



# REQUEST FOR PROPOSALS

---

**ADMINISTRATIVE OFFICE OF THE COURTS**

**REGARDING:  
TECHNICAL ASSISTANCE IN SHARING  
INFORMATION IN JUVENILE DEPENDENCY  
CASES**

**RFP # CFCC 03-12-LM**

**PROPOSALS DUE:  
May 7, 2012 NO LATER THAN 2:00 P.M. PACIFIC TIME**

## GENERAL INFORMATION

### INTRODUCTION

The purpose of this Request for Proposals (**RFP**) is to facilitate the appropriate sharing of information among the court, the child welfare agency, education agencies and others. This solicitation is for services to continue efforts in this area. These services include educating judicial officers, attorneys, social workers, county counsel and school administrators on the legal framework for sharing information; consulting with courts in their efforts to establish memoranda of understanding and other agreements to share information in their counties; and conducting research and writing reports on sharing information on families with cases that touch both family and juvenile court, and on understanding Welfare and Institutions Code section 827.

Additional information about and documents pertaining to this solicitation, including electronic copies of the solicitation documents can be found on the California Courts Website, at [www.courts.ca.gov/rfps.htm](http://www.courts.ca.gov/rfps.htm) (**Court's Website**).

### 1.0 BACKGROUND INFORMATION

- 1.1 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 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 Administrative Office of the Courts is the staff agency for the Council and assists both the Council and its chair in performing their duties and is a Judicial Branch Entity (**AOC**).
- 1.2 Administrative Office of the Courts (AOC) briefings on sharing information about children in foster care are at this link: <http://www.courts.ca.gov/cfcc-publications.htm#acc12610>

### 2.0 DESCRIPTION OF SERVICES

- 2.1 Introduction. The AOC seeks the services of a person or entity with expertise in legal analysis of statutes, regulations, rules of court and case law regarding sharing information on children in juvenile dependency among court, child welfare, health, mental health, substance abuse services, and education stakeholders. Consultant should have expertise in providing advanced education on this topic to both legally sophisticated audiences including judges, dependency attorneys and county counsel, and non-attorneys including social workers and school administrators. Consultant should also have expertise in the issues raised by information exchange among computerized case management systems and the ability to evaluate the exchange of information. The monetary range of the Project is **\$95,000.00 to \$105,000.00**. If a contract is awarded, the work is expected to begin on **June 29, 2012** and to be completed by **September 28, 2012**.

2.2 General requirements. The Consultant will conduct the following specific tasks:

- Provide half-day or day long trainings in information sharing at 10 locations around the state including three counties in the Sacramento area, three counties in the San Francisco Bay Area and four counties in the Los Angeles/San Bernardino area. Training must include a standard curriculum, which addresses the federal Health Insurance Portability and Accountability Act, the California Confidentiality of Medical Information Act, the federal Family Educational Rights and Privacy Act, California Welfare and Institutions Code section 827.1, and other relevant statutes, regulations, rules and case law.
- Record the curriculum in a series of webinars for distribution by the AOC.
- Provide consultation or technical assistance by conference call to approximately 5 local trial courts who are engaged in drafting or reviewing memoranda of understanding and other agreements on information sharing with local child welfare, health, education and other agencies.
- Develop a curriculum for family law professionals on information sharing in family law cases with juvenile court involvement.
- Provide family law training at 5 regional trainings for family court services mediators and other professionals including one county in the Sacramento area, two counties in the San Francisco Bay Area and two counties in the Los Angeles/San Bernardino area, and record webinar for distribution by the AOC.
- Prepare a written guide for understanding Welfare and Institutions Code section 827.

**3.0 TIMELINE FOR THIS RFP**

The AOC has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the AOC.

