

# REQUEST FOR PROPOSALS

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***JUDICIAL COUNCIL OF CALIFORNIA***

**REGARDING:**  
CASE FILE REVIEW ON THE  
APPLICATION OF CHILD SUPPORT GUIDELINES  
FOR THE **COUNTY OF SISKIYOU**

CFCC-2016-13-RBB

**PROPOSALS DUE:**  
JANUARY 6, 2017, FRIDAY NO LATER THAN 3:00 P.M. PACIFIC TIME

## **1.0 BACKGROUND INFORMATION**

### **1.1 BACKGROUND**

The Judicial Council of California (JCC), chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system. The California Constitution directs the JCC 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 JCC also adopts rules for court administration, practice, and procedure, and performs other functions prescribed by law. The JCC staff assists both the council and its chair in performing their duties.

### **1.2 CENTER FOR FAMILIES, CHILDREN & THE COURTS**

The JCC's Center for Families, Children & the Courts (CFCC) will coordinate this project. The CFCC focuses on juvenile and family projects that improve the lives of children through positive changes in the trial and appellate courts' handling of matters involving children and families.

The Child Support Commissioner and Family Law Facilitator Program (Assembly Bill 1058) is a mandated statewide program to expedite child support cases. The JCC administers it by adopting rules and forms, setting standards for the Office of the Family Law Facilitator, overseeing budget administration, and in other ways ensuring successful implementation of the program.

A cooperative agreement, number 10-0264-09, between the Department of Child Support Services (DCSS) and the JCC provides for two-thirds (2/3) funding originating from the federal government and Trial Court Improvement Funds provide the one-third (1/3) state match needed to conduct the quadrennial review. The Child Support Commissioner and Family Law Facilitator Program is charged with the oversight of the JCC's review of statewide uniform child support guidelines.

The fact sheet for the Child Support Commissioner and Family Law Facilitator Program (Assembly Bill 1058) is located at: <http://www.courts.ca.gov/documents/Child-Support-Fact-Sheet.pdf>

CFCC's web site is located at: <http://www.courts.ca.gov/programs-cfcc.htm>

### **1.3 REVIEW OF STATEWIDE UNIFORM CHILD SUPPORT GUIDELINE**

California has adopted a child support guideline in compliance with federal law, 42 U.S.C. section 667(a). California Family Code, section 4054(a) provides that the "Judicial Council shall periodically review the statewide uniform guideline to recommend to the Legislature appropriate revisions." California's guideline is found at Family Code sections 4050–4076.

Federal law also requires that child support guidelines be reviewed by the state at least once every four years to "ensure that their application results in the determination of appropriate child support award amounts," as promulgated by 42 U.S.C. section 667(a).

The previous study can be found here: <http://www.courts.ca.gov/documents/review-sucsg-0611.pdf>

The federal and state requirements specify that the review must include an analysis of case data. One of the major reasons for conducting the case file review is to determine whether the guideline is being applied and the frequency of, and reasons for, deviation from the guideline.

For this portion of the study, the JCC seeks the services of an attorney currently licensed to practice law in California to be a case file reviewer with experience in family law and child support. The total cost for consultant services shall be no higher than \$55.00 per case reviewed.

## 2.0 DESCRIPTION OF SERVICES AND DELIVERABLE

### TERM

The services in the **County of Siskiyou** are expected to be performed for a period ending February 28, 2017.

### DESCRIPTION OF SERVICES

Federal and state requirements specify that the quadrennial child support guidelines review must include an analysis of case data. The case file review will help determine whether the guideline is being applied and the frequency of, and reasons for, deviation from the guideline.

To complete the case file data collection, the JCC seeks the services of attorneys currently licensed to practice law in California with experience in family law and child support. Contracted attorneys will review case files and complete an electronic data collection form for each casefile.

