**JUDICIAL COUNCIL OF CALIFORNIA**

**QUESTIONS AND ANSWERS**

**FOR**

**REQUEST FOR PROPOSAL NUMBER: CFCC-2021-04-LV**

**TITLE: REVIEW OF UNIFORM CHILD SUPPORT GUIDELINE**

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**Q.1 (references Deliverable 1 in matrix under 2.10.1 on page 6 of RFP).** What is the topic of the “written summary and recommendations” expected to be produced in Deliverable 1 with an estimated due date of May 24, 2021?

A. The written summary and recommendations will set forth an overview of the project plan and any decisions and progress made as of the first deliverable date.

**Q.2 (references Deliverable 3 in matrix under 2.10.1 on page 7 of RFP).** If JCC approves written justification for additional original research, what deliverable would that research be conducted under?

A. Any approved additional research will be due same date as Deliverable 4 unless a further extension is granted by the JCC Project Manager.

**Q.3 (references Section 7.0 on proposal submission on page 14).** Please clarify whether the technical proposal should be submitted as one PDF file or separate files for attachments including copies of credentials and balance sheets?

1. The technical proposal should be submitted as one PDF file.

**Q.4 (reference to Paragraph 3.0, page 11).** The RFP shows that questions are due April 14 and the proposals are due April 23, which is one week.

1. When will answers to questions be available?

A. These answers were posted on April 15, 2021.

1. Would it be possible to extend the proposal deadline to one week after answers are received?
2. The deadline to receive proposals has been extended to May 3, 2021.

**Q.5 (reference to Paragraph 2.3, page 3).**

1. What data source will be made available to the successful bidder to analyze payments, as federally required? Will payment data be available for all IV-D and non-IV-D orders selected for the case file review?
2. An analysis of payment data will not be part of the case file review process outlined in Section 2.3. However, for the deliverable outlined in Section 2.4.3 of the RFP, payment data will be provided by the Department of Child Support Services (DCSS) from the Child Support Enforcement (CSE) database only for IV-D cases. It is not anticipated non-IV-D cases will be captured for the payment data analysis.
3. How will payment data be made available to the successful bidder? For example, will it be in the same database as the case file data or will be in a separate file that must be linked? If it must be linked, will there be some way for the successful bidder to link it without using personal identifiers to avoid any concerns about data confidentiality?
4. Data will be provided by DCSS from the statewide CSE database. The analysis of the payment data and the case file review data are different processes that come from different data sources and will not need to be linked. The case file review process will focus on child support orders entered in individual cases pulled from sampled files collected by case file reviewers whereas the analysis of payment data will focus on statewide trends based on order type (e.g., default, stipulation) from the CSE database.
5. How many weeks after the project start date will the payment data be made available to the successful bidder?
6. The payment data will be available no later than 6 weeks prior to the due date for Deliverable 4.
7. Will the successful bidder be responsible for determining the sample size, sampling strategy, case selection criteria, and other specifics for the collection of payment data as well as matching it to the case file data gathered by CFCC to analyze payments by income imputation/presumption as federally required?
8. As stated above, the analysis of case file review data and payment data are two different processes and fall under two different deliverables. Nevertheless, the successful bidder will be responsible for determining the parameters for collection of payment data. This will not need to be matched to the case file data. The successful bidder will work with the JCC Project Manager to ensure the sampling strategy for the case file review yields sufficient data for the analysis.
9. Would the CFCC consider replacing its historical approach to data collection and measuring deviations with a more efficient approach that would meet federal requirements? Alternatively, would the CFCC entertain obtaining case file data from two sources for the purposes of reporting trends (e.g., changes in deviation rates over time) and meeting the federal requirements, including deviation analysis, but measuring deviations through an alternative methodology?

A. One of the goals of the case file review process is to review a sample of cases that are representative of the entire state based on various factors such as population, demographics, court size, and location. Our concern with sampling only two sources of data is that it would not reflect the necessary statewide representation. However, the successful bidder is encouraged to discuss ways to improve methodologies for data collection with the JCC Project Manager.

**Q.6 (references DVBEs).** Can you provide a website that lists DVBE businesses certified by California and whether they provide professional services?

1. More information about the DVBE certification can be found here: <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>.

**Q.7 (reference to Paragraph 2.10.1, pages 6-9).** The RFP timelines imply that there are only three months from developing the sampling plan (Deliverable 2 on page 6 of RFP which is tentatively scheduled for June 7), obtaining approval of the plan, collecting the data, and completing the analysis and write-up the findings (based a draft report due September 7).

1. Why is the timeframe so short? It appears that the federal OCSE offered states an extension due to the COVID pandemic, and some states start the clock for the four-year cycle on the effective date of guidelines changes resulting from a review.
2. The deliverable due dates listed in the RFP are only estimates and are based on federal and state mandates requiring the study to be completed every four years. The current timeline reflects a final report to be given to the state legislature by January 12, 2022. If COIVD restrictions prevent completion, sufficient justification could be submitted to receive an extension. The JCC will work with the successful bidder to extend the contract to allow for sufficient time to produce a comprehensive review of state child support guidelines.
3. Based on our experiences providing technical assistance on guidelines reviews to other states, it takes several months for the coordination of case file data alone and the timelines have even been longer due to Covid-related interferences. Data analysis and writing are also time- consuming tasks. Exacerbating this issue is that California is requesting more deliverables than most states and Paragraph 2.3 (page 3) suggests exploring whether there should be a change in the sampled counties, where a change could produce additional delays. Given this, how flexible are the timelines to ensure an appropriate level of available staff and coordination of data collection to produce a meaningful and quality review?
4. See answer above.

**Q.8 (reference to PARAGRAPH 2.3, page 3).**  For the 2017 review, the Judicial Council of California Center for Families, Children & the Courts (CFCC) coordinated the collection of case file data at the local level and sent the data to the contractor electronically.  However, our understanding is that was not always the situation for earlier case file reviews.  For example, in prior case file reviews, it appears that the contractor manually entered the data for an earlier review and that the contractor collected the data on-site for even earlier reviews.

1. Will the CFCC or the successful bidder or another entity be responsible for data collection of case file data at the local level?
2. The JCC Project Manager will oversee the data collection process for the case file review.
3. If the CFCC or another entity is responsible, will the data be transferred to the successful vendor electronically and by how many weeks after the project start date?

A. The data will be transferred to the successful bidder electronically and will be transferred at least four weeks prior to the due date for Deliverable 5.

**Q.9 (reference to PARAGRAPH 2.5, page 5).**  The third focused discussion group includes a broad cross-section of advocacy groups representing custodial parents, noncustodial parents, and children, parents, including low-income parents and other interested stakeholders.

1. Will the CFCC or the successful bidder or another entity be responsible for selecting the advocacy groups?
2. The successful bidder will be responsible for selecting the advocacy groups. The JCC Project Manager will assist the successful bidder with the selection process.
3. In addition to the advocacy groups, would the successful bidder have the discretion to include a sample of actual custodial and noncustodial parents?
4. Yes.

**Q.10**  **(reference to EVENT “Latest date and time proposal may be submitted,” page 11).**Will a one-week extension of the proposal deadline to April 30, 2021 at 3:00 PM (PST) be considered?

A. Yes, the proposal deadline has been extended to May 3, 2021 at 3:00 PM (PST).