

REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA

**REGARDING: INTERDISCIPLINARY EDUCATION ON
PERMANENCY AND THE COURT**

RFP NUMBER: CFCC-2019-09-LV

PROPOSALS DUE: October 22, 2019 NO LATER THAN **3:00** P.M.
PACIFIC TIME

1.0 BACKGROUND INFORMATION

- 1.1 Judicial Council of California. The Judicial Council of California (“Judicial Council”), chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system. The California Constitution directs the Judicial 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 Judicial Council also adopts rules for court administration, practice, and procedure, and performs other functions prescribed by law. The Judicial Council’s Court Operations and Services Division, Center for Families, Children & the Courts (“CFCC”) supports programs in court settings that improve practice and services for children, youth, parents, families and other court users.
- 1.2 Interdisciplinary permanency training. A core service provided by CFCC is interdisciplinary education on permanency for children and non-minor dependents in foster care. The juvenile court plays a unique role in ensuring permanency for children, both in its supervision of the dependency case and its ability to convene all participants in the dependency system. Participants in permanency trainings include judges, parent and child attorneys, social workers, county counsel, probation officers, tribal representatives and advocates working with the Indian Child Welfare Act (ICWA), Court Appointed Special Advocates (CASA), parents, juvenile dependency mediators, and other advocates and stakeholders.
- 1.3 Objective. This request seeks proposals to develop a live (in-person) curriculum and distance learning curriculum on permanency requirements, including special requirements for Indian Child Welfare Act (ICWA) cases. Live curriculum development will focus on permanency and best practices for foster youth within the first 90 days of a child’s time in foster care and throughout permanency and post permanency, including permanency options for nonminor dependents and special requirements and permanency options for Indian children. Provide regional trainings and a distance learning curriculum on permanency for foster children to the juvenile court, court appointed dependency counsel, and other child welfare partners named above (**Year 1**) and regional trainings and a distance learning curriculum on these topics on a distance learning platform (**Year 2**). Trainings will address system improvement, team building, new case law, legislation and federal regulations and guidelines in ICWA, improving family reunification outcomes, meeting ICWA placement preference and active efforts requirements, collaborative justice, and informed decision making. Trainings will focus on front-end permanency and reasonable efforts requirements (or in the case of Indian children, active efforts requirements) in post permanency to achieve permanency.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

2.1 Introduction

The Judicial Council seeks the services of an entity with expertise in interdisciplinary education on improving permanency for families and children in the foster care system. The contractor will be expected to develop a live curriculum, one pilot, and three trainings in the first year, and provide **three** trainings and distance learning curriculum in the second year. Each live training lasting approximately **12 hours over two days, for a minimum of 70 up to 120 participants at each training** and the contractor's responsibility and proposed costs shall include all aspects of the training including providing venues and faculty, marketing the training and providing registration, coordinating the training on-site, providing educational credit to participants, and evaluating efforts. The curriculum and training plan will be devised by contractor in consultation with Judicial Council Center for Families, Children & the Courts education staff. The funding available for this project is between **\$170,000.00 and \$205,000.00, which includes all expenses, including travel, venue, material, faculty, and other expenses associated with deliverables.**

The Judicial Council intends to award one (1) Agreement with the initial term (Year 1) of approximately (11) months estimated to be performed by the successful Proposer estimated from **November 1, 2019 through September 30, 2020**, with the possibility of one (1) one-year option (Year 2) to extend the term. The first option term (Year 2) if exercised is expected to begin in **October 1, 2020** and end in **September 30, 2021**. The Judicial Council in its sole discretion may exercise option terms prior to the expiration of the initial term or any option term.

2.2 General Scope of Services Requirements

2.2.1 The training program must encompass those aspects of improving permanency that can usefully be discussed in educational sessions by judicial officers, attorneys, child welfare professionals, probation officers, tribal representatives and advocates, community advocates and volunteers, and parents and children.

2.2.2 The training curriculum must focus on permanency requirements from pre-petition to the time a child is taken into protective custody and beyond, including how continuum of care reform and the Families First Act impact permanency. The curriculum must include a distance learning component on each aspect of the curricula.

2.2.3 Contractor must pilot curriculum in a minimum 12-hour training session over two days conducted in the first year to include at least **10** participants up to a maximum of **25** participants.

