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| RC2 |  | REQUEST FOR PROPOSALS |
| **Judicial Council of California**  **addendum #1**  **Regarding: Coordinate annual California Youth court Summit**  **RFP Title**:  California Youth Court Summit  **RFP Number**:   cfcc-2017-13-lb  **PROPOSALS DUE:**  February 2, 2018 no later than 1 pm Pacific time |

This Addendum #1 hereby modifies the RFP as follows:

1. Deletions in the RFP are shown in strikethrough font (~~strikethrough font)~~; and insertions in the RFP are shown in bold underlined font (**bold underlined font)**. Paragraph numbers refer to the numbers in the original RFP.
2. The following changes are made to the RFP, Section 7.0 PROPOSAL CONTENTS:

**7.0 PROPOSAL CONTENTS**

7.1 Technical Proposal. The following information must be included in the technical proposal. **Proposer shall fill out and provide Attachment A, 2018 Youth Court Summit Proposal Form.** A proposal lacking any of the following information may be deemed non-responsive.

a. The Proposer’s name, address, 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. 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.

c. Provide a resume for each key personnel. The resume should describe the individual’s background and subject matter experience, as well as the individual’s ability and experience in conducting the proposed activities.

d. Provide references of 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. See **Attachment 7, References Form.**

e. Proposed method to complete the work.

1. Explain your method and/or tasks on completing the project. What methods will be used to facilitate the summit?
2. Provide an overall plan with time estimates from the start to the completion of the summit. This plan should be in WORD or EXCEL format.

iii. Explain the methods that will be used to present the course materials to the participants, including marketing and publicity for the event. (PowerPoint, handouts, etc.)

1. If applicable, describe Proposer’s method in preparation of a final summary of the summit, such as, but not limited to, evaluations, lessons learned, and proposed enhancements.
2. Provide a sample of a Proposer’s Evaluation forms used for similar type projects.
3. Provide the selection process for Workshop Presenters and Guest Speakers.

f. Acceptance of the 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 redlined version of the Terms and Conditions that implements all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.

g. Certifications, Attachments, and other requirements.

i. The Proposer must complete and submit all attachments as described in Section **4.0 RFP Attachments**.

ii. 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, 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.

iii. Copies of the Proposer’s (and any subcontractors’) current business licenses, professional certifications, or other credentials.

7.2 Cost Proposal. The following information must be included in the cost proposal~~.~~ **, including TABLE 1 below.**

**TABLE 1:**

| **Deliverable(s)** | **Estimated Due Date** | **Not to Exceed Amount** |
| --- | --- | --- |
| **First Deliverable**: Pre-Planning stage   1. Research and identify viable location for youth summit in the Northern California region. 2. Meet with conference services at the established location to discuss logistics, costs, and services available. 3. Discuss with Planning Committee on regularly scheduled conferences calls, the potential location, costs, and services offered by venue. Provide the Judicial Council, CFCC with copies of conference call agendas. 4. Furnish the Judicial Council, CFCC with an executed contract between Contractor and venue, which shall include information on the costs of services such as, but not limited to, the lodging, meals, and snacks. | April 4, 2018 | $ |
| **Second Deliverable**: Planning stage   1. Submit a copy of the draft agenda for the summit. 2. Provide the Judicial Council, CFCC with information on research, coordination and booking of guest speaker(s). 3. Continue bi-weekly planning committee conference calls to discuss final planning stages. Furnish the Judicial Council, CFCC with copies of the agenda from the conference calls. 4. Solicit and provide plenary speaker(s) and faculty for the summit. 5. Provide the Judicial Council, CFCC with workshop descriptions and faculty names. If requested by JCC contractor may be required to provide executed agreement(s) between their subcontractors | May 2, 2018 | $ |
| **Third Deliverable**: Post event   1. Provide the Judicial Council, CFCC with the number of all registered attendees (sorted by youth, adults, faculty, and JCC Staff.) 2. Submit a report to Judicial Council, CFCC that includes the final number of attendees, final program, and any issues that arose during the summit and how those issues were resolved. 3. Submit copies of evaluations from the summit for future review and reference. | June 30, 2018 | $ |
| **Fourth Deliverable*:***   1. Conduct a meeting at the summit between the Planning Committee and the contractor for the purpose for strategically planning for future Youth Court Summits and Youth Court Regional Roundtables, which are an extension of the summit for youth courts in California. Submit a final report that includes:    * Total number of registered guests for this year’s summit, which will be used to gauge the location for the 2019 summit;    * Revised evaluation format, evaluation content and evaluation delivery for next year’s summit;    * Number of counties and youth courts represented at the summit to better determine outreach efforts for the next year’s summit; and    * Describe how outcomes of the Youth Court Summit event should inform the content and structure for the Youth Court Regional Roundtables, whose purpose is to offer additional training and information to youth courts in California, comparable to what is offered at the annual Youth Court Summit. 2. Coordinate and manage a southern and northern biannual Youth Court Regional Roundtables whose purpose is to offer training and assistance to local courts on creating effective youth courts in California. Youth courts provide restorative justice to first time youth offenders utilizing a multidisciplinary approach, i.e. drug/alcohol counseling, anger management counseling/classes, and, when necessary, using a trauma-informed approach to assist youth going through teen court. | December 15, 2018 | $ |

1. As a separate document, submit a detailed line item budget showing total cost of the services for each Deliverable. Fully explain and justify all budget line items in a narrative entitled “Budget Justification.” The budget should include estimated program costs including summit lodging and activities, as well as other anticipated costs that will be incurred in the coordination of the Youth Court Summit.
2. The total costs for services, (Deliverable 1, 2, and 3) will not exceed **$20,000.00** and are inclusive of all lodging, activity costs, personnel, materials, computer support, travel, per diem, and overhead rates. The method of payment to the coordinator will be by cost reimbursement.
3. If additional funding becomes available, additional services would be included in the contract (Deliverable 4). Total costs for the this service will not exceed **$15,000** and are inclusive of all logistics, content creation, travel, and materials to conduct a meeting at the 2018 Youth Court Summit and to convene two Youth Court Regional Roundtables for the purpose of training local courts on how to start a youth court and to address truancy and discipline issues in school. This will include providing expertise from subject matter experts in the areas of youth courts, school administration, and law enforcement. The proposal must include a plan for completing Deliverable 4, in the event that the additional funding becomes available.

**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.