

# ADMINISTRATIVE OFFICE OF THE COURTS

## QUESTIONS AND ANSWERS

**RFP Number: CFCC 08-12-LM**

### **San Luis Obispo Dependency Representation**

**August 10, 2012**

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1. How many full-time dependency courtrooms need to be staffed daily at the main courthouse? At the secondary courthouses?

Answer: There are no full time dependency courtrooms in either courthouse. See *Attachment 4, Section 4.A* for the locations of the San Luis Obispo Superior Court's primary and secondary facilities for dependency cases.

2. How many, if any, part-time dependency courtrooms need to be staffed and on what schedule? At the main courthouse? At the secondary courthouses?

Answer: There is one part-time dependency courtroom at the main courthouse that needs to be staffed. See *Attachment 4, Section 4.C* for a description of the Court's calendar. Cases are heard at the secondary courthouses on an as needed basis, to accommodate the Court's schedule, and with the agreement of counsel.

3. Are there any courtrooms, whether for hearing calendar, special hearings, detention calendar, or trials, that need to be staffed on Fridays? If so, how many courtrooms need to be staffed on Friday and in how many courthouses?

Answer: Typically, one courtroom at the main courthouse needs to be staffed on Fridays. The Court sets contested hearing on Fridays. Detention hearings occur on Fridays in the afternoon when absolutely necessary. The Court reserves the authority to set contested hearings at other times and in other locations with the agreement of counsel.

**Administrative Office of the Courts**  
**RFP Number: CFCC 08-12-LM**  
**San Luis Obispo Dependency Representation**

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4. What are the caseload numbers in the secondary courthouses?

Answer: There is no caseload at the secondary courthouses. Cases are heard at the secondary courthouses on an as needed basis, to accommodate the Court's schedule, and with the agreement of counsel.

5. How often do courtrooms in the secondary courthouses need to be staffed?

Answer: See Answer #2, above.

6. Does San Luis Obispo have a dual status program for crossover youth? If so, what are these caseload numbers?

Answer: San Luis Obispo does not have a dual status program for crossover youth.

7. Who has the delinquency representation contract in San Luis Obispo?

Answer: The Public Defender.

8. How often is the 241.1 calendar heard in San Luis Obispo?

Answer: There is no set calendar; hearings are set as needed and occur approximately two to three times a month.

9. Is there more than one courtroom hearing 241.1 matters? If so, how many courtrooms regularly hear 241.1 matters?

Answer: 241.1 matters are heard in two courtrooms: the delinquency and dependency courtrooms.

10. Are 241.1 matters heard in more than one courthouse? If so, which courthouses regularly hear 241.1 matters? On what schedule?

Answer: 241.1 matters are heard in the main courthouse and the Juvenile Justice Center, as needed.

11. How often is the 827 calendar heard in San Luis Obispo?

Answer: The petitions are considered on regular dependency calendars in the main courthouse.

**Administrative Office of the Courts**  
**RFP Number: CFCC 08-12-LM**  
**San Luis Obispo Dependency Representation**

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12. Is there more than one courtroom hearing 827 matters? If so, how many courtrooms regularly hear 827 matters?

Answer: There is only one courtroom that regularly hears 827 matters.

13. Are 827 matters heard in more than one courthouse? If so, which courthouses regularly hear 827 matters? On what schedule?

Answer: 827 matters are heard at the main courthouse as needed.

14. Approximately how many non-minor dependents, either staying in or eligible for re-entry, are currently expected as part of the provider's representation caseloads?

Answer: Limited information is available regarding the non-minor dependent caseload. The Court *estimates* a caseload of no more than 50 clients.

15. Will the dependency provider be expected to represent 602 non-minor dependents who have completed the terms of their probation and are either staying in the system or elect to re-enter? If so, approximately what is the size of this caseload?

Answer: Dependency providers may be expected to represent 602 non-minor dependents. In San Luis Obispo County, 602 non-minor dependents can elect which department should supervise them. To date, no non-minor dependents supervised by Probation have requested supervision by the Department of Social Services.

16. Does San Luis Obispo have mandatory mediation? If so, what is the mandatory mediation calendar schedule?

Answer: San Luis Obispo does not have mandatory mediation, but mediation occurs as needed.

17. How is the current writ practice for dependency representation managed?

Answer: Counsel for parents generate the writ petition and points of authorities.

18. Approximately how many notices of intent to file a writ are filed on behalf of parent clients per month?

Answer: Approximately one notice of intent to file a writ is filed on behalf of parent clients per month.

**Administrative Office of the Courts**  
**RFP Number: CFCC 08-12-LM**  
**San Luis Obispo Dependency Representation**

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19. Approximately how many notices of intent to file a writ are filed on behalf of minor clients per month?

Answer: None.

20. Who currently holds the contract for dependency services in San Luis Obispo?

Answer: The holder of the current contract for dependency services has no bearing on this solicitation.

21. Is the current system staffed via panel attorneys or through a government or private firm?

Answer: The current system is staffed by a private firm that manages dependency representation through a panel of attorneys.

22. What is the anticipated transition period if a new provider is chosen?

Answer: The transition period is anticipated to start after vendor selection through contract execution, with the goal of minimizing disruption of services to clients. The exact timeline may vary per case as described in *Attachment 4, Section 7*.

23. Is the AOC's expectation that office space will be leased, phone lines and email accounts will be in place, staff will be interviewed, hired, and trained, and all case files will be transferred between Sept. 14 and October 1, 2012?

Answer: *Attachment 4, Section 7* states that "Newly selected provider(s) should be prepared to accept all dependency cases whether new or ongoing as of October 1, 2012". In the event that a new provider is selected, the new provider should have in place the necessary staffing and business necessities to work effectively on any cases transferred to the new provider beginning October 1, 2012.

24. Will the current provider(s), if not chosen, be responsible for the costs of packaging and transporting open case files to the new provider or does the proposal need to provide for these costs in the budget plan?

Answer: The current provider, if not chosen, is responsible for preparing and making case files available to the new provider. However, the new provider is responsible for arranging the transportation of those case files. Given the budget reductions cited in *RFP, Section 1.3*, no

**Administrative Office of the Courts**  
**RFP Number: CFCC 08-12-LM**  
**San Luis Obispo Dependency Representation**

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funding is available for start up and transition costs. AOC staff will work with each provider to coordinate a transition plan.

25. Does the budget proposal need to be packaged separately from the technical proposal or is it enough if it is in its own sealed envelope within the larger package?

Answer: See *RFP, Section 6.2.2*. The budget proposal may be in its own sealed envelope within the larger package.

***[END OF QUESTIONS AND ANSWERS]***