- 2.2.4 Contractor will present and finalize curriculum based on feedback from pilot participants and Judicial Council staff.
- 2.2.5 Trainings must encompass a mix of classroom-style instruction and group exercises and participation. **(Year 1 and Year 2)** The distance learning components must also include exercises and case scenarios based on role of the participant. **(Year 2)**
- 2.2.6 Trainings are expected to last two days and approximately 12 hours, and presented in a venue that will accommodate a minimum of 70 up to 120 participants. The distance learning component must be at least 1 hour in length for each component of the curricula.
- 2.2.7 One Pilot and three live trainings must be presented in **Year 1**. One training must be presented in each of the following areas: North (e.g. Redding); Bay Area (e.g. San Francisco) and Central (e.g. Fresno);
- 2.2.8 Three (3) live trainings must be presented in Year 2. One training must be presented in each of the following areas: Inland (e.g. San Bernardino) Southern (e.g. Los Angeles), and a third location to be decided in consultation with the Judicial Council. The final selections of all venues will require Judicial Council approval prior to any venue selection being finalized.
- 2.2.9 The following key topics must be covered: advocacy in the first 90 days of a case beginning, system improvement, team building, new case law, legislation, ICWA, including the new regulations and guidelines; improving family reunification outcomes, improving timeliness to permanence, collaborative justice, advocacy skills, and informed decision making.
- 2.2.10 Contractor must deliver training programs that must include a significant amount of participatory activity and include a method for practice and individual feedback from the instructor(s).
- 2.2.11 Contractor will deliver the training programs that include different methods for discussion, including but not limited to audio/visual vignettes, as well as case studies, other written materials, handouts and job aids.
- 2.2.12 Contractor will provide faculty including subcontracting with faculty when necessary. Faculty will be experienced professionals in their area of training. A two-day training session must include a minimum of four to eight faculty, from different backgrounds and disciplines, to create a varied and engaging experience for attendees. Faculty drawn from system participants such as former foster youth or parents in dependency is encouraged. Past Judicial Council trainings of this type have included approximately six to eight faculty over two (2) days.

- 2.2.13 Contractor will secure and pay for all training venues selected by the contractor and approved by the Judicial Council prior to any venue selection being finalized, logistical costs such as audiovisual equipment and wireless services, and catering costs for participants. Contractor will also secure and pay for the distance learning platform and content development for the distance learning components.
- 2.2.14 Contractor will secure and pay for catering. Catering must include Continental breakfast and nutritional lunch that will accommodate special meal requests for dietary restrictions.
- 2.2.15 Contractor will provide marketing to ensure registration between a minimum of 70 and up to 120 participants at each training and a mix of disciplines represented by the participants.
- 2.2.16 Judicial Council will assist in marketing by disseminating training information to stakeholders, including judges, attorneys, social workers, probation officers, and court-appointed special advocates through e-publications designed for court professionals, the e-news letter from the California Dependency On-Line Guide (CalDOG), and targeted outreach through email. Judicial Council will post and house the distance learning curricula.
- 2.2.17 Contractor will maintain a program for participants to register for the training, manage registration process, and provide other logistical support to participants as need. Contractor will also provide JCC with a listing of program registrants including full contact information. provide registration software, registration services and other logistical support to participants.
- 2.2.18 Contractor will provide all written and printed materials required at training.
- 2.2.19 Contractor will provide on-site coordination services including coordination with the venue staff, the faculty, caterers and participants.
- 2.2.20 Contractor will provide and or assist the Judicial Council in providing continuing education units for attorneys and other professional credits.
- 2.2.21 Contractor will administer course evaluations and record them in a database and report evaluations to Judicial Council.

2.3 Tasks and Deliverables.

The Judicial Council anticipates the following major tasks and specific deliverables in connection with the scope of services described in this Request for Proposal (RFP). Without changing the Deliverables, the Proposer should correct, validate and expand on the tasks, as deemed necessary or desirable by the Proposer.

