be submitted in the same email as the technical proposal above, (via email to Solicitations@jud.ca.gov) but should be a separate attachment marked “COST PROPOSAL”, from the technical proposal.
- 6.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP indicating:
- Subject: Update Juvenile Dependency Quick Guide for Attorneys
Representing Parents and Children
RFP-CFCC-22-127RB
- 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 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 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 as well as the individual's ability and experience in conducting the proposed activities. Sufficient detail must be included in each resume to allow the JCC to verify the 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 2.3.
 - 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.
 - f. 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
 - v. Sample timeline for curriculum development, including any interactive and adult learning principles that will be used.
- 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 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. 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 1

The following information must be included in the cost proposal.

- i. Proposer to provide a detailed line-item budget for each deliverable(s) described in Table 1 of Attachment 10 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 \$9,000 to \$11,000 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	December 15, 2022
#2	Completion of Deliverable 2	January 15, 2023
#3	Completion of Deliverable 3	February 28, 2023
#4	Completion of Deliverable 4	May 1, 2023
#5	Completion of Deliverable 5	October 15, 2023
#6	Completion of Deliverable 6	January 15, 2024
#7	Completion of Deliverable 7	April 1, 2024
#8	Completion of Deliverable 8	July 15, 2024
#9	Completion of Deliverable 9	September 1, 2024
#10	Completion of Deliverable 10	December 1, 2024
#11	Completion of Deliverable 11	March 15, 2025
#12	Completion of Deliverable 12	May 1, 2025
#13	Completion of Deliverable 13	July 30, 2025

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 also post an intent to award notice at solicitations@jud.ca.gov.

CRITERION	MAXIMUM NUMBER OF POINTS
Quality of work plan submitted	17
Experience on similar assignments	30
Cost	30

CRITERION	MAXIMUM NUMBER OF POINTS
Qualifications of staff to be assigned to project based on resumes submitted including experience, background, expertise and credentials if any	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 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 PURSUANT TO APPLICABLE PROVISIONS OF THE CALIFORNIA PUBLIC CONTRACT CODE AND RULE 10.500 OF THE CALIFORNIA RULES OF COURT. The JCC 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 will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked "confidential," "proprietary," or otherwise, and regardless of any statement in the proposal (a) purporting to limit the JCC's right to disclose information in the proposal, or (b) requiring the JCC 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. Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

12.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

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

- 12.3 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").
- 12.4 If Proposer wishes to seek the DVBE incentive:
- 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.
- 12.5 Proposer must complete and submit with its proposal the Bidder Declaration (Attachment 8). Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.
- 12.6 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.
- 12.7 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.
- 12.8 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.

FRAUDULENT MISREPRESENTATION 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 JCC to receive a

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solicitation specifications protest is the proposal due date. (Indicate Solicitation Number and Name of Your Firm on lower left corner of envelope.) Protests must be sent via email to:

Solicitations.jud.ca.gov
Judicial Council of California
ATTN: Protest Hearing Officer
Subject: RFP-CFCC-22-127RB