



Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

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TO: **POTENTIAL PROPOSERS**

FROM: Administrative Office of the Courts
Center for Families, Children & the Courts Division

DATE: April 19, 2007

SUBJECT/PURPOSE OF MEMO: To issue Addendum No 1 to CFCC 04-07 JDCA-LM and, as set forth in the attached documents: (1) to publish the AOC's Responses to Vendors' Questions, for those questions received by the deadline; (2) to revise RFP No. CFCC 04-07 JDCA-LM, section 3.2 of *Purpose of this Request for Proposals (RFP)*; and (3) to revise Attachment 2 – Contract Terms, Exhibit D – Work to be Performed, section 1.2 of *Focus Group Administration*.

ACTION REQUIRED: You are invited to review and respond to the attached Request for Proposals (RFP), as posted at <http://www.courtinfo.ca.gov/reference/rfp/>:

Project Title: JUVENILE DELINQUENCY COURT ASSESSMENT: QUALITATIVE DATA COLLECTION

RFP Number: CFCC 04-07 JDCA-LM

SOLICITATIONS MAILBOX: solicitations@jud.ca.gov by

DATE AND TIME QUESTIONS DUE: Deadline for submittal of questions pertaining to solicitation mailbox was: **Friday, April 13, 2007, no later than 1 p.m. (PST).**

DATE AND TIME PROPOSAL DUE: Proposals must be received by: **Monday, April 23, 2007, no later than 1 p.m. (PST).**

SUBMISSION OF PROPOSAL: Proposals must be sent to:
**Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden, RFP No. CFCC 04-07 JDCA-LM
455 Golden Gate Avenue, 7th Floor
San Francisco, CA 94102-3688**

AOC RESPONSES TO VENDORS’ QUESTIONS

Question # 1: My question concerns the time schedule outlined on pages 3 and 4 of Attachment 2 - Contract Terms, Exhibit D – Work to be Performed. Please clarify the Due Dates.

Answer # 1: Attachment 2 - Contract Terms, Exhibit D – Work to be Performed, sections 1.6.2-1.6.4 have been revised and provided below:

1.6.2 Phase 2: Conduct Focus Groups

Second Deliverable: <i>Focus Groups conducted</i>	Due Date
Conduct at least 8 focus groups	May 29 through June 29, 2007
Continue working with county contacts to revise or complete focus group scheduling and recruiting	June 1, 2007
Deliverable 2 is due	Conduct eight focus groups according to guidelines, provide tapes and notes
	Upon completion and Acceptance of Deliverable 2, as defined in <i>this Attachment 2 Contract Terms, Exhibit D – Work to be Performed</i> , the Contractor shall submit an invoice for Deliverable 2
	June 1, 2007 <u>June 29, 2007</u>

1.6.3 Phase 3: Conduct Focus Groups: Complete Focus Groups and Interviews

Third Deliverable: <i>Complete Focus Groups and Interviews</i>	Due Date
Conduct remaining focus groups and interviews	May 17 through July 13, 2007
Deliverable 3 is due	Conduct remaining four focus groups and interviews according to guidelines, provide tapes and notes.
	Upon completion and Acceptance of Deliverable 3, as defined in <i>this Attachment 2 Contract Terms, Exhibit D – Work to be Performed</i> , the Contractor shall submit an invoice for Deliverable 3
	June 29, 2007 <u>July 13, 2007</u>

1.6.4 Phase 4: Transcripts and Notes:

Fourth Deliverable: <i>Transcripts and notes</i>	Due Date
Review transcripts for accuracy	July 1 through October 12, 2007 <u>July 13 through October 13, 2007</u>
Deliverable 4 is due	Forward reviewed and corrected transcripts in written format. Upon completion and Acceptance of Deliverable 4, as defined in <i>this Attachment 2 Contract Terms, Exhibit D – Work to be Performed</i> , the Contractor shall submit an invoice for Deliverable 4

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AOC REVISIONS TO TEXT

The following section replaces RFP No. CFCC 04-07 JDCA-LM, section 3.2 of *Purpose of this Request for Proposals (RFP)*:

- 3.2 The purpose of this Request for Proposals (RFP) is to secure a contract to conduct focus groups and provide a preliminary analysis of the findings. The research activities will take place from the date of the contract execution through June 29, 2007. The contractor must conduct ~~twelve (12)~~ sixteen (16) focus groups of 8-12 persons each in the following areas: youth (4 groups), parents (4 groups), victims (4 groups), and community organizations (4 groups or ~~12~~ 16 interviews). The research tasks to be performed by the contractor will include: contacting initial contact persons provided by the AOC in six (6) counties and determining the best contacts in each county for recruiting and hosting focus groups; assisting the county contacts in recruiting participants, locating venues, and providing support for the groups; facilitating the payment of focus group costs among the AOC, participating courts and the focus group hosts; converting the topic guidelines provided by the AOC into focus group scripts; providing informed consent forms and other written materials for the focus groups; traveling to the counties and conducting the focus groups with one or more staff from the AOC; providing complete tapes to the AOC's transcriber; providing notes on each focus group to the AOC; and checking the transcripts for accuracy.

The following section replaces Attachment 2 – Contract Terms, Exhibit D – Work to be Performed, section 1.2, *Focus Group Administration*:

- 1.2 FOCUS GROUP ADMINISTRATION: This RFP seeks a contractor to conduct ~~twelve (12)~~ sixteen (16) focus groups with various persons who have participated in delinquency court as a litigant, witness, or family member of a child with a case: youth (4 groups), parents (4 groups), victims (4 groups); and community groups (4 groups or ~~12~~ 16 interviews). The focus groups should take place in six (6) JDCA study counties: Siskiyou, Placer, San Joaquin, San Francisco, Los Angeles, and Riverside. No one type of focus group should be repeated in any county (that is, each youth group should be in a different county, each parent group should be in a different county, etc.).