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| RC2 |  | REQUEST FOR PROPOSALS  |
| Judicial Council of California**Regarding:**justicecorps program and data evaluation **NUMBER: COS-2017-3LB****PROPOSALS DUE:** May 19, 2017, NO LATER THAN 2:00 P.M. PACIFIC TIME |

**1.0 BACKGROUND INFORMATION**

* 1. California JusticeCorps Program. The California JusticeCorps Program is a collaborative project of the Judicial Council, Superior Courts of California, Counties of Los Angeles, Alameda, San Francisco, San Mateo, Santa Clara and San Diego; various University of California, California State University, and private university campuses; and community based legal aid services providers. Created in 2004 with an AmeriCorps grant, the JusticeCorps Program offers a unique approach to addressing one of the most pressing issues faced by courts around the country today: providing equal access to justice.
	2. JusticeCorps Program (“Program”). JusticeCorps is a program of the California Courts, administered by CaliforniaVolunteers and sponsored by the Corporation for National and Community Service.

The JusticeCorps Program recruits and trains 300 diverse undergraduate students (“members”) annually to augment overburdened court and legal aid staff who assist self-represented litigants in court-based self-help programs in Los Angeles, the Bay Area and San Diego. These trained JusticeCorps members who commit to a year of national service through the AmeriCorps program provide in-depth and individualized services to self-represented litigants in a variety of civil matters, often in the litigant’s own languages. Parties are given clear information and options, and then connected quickly to the right resources. Litigants are assisted in completing appropriate and accurate pleadings, written orders and judgments under attorney supervision and, in the process, provided with a better general understanding of the court system. In exchange for their service, members are provided an education award that can be applied toward educational expenses as well as an invaluable opportunity to learn about the law outside of the classroom.

1.3 Program Goals. The JusticeCorps Program uses the AmeriCorps model of national service to achieve its goal of increasing services to self-represented litigants in court based self-help centers, enhance the quality of that service and foster diversity among future professionals in law and law-related fields. JusticeCorps meets these goals by recruiting and training a diverse group of civically minded students to work as assistants to court staff (typically attorneys and clerks) working in court-based self-help centers.

1.4 Websites. Bidders for this RFP can learn more about the California JusticeCorps program at: <http://courts.ca.gov/programs-justicecorps.htm>.

Bidders can learn about AmeriCorps and national service at: [www.nationalservice.gov](http://www.nationalservice.gov), and also at [www.californiavolunteers.org](http://www.californiavolunteers.org).

**2.0 PURPOSE FOR THIS REQUEST FOR PROPOSALS (“RFP”)**

2.1 Judicial Council of California (“Judicial Council”). 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 also comprises the staff agency for the council that assists both the council and its chair in performing their duties.

2.2 The Court Operations Services Office (“COS”), housed in the Council’s Court Operations Services Division, is dedicated to providing direct services, resources and program support to the California courts to facilitate access to justice for the people of the state. COS seeks the services of a program evaluation consultant (“Contractor”) with expertise in designing quasi-experimental evaluations for established programs operating with a strong evidence-based model. The Proposer is expected to be familiar with how successful court and/or community-based legal services programs are implemented, especially those that integrate volunteer or student efforts into their program model. The Contractor will be asked to design and implement a multi-year evaluation of the JusticeCorps Program, within the parameters required by the Corporation for National and Community Service and CaliforniaVolunteers, federal and state AmeriCorps funding agencies, respectively. Evaluation design will take place during the summer of 2017 and the evaluation will launch in Fall 2017. The evaluation should employ scientific methodology and elements to measure evidence of the JusticeCorps program’s impact with respect to the program’s existing logic model, program design and operations, and study of work with the self-represented litigants served by the program.

2.3 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, as defined in Attachment 2, Appendix A, Services. The expertise required is (i) possess program analysis skills with a focus on demonstrating the program’s impact on the community it serves and comparisons between sites where the program does and does not exist, (ii) design measurement-based questions that assess the program’s effectiveness by using a control group, such as analyzing the differences between documentation completed with the assistance of JusticeCorps members and documentation completed by self-represented litigants without assistance; (iii) review and make recommendations on the program’s ongoing data collection methods and tools; and (iv) possess experience with or knowledge of community service, current trends in volunteerism, and/or AmeriCorps programs and the services they deliver.

2.4 It is the intention of the Judicial Council to award a single contract for a one (1) year period with two (2) option periods for the Project. The initial period is estimated to begin June 1, 2017 through May 31, 2018. The first option period is estimated to begin June 1, 2018 through May 31, 2019, and the second option period is estimated to begin June 1, 2019 through May31, 2020. The compensation for Work under this Project will range between $55,000 and $60,000 per period, including transportation expenses. *See sub-paragraphs 3.1 and 7.1.1.2, below.*

**3.0 DESCRIPTION OF SERVICES**

3.1 The Contractor will develop and implement a statewide program evaluation through consultation with JusticeCorps staff, review of existing evaluation plan and past evaluation reports, and AmeriCorps’ logic model, theory of change, and evaluation guidelines. The Contractor will formalize the research question for large-scale evaluation, conduct the evaluation with support from trained program and Judicial Council staff, and submit reports detailing findings of evidence-based impacts of the JusticeCorps program. The Contractor will also review and analyze ongoing data collection related to annual Performance Measurements to make recommendations for changes to data collection methods in future program years. Work will be handled mainly by remote access, with phone and intermittent in-person meetings at the Judicial Council San Francisco Office. Work will include travel to the Bay Area, Los Angeles, and/or San Diego courts and other select courts.