EVENT	DATE
RFP issued	April 24, 2012
Deadline for questions to Solicitations@jud.ca.gov	April 30, 2012, at 2:00 P.M.
Questions and answers posted (estimate only)	May 1, 2012
Latest date and time proposal may be submitted	May 7, 2012, at 2:00 P.M.
Evaluation of proposals	May 7 through May 9, 2012
Notice of Intent to Award (estimate only)	May 14, 2012
Negotiations and execution of contract (estimate only)	May 14 through May 23, 2012
Notice of Award (estimate only)	May 30, 2012
Contract start date (estimate only)	June 22, 2012
Contract end date (estimate only)	September 28, 2012

#### 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: AOC Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign an AOC Standard Form agreement containing these terms and conditions (the “Terms and Conditions”).  The provisions marked with an (*) within the Terms and Conditions are minimum contract terms and conditions (“Minimum Terms”).
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: Payee Data Record Form	This form contains information the AOC requires in order to process payments.
Attachment 5: Darfur Contracting Act Certification	Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 6: Conflict of Interest Certification Form	Proposer must complete Conflict of Interest Certification and submit the completed certification with its proposal

#### 5.0 SUBMISSIONS OF PROPOSALS

5.1 Proposals should provide straightforward, concise information that satisfies the requirements of Section 6 (“Proposal Contents”). 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.

5.2 The Proposer must submit the proposal in two parts, the technical proposal and the cost proposal.

5.2.1 The Proposer must submit **one (1) original and three (3) copies** of the Technical Proposal. The original must be signed by an authorized representative of the Proposer. *The Proposer must write the RFP title and number on the outside of the sealed envelope.*

5.2.2 The Proposer must submit **one (1) original and three (3) copies** of the Cost Proposal. The original must be signed by an authorized representative of the Proposer. The original cost proposal (and the copies thereof) must be submitted to the AOC in a single sealed envelope, separate from the technical proposal. *The Proposer must write the RFP title and number on the outside of the sealed envelope.*

RFP Title: Technical Assistance in Sharing Information in Juvenile Dependency Cases

RFP No.: CFCC 03-12-LM

5.2.3 The Proposer must submit a complete electronic version of each proposal on CD-ROM. The files contained on the CD-ROM should be in PDF as well as editable/unprotected Word or Excel formats.

5.3 Only written proposals will be accepted. Proposals must be submitted by registered or certified mail, courier service (e.g. FedEx), or delivered by hand to the following address. Proposals may not be submitted by facsimile or email.

Judicial Council of California  
Administrative Office of the Courts  
Finance Division  
Attn: Nadine McFadden, **RFP: CFCC-03-12-LM**  
455 Golden Gate Avenue 7th Floor  
San Francisco, CA 94102-3688

5.4 Proposals must be received by the date and time listed on the coversheet of this RFP. Late proposals will not be accepted.

## 6.0 PROPOSALS CONTENTS

6.1 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. Proposer's name, address, telephone and fax numbers, and federal tax identification number. Note that if 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 Proposer's designated representative for purposes of this RFP.
- c. For each key personnel: 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/AOC may check references listed by Proposer.
- e. Proposed method to complete the work specified in *8.0 Evaluation of Proposals*, below.
- f. Acceptance of the Terms and Conditions.
  - i. On *Proposer's Acceptance of Terms and Condition (Attachment 3)*, the Proposer must either indicate acceptance of the Terms and Conditions or clearly identify exceptions to the Terms and Conditions. An "exception" includes any addition, deletion, qualification, limitation, or other change.

- ii. If exceptions are identified, the Proposer must also submit a redlined version of the Terms and Conditions that clearly tracks proposed changes, and a written explanation or rationale for each exception and/or proposed change.
  - iii. **Note: A material exception to a Minimum Term will render a proposal non-responsive.**
- g. Certifications, Attachments, and other requirements.
- i. Proposer must include the following certification in its proposal:

Proposer has no interest that would constitute a conflict of interest under California Public Contract Code sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or rule 10.103 or rule 10.104 of the California Rules of Court, which restrict employees and former employees from contracting with judicial branch entities. (*Attachment 6*)
  - ii. Proposer must include in its proposal a completed and signed *Payee Data Record Form (Attachment 4)*, or provide a copy of a form previously submitted to the JBE/AOC.
  - iii. If Proposer has had business activities or other operations outside of the United States within the previous three years, Proposer must complete the *Darfur Contracting Act Certification (Attachment 5)*, and submit the completed certification with its proposal.
  - iv. If Proposer is a corporation, proof that Proposer is in good standing and qualified to conduct business in California.
- h. Submission of Proposals
- i. Proposer should include the following attachments in the Technical Proposal:
    - a. Technical Proposal
    - b. Attachment 2, Appendix A - Standard Terms and Conditions– only if there are exceptions/modifications as indicated on Attachment 3.
    - c. Attachment 3 - Proposer’s Acceptance of Terms and Conditions
    - d. Attachment 4 – Payee Data Record Form
    - e. Attachment 5 – Darfur Contracting Act Certification
    - f. Attachment 6 – Conflict of Interest Certification Form
  - ii. Proposer should include the following attachment in the Cost Proposal
    - a. Cost Proposal