2.3.1 Task 1 – Curriculum Development

- 2.3.1.1 Meet with and obtain input from CFCC dependency attorneys and tribal project's staff on needs, gaps, objectives and outcomes for this project.
- 2.3.1.2 Design and develop the curriculum. Curriculum must include competencies, objectives, outline and agenda with content to be covered. Instructor training or lesson plan for curriculum must be developed that includes key points for each learning objective, and participant materials, power point presentations and other multi-media presentations or training methods, exercises, hypothetical's, case studies, practice opportunities with direct and immediate individual feedback/critique, participant evaluation forms and other handouts.
- 2.3.1.3 Contractor is expected to provide substantially new content that has not been offered by the Judicial Council previously in the curriculum, based on adult learning principles and a careful consideration of current dependency policy and practice.
- 2.3.1.4 Curriculum must focus on the urgency of permanency within the first 90 days of a child being involved in the foster care system including, agency responsibilities, utilization of assessment tools, advocacy issues, engagement of parents and children, and the impact of the Families First Act on preventative services. Further, curriculum must focus on permanency issues throughout the court proceedings and how continuum of care reform impacts permanency.
- 2.3.1.5 Make modifications to curriculum based on feedback from CFCC dependency attorneys.
- 2.3.1.6 **Deliverable 1:** Complete a draft outline of the curriculum package, which the Judicial Council will receive copies. **Due date: December 30, 2019.**
- 2.3.1.7 **Deliverable 2:** Complete curriculum package, which the Judicial Council will receive copies of and be able to use for future trainings, including all items mentioned above, at least 15 days prior to the pilot training event to provide Judicial Council staff an opportunity to review and collaborate on any needed changes. **Due date: February 28, 2020.**
- 2.3.1.8 Task 2: Conduct full pilot of training, including structured time for feedback from participants.

2.3.1.9 Task 3: Make modifications to curriculum based on feedback from pilot participants

2.3.2 Task 2 – Program presentations

2.3.2.1 Schedule and coordinate logistics, including venues for training and registration tools and process, for training programs in each of the five (6) locations in California (North, Central, Inland Empire, South, Bay Area, and location to be determined in Year 2).

2.3.2.2 Provide separate estimated costs for regional trainings in each known location (North, Central, Inland Empire, South, and Bay Area).

2.3.2.3 Reproduce and assemble program materials for instructors and participants.

2.3.2.4 Secure faculty and conduct trainings in each of the six (6) locations that are two days in length at each location.

2.3.2.5 Review feedback from evaluations and debrief with Judicial Council staff.

2.3.2.6 Revise curriculum package as required by Judicial Council.

2.3.2.7 **Deliverable 3:** Program presented in first location and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training. The **first** training should occur by **April 30, 2020**.

2.3.2.8 **Deliverable 4:** Program presented in second location and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training. The **second** training shall occur by **July 30, 2020**.

2.3.2.9 **Deliverable 5:** Program presented in third location and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training. The **third** training shall occur by **September 15, 2020**.

2.3.2.10 **Deliverable 6:** Program presented in fourth location and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training. The **fourth** training shall occur by **February 26, 2021**.

2.3.2.11 **Deliverable 7:** Program presented in fifth location and registration and evaluation information provided to Judicial Council staff, as

well as debrief with staff within 10 days following the training. The **fifth** training shall occur by **April 30, 2021**.

2.3.2.12 **Deliverable 8:** Program presented in sixth location and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the **sixth** training shall occur by **July 30, 2021**.

2.3.3 Task 3- Distance Learning

2.3.3.1 Develop distance learning curriculum and allow Judicial Council staff review

2.3.3.2 Secure subject matter experts to develop and present curriculum

2.3.3.3 Secure distance learning platform

2.3.3.4 Provide estimate of cost for distance learning platform

2.3.3.5 Create evaluations and content that allows for continuing education credits for attorneys

2.3.3.6 **Deliverable 9:** Distance learning curriculum presented to the Judicial Council by **September 15, 2021**.

3.0 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	September 19, 2019
Deadline for written questions to solicitations@jud.ca.gov	October 1, 2019 No later than 3:00 PM, PST
Questions and answers posted (<i>estimate only</i>)	October 8, 2019
Latest date and time proposal may be submitted	October 22, 2019 No later than 3:00 PST
Evaluation of proposals (<i>estimate only</i>)	October 23, 2019 - October 30, 2019
Notice of Intent to Award (<i>estimate only</i>)	November 5, 2019
Negotiations and execution of contract (<i>estimate only</i>)	November 6 – November 13, 2019
Contract start date (<i>estimate only</i>)	November 20, 2019
Contract end date (<i>estimate only</i>)	September 30, 2020

4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs	These rules govern this solicitation.
Attachment 2: Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign a Standard Form agreement containing these terms and conditions (the “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	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 JCC requires in order to process payments and must be submitted with the proposal.
Attachment 7: Unruh and FEHA Certification	The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification,
Attachment 8 DVBE Declaration	This form needs to be signed by the Proposer if the Vendor is participating in the DVBE incentive and submitted with the proposal.
Attachment 9 Bidder Declaration	This form needs to be signed by the