3.2 Knowledge of the JusticeCorps Program, National Service, current evaluation trends and methodology, and/or AmeriCorps programs will be beneficial to successfully completing the Scope of Work set forth in Appendix A, Services.

3.3 Website. For additional information about this solicitation, see the California Courts’ Website located at [*www.courts.ca.gov/rfps.htm*](http://www.courts.ca.gov/rfps.htm) (“Courts’ Website”).

**4.0 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 | May 5, 2017 |
| Deadline for questions to Solicitations@jud.ca.gov  |  May 10, 2017, no later than 1:00 PM (PT) |
| Questions and answers posted *(estimate only)* |  May 12, 2017 |
| Latest date and time proposal may be submitted  | May 19, 2017, no later than 2:00 PM (PT) |
| Evaluation of proposals. This period includes any interviews *(estimate only)* | May 22 through May 24, 2017 |
| Notice of Intent to Award *(estimate only)* | May 26, 2017 |
| Negotiations and execution of contract *(estimate only)* |  TBD |
| Contract start date *(estimate only)* | June 1, 2017 |
| Contract end date *(estimate only)* | May 31, 2020 |

**5.0 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: JBCM Standard Agreement | If selected, the person or entity submitting a proposal (the “Proposer”) must sign this JBCM Standard agreement (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 Form | 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 Judicial Council requires in order to process payments and must be submitted with the proposal. |
| Attachment 7: Unruh Civil Rights Act and California Fair Employment and Housing Act Certification | The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification and submit the completed certification with its proposal. |
| Attachment 8: Bidder Declaration | Complete and return this form with the proposal only if Proposer wishes to claim the DVBE incentive associated with this RFP. |
| Attachment 9: DVBE Declaration | Complete and return this form with the proposal only if Proposer wish to declare DVBE status. |
| Attachments 3-9 must be signed by an authorized representative of the Proposer. |

**6.0 PAYMENT INFORMATION**

6.1 Subject to the terms in Attachment 2, Appendix B Payment Provisions, payment will be made in the form of not-to-exceed amounts at completion of each Deliverable.

* 1. The total cost for the Work of this RFP shall include transportation expenses. The Deliverables are specified in Attachment 2, Appendix A, Services.

**7.0 SUBMISSIONS OF PROPOSALS**

7.1 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, requirements, clarity and completeness of content.

7.2 The Proposer must submit its proposal in two parts, the Technical Proposal and the Cost Proposal.

7.2.1 The Proposer will submit **one (1) original and three (3) copies** each of the Technical and Cost Proposals. The originals of each Proposal must be signed by an authorized representative of the Proposer. The Technical Proposal original and copies shall be in a sealed inside envelope. The Cost Proposal original and copies shall be in a sealed inside envelope. Both Technical and Cost Proposals shall be in one (1) outside envelope. The RFP title and number shall be written on the outside envelope.

7.2.2 The Proposer must submit a complete electronic version of each proposal on CD-ROM or USB memory stick/flash drive. The files must be in PDF, Word or Excel formats.

7.2.3 Only hard copy Proposals will be accepted. Proposals may not be submitted by facsimile or email. Proposals must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand to the address provided below.

7.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

Judicial Council of California

Fiscal Services Office, Business Services

Attn: Lenore Fraga-Roberts, RFP: COS-2017-3LB

455 Golden Gate Avenue, 6th Floor

San Francisco, CA 94102-3688

**8.0 PROPOSAL CONTENTS**

8.1 **Technical Proposal**. The following information must be included in the Technical Proposal, *which shall cover the initial period and two (2) option periods*. Every effort must be made to provide detailed information for services. A Proposal lacking any of the following information may be deemed non-responsive.

8.1.1 Proposed method to complete the work.

8.1.1.1 Propose overall project plan and organization. Include: (i) a plan for examining and incorporating existing logic model, evaluation requirements, and recent evaluation plan into evaluation recommendations, and (ii) a plan for reviewing existing data collection methods and tools, and method for analyzing data.

8.1.1.2 Propose methodology. Include plan for gathering input from participating JusticeCorps courts (sites in Los Angeles, the Bay Area, and San Diego) and implementing onsite quasi-experimental study of program impacts.

* + - 1. Propose method for presenting progress reports, findings and recommendations on evaluation feasibility and on analysis of data and data collection.

8.1.2 Experience on similar assignments, with an emphasis on experience evaluating use of the same program model in different environments.