6.2 Cost Proposal. The following information must be included in the Cost Proposal:

6.2.1 A firm, fixed price for all services that may be provided and all expenses that may be incurred in completing each phase of the project and a total price for completing the entire project and each Deliverable specified in *Attachment 2, Exhibit C, Work to be Performed*. *Travel costs should be budgeted for 4 one-day trips to the Sacramento area, 6 one-day trips Los Angeles/San Bernardino area and 5 one-day trips to the San Francisco Bay area.*

6.2.2 A detailed explanation of how the price was determined, including: (1) a detailed line item budget showing total cost of the proposed services (hourly rate X hours) , and (2) a full explanation of all budget line items in a narrative entitled “Budget Justification.”

**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.

6.3 In addition to the Technical Proposal and Cost Proposal, *submit one (1) original and one (1) copy of the original signed documents for the following:*

- Attachment 2 – AOC Standard Terms and Conditions (submit only if there are exceptions/modifications as indicated on Attachment 3)
- Attachment 3 – Proposer’s Acceptance of Terms and Conditions
- Attachment 4 - Payee Data Record Form
- Attachment 5 – Darfur Contracting Act Certification
- Attachment 6 – Conflict of Interest Certification Form

**7.0 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 ninety (90) day period, the AOC reserves the right to negotiate extensions to this period. The AOC may release all offers upon issuance of a Notice to Award. (See RFP, section 3.0 for *Timeline For This RFP*.)

**8.0 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 AOC 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.

<b>CRITERION</b>	<b>MAXIMUM NUMBER OF POINTS</b>
<i>Quality of work plan submitted</i> <ul style="list-style-type: none"> <li>• Proposed overall project timeline</li> <li>• Description of curricula used to train judicial officers, attorneys, and other stakeholders in legal aspects of information sharing</li> <li>• Proposed team organization</li> </ul>	20
<i>Experience on similar assignments</i> <ul style="list-style-type: none"> <li>• Experience training legal and child welfare professionals in legal aspects of information sharing</li> <li>• Experience assisting courts, counties, or other institutions in drafting memoranda of understanding for information sharing</li> </ul>	20
<i>Reasonableness of Cost Proposal</i>	30
<i>Credentials of staff to be assigned to the project</i> <ul style="list-style-type: none"> <li>• Provide current resume or curriculum vitae</li> </ul>	15
<i>Acceptance of the Terms and Conditions</i>	10
<i>Ability to meet timing requirements to complete the project</i>	5
<b>Maximum Score</b>	<b>100</b>

## 9.0 RIGHTS

The AOC 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, obligation, or contract and in no way is the AOC or the State of California responsible for the cost of preparing a proposal. One copy of each proposal will be retained by the AOC for official files and will become a public record.

## 10.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

California judicial branch entities are subject to rule 10.500 of the California Rule of Court (see [www.courtinfo.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10\\_500](http://www.courtinfo.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10_500)), which governs public access to judicial administrative records.

If information submitted in a proposal contains material noted or marked as confidential and/or proprietary that, in the AOC’s sole opinion, meets the disclosure exemption requirements of Rule 10.500, then that information will not be disclosed upon a request for access to such records. If the AOC finds or reasonably believes that the material so marked is **not** exempt from disclosure, the AOC will disclose the information regardless of the marking or notation seeking confidential treatment.

## 11.0 DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS

The AOC has waived the inclusion of DVBE participation in this solicitation.

RFP Title: Technical Assistance in Sharing Information in Juvenile Dependency Cases

RFP No.: CFCC 03-12-LM

## **12.0 PROTESTS**

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contract 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 AOC to receive a solicitation specifications protest is the due date and time for submittal of proposals. Protests must be sent to:

AOC – Business Services  
Attn: Protest Hearing Officer, RFP CFCC 03-12-LM  
455 Golden Gate Avenue, Seventh Floor  
San Francisco, CA 94102-3688

***END OF RFP***