To show a bigger perspective, the eleven study counties are as follows:

### ESTIMATED TARGET SAMPLES

County	Targeted Sample (2010)	Actual Sample (2010)	Targeted Sample (2017)
Alameda	NA	NA	85
Amador	NA	NA	20
Fresno	236		160
Los Angeles	250		565
San Diego	177		80
San Luis Obispo	38		145
Santa Clara	146		20
<b>Siskiyou</b>	<b>31</b>		<b>20</b>
Solano	52		35
Tehama	66		20
Tulare	88		50
<b>Total</b>	<b>1,085</b>		<b>1,200</b>

Note: Sample estimates are currently being calculated and are subject to change. Final sample sizes will be confirmed in January, 2017

Of these eleven, one county, which is the **County of Siskiyou**, will be the subject of this RFP.

The case file reviewer will examine a select number of Title IV-D and non-Title IV-D child support cases and complete a case file review form for each. The review will examine child support orders that were established or modified between January 1, 2015 and December 31, 2015. Completed forms will then be submitted to the JCC Project Manager no later than February 28, 2017.

The case file reviewer will be required to participate in a two (2) hour data collection training via webinar led by the JCC Project Manager in late January to early February 2017. The case file review must be completed in compliance with the sampling and other procedures provided at the data collection training webinar.

One (1) case file reviewer will be selected and assigned to the **County of Siskiyou**. Data collection will take place over a two- (2) week period from early to mid-February, 2017.

- 2.10 DELIVERABLE AND DUE DATE: The Proposer will be asked to do the following, by the date listed to the right of the deliverable:

Deliverable	Due Date
The contractor will participate in a data collection training via webinar to ensure compliance with the sampling and other procedures prior to the case file review. The contractor will conduct case file reviews in the <b>County of Siskiyou</b> for the quadrennial Review of Statewide Uniform Child Support Guideline. A case file review form must be completed for each Title IV-D and non-Title IV-D child support case reviewed. All case file review forms must be sent in electronic format to the Project Manager.	On or before February 28, 2017

### 3.0 TIMELINE FOR THIS RFP

The JCC has developed the following list of key events from the time of the issuance of this RFP through the intent to award contract. All dates are subject to change at the discretion of the JCC.

EVENT	KEY DATE
Issue date of RFP	Dec 27, 2016
Deadline for questions to Solicitations@jud.ca.gov	December 29, 2016 at 3pm Pacific Time
Latest date and time proposal may be submitted	January 6, 2017 at 3pm Pacific Time
Evaluation of proposals based on Best Value ( <i>estimate only</i> )	January 9-11, 2017
Notice of Intent to Award ( <i>estimate only</i> )	January 12, 2017
Negotiations and execution of contract ( <i>estimate only</i> )	January 13-20, 2017
Contract Start Date ( <i>estimate only</i> )	January 23, 2017
Contract End Date ( <i>estimate only</i> )	February 28, 2017

**4.0 RFP ATTACHMENTS**

The following attachments are included as part of this RFP:

<b>ATTACHMENT</b>	<b>DESCRIPTION</b>
Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
Attachment 2: JCC Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign a JCC 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.  Note: A material exception to a Minimum Term will render a proposal non-responsive.
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.

**5.0 PAYMENT INFORMATION**

The total cost for consultant services shall be no higher than \$55.00 per case reviewed. This rate is inclusive of labor, materials, overhead, training, and any travel expenses incurred. Payment for these services will be paid in full upon completion of the deliverable.

**6.0 PRE-PROPOSAL CONFERENCE**

The JCC will not hold a pre-proposal conference.

**7.0 SUBMISSIONS OF PROPOSALS**

7.1 The Proposer shall provide their point of contact, including name, physical and electronic addresses, and telephone numbers in a cover letter.

- 7.2 Responsive proposals should provide straightforward, concise information that satisfies the requirements noted in items RFP: 2.0 and 8.0.
- 7.3 Proposers will submit one 1 hard copy and 1 electronic version of the proposal.
- 7.4 Only written responses will be accepted. Responses should be sent by registered or certified mail or by hand delivery only. Proposals may not be transmitted by fax or email.