* + - 1. Proposal includes examples of other research projects that combine quantitative and qualitative data, tie back to study subjects’ logic models, and incorporate experimental or quasi-experimental methods.
			2. Proposer has demonstrated experience with research related to court-based or community-based volunteer-driven legal assistance programs.

8.1.3 The Proposer’s name, address, telephone and fax numbers, and federal tax identification number. Note: 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.

8.1.4 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.

8.1.5 For each key staff member, provide their resume with background and experience as well as the individual’s ability and experience in conducting the proposed activities.

8.1.6 Names, addresses, and telephone numbers of a minimum of three (3) clients for whom the Proposer has conducted similar services. The Judicial Council may check references listed by the Proposer.

8.1.7 Acceptance of the Terms and Conditions.

On Attachment 3, Proposer’s Acceptance of Terms and Conditions, 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.

8.1.8 Certifications, Attachments, and other requirements.

8.1.8.1 Submit one (1) original and one (1) copy of the original signed documents for the following:

* Attachment 2 – Judicial Council 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 – General Certifications Form
* Attachment 5 – Darfur Contracting Act Certification Form
* Attachment 6 – Payee Data Record Form
* Attachment 7 - Unruh Certification Form

 Note: If exceptions are identified in Attachment 2, the Proposer must also submit (i) a redlined version of the Terms and Conditions with Attachment 2 that shows all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.

8.1.8.2 The Proposer must complete the General Certifications Form (Attachment 4) and submit the completed form with its proposal.

8.1.8.3 The Proposer must complete the Darfur Contracting Act Certification (Attachment 5) and submit the completed certification with its proposal.

8.1.8.4 The Proposer must complete the Payee Data Record Form (Attachment 6) and submit the completed certification with its proposal

8.1.8.5 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, provide 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.

8.1.8.6 Proof of financial solvency or stability by providing the most recent year of audited balance sheets and income statements.

8.1.8.7 Attachments 8 & 9 shall be submitted with Proposer’s proposal as applicable.

* 1. Cost Proposal. The following information must be included in the Cost Proposal.

8.2.1 A detailed line item budget for compensation for contract Work showing cost for each of the Deliverables set forth in *Attachment 2, Appendix B, Payment Terms, Tables 1thru 3. A full description of the Deliverables can be found in* *Attachment 2, Appendix A, Services.* The cost per Deliverable shall be a firm fixed price, with a not-to-exceed Contract Amount.

* + 1. Fully explain and justify all budget line items in a narrative entitled “Budget Justification.”

8.2.3 Fully explain and justify all budget line items in a narrative entitled “Administrative and Operating Expenses”.

**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.

**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 Judicial Council 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 Judicial Council will evaluate the proposals on a 100-point scale using the criteria set forth in the table below. The Judicial Council will conduct a comprehensive, fair and impartial evaluation of proposals received in response of this RFP. All proposals received from vendors will be reviewed and evaluated by a committee of qualified personnel (“Evaluation Committee”). The name, units, or experience of any individual members of the Evaluation Committee will not be made available to any vendor. The evaluation of proposals and selection of a preferred vendor will occur. Award, if made, will be to the highest-scored proposal.

If a proposer is selected for award of this RFP, the Judicial Council will post an Intent to Award notice on the Courts Website http://www.courts.ca.gov.

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| **CRITERION** | **maximum # points** |
| Quality of work plan submitted |  20 |
| Experience on similar assignments |  24 |
| Cost  | 30 |
| Credentials of staff to be assigned to the project | 9 |
| Acceptance of the Terms and Conditions | 10 |
| Ability to meet timing requirements to complete the project |  4 |
| Disabled Veteran Business Enterprise (DVBE) Incentive  | 3 |

**11.0 INTERVIEWS**

The Judicial Council 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 Judicial Council San Francisco office. The Judicial Council will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The Judicial Council will notify eligible Proposers regarding interview arrangements.

**12.0 SELECTION OF CONTRACTOR**

12.1 Upon completion of proposal evaluation and interviews, if held, the Evaluation Committee will finalize evaluation scoring using the same criteria/weights in Section 10, Evaluation of Proposals, above. The Evaluation Committee will then make their selection recommendation to the Judicial Council’s Procurement personnel who is responsible for this solicitation.

12.2 After review and confirmation of the Evaluation Committee’s recommendation(s), the Judicial Council’s Procurement personnel will provide written notification to all vendors who submitted proposals advising whether they were selected or not selected to be the preferred providers. The Procurement personnel will subsequently post a Notice of Intent to Award on the Judicial Council’s Court website advising the public of the selected provider.

**13.0 DISABLED VETERAN BUSINESS ENTERPRISE (“DVBE”) 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 10.0 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 8). 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 9) 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 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.

**FRAUDULENT MISREPREPRETATION 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.**

**14.0 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 Judicial Council 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 Judicial Council’s right to disclose information in the proposal, or (b) requiring the Judicial Council 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.

**15.0 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 this 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. Protests should be sent to:

Judicial Council of California

Attn: Protest Hearing Officer

455 Golden Gate Avenue, Sixth Floor

San Francisco, CA 94102-3688

***END OF RFP***