Judicial Council of California  
Attn: Stephen Saddler, RFP No. CFCC-16-02-RBB  
455 Golden Gate Avenue, 6th Floor  
San Francisco, CA 94102-3688

- 7.5 Late proposals will not be accepted.
- 7.6 The JCC 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 JCC or the State of California responsible for the cost of preparing the proposal. One copy of a submitted proposal will be retained for official files and becomes a public record.

## **8.0 PROPOSAL CONTENTS**

- 8.1 Proposal. The following information must be included in the proposal. A proposal lacking any of the following information may be deemed non-responsive.
- a. The Proposer's name, address, California State Bar number, 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. Resume and cover letter describing your experience and familiarity with the following in the State of California:
    - Governmental and family law forms relating to child support;
    - Child support guideline and child support guideline law;
    - Standard governmental and family law child support order provisions; and
    - Review of governmental child support and family law court files.
  - c. Names, physical and electronic addresses, and telephone numbers of a minimum of two (2) references with whom the attorney has worked, and the term of the work. The JCC may check references listed.
  - d. A calendar of your availability from late January, 2017 through February 24<sup>th</sup>, 2017.
  - e. Acceptance of 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 that shows all proposed changes, and
  - (ii) a written explanation or rationale for each exception and/or proposed change.
- f. 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”), the Proposer must be 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.

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.

## **9.0 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.

## **10.0 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. Awards, if made, will be to the highest-scored proposal. Each proposed candidate will be evaluated separately in accordance with these criteria below which comprises best value.



Utilization of “best value” evaluation methods, which means to select the solution that will achieve the best result based on performance measures, not necessarily the lowest price.

If a contract will be awarded, the JCC will post an intent to award notice as specified on Section 3.

<p><b>Experience:</b>  Proposals will be evaluated in terms of:</p> <ol style="list-style-type: none"> <li>1. Experience reviewing court case files to determine child support provisions; and</li> <li>2. Quality of services rendered.</li> </ol>	<p>25 Points</p>
<p><b>Knowledge:</b>  Proposals will be evaluated in terms of:</p> <ol style="list-style-type: none"> <li>1. Knowledge of child support law and child support guidelines; and</li> <li>2. Technical competence as well as past performance working on child support guideline cases.</li> </ol>	<p>20 Points</p>
<p><b>Timeliness:</b>  Proposals will be evaluated in terms of:</p> <ol style="list-style-type: none"> <li>1. Compliance with proposed contract terms; and</li> <li>2. Ability to meet project completion deadlines as required by project.</li> </ol>	<p>15 Points</p>
<p><b>Cost proposal:</b>  Proposals will be evaluated in terms of:</p> <ol style="list-style-type: none"> <li>1. Proposals will be evaluated in terms of reasonableness of cost, best value, proposed rate per case file review, including all-inclusive costs.</li> </ol>	<p>30 Points</p>
<p><b>T&amp;C:</b>  Proposals will be evaluated in terms of:</p> <ol style="list-style-type: none"> <li>1. Acceptance of Terms and Conditions</li> </ol>	<p>10 Points</p>

## 11.0 INTERVIEWS

The JCC 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. If conducted in person, interviews will likely be held at the JCC’s offices. The JCC will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The JCC will notify eligible Proposers regarding interview arrangements.

It may be necessary to interview prospective service providers to clarify aspects of their submittal. If conducted, interviews will likely be conducted by telephone conference call. The JCC will notify prospective service providers regarding the interview arrangements.

## **12.0 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.

**13.0 QUESTIONS TO THE SOLICITATIONS MAILBOX:** Questions regarding this RFP should be directed to [Solicitations@jud.ca.gov](mailto:Solicitations@jud.ca.gov) by the date and time indicated in Section 3.

## **14.0 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:

Judicial Council of California  
Attn: Protest Officer, RFP No. CFCC-16-01-RBB  
455 Golden Gate Avenue, 6th Floor  
San Francisco, CA 94102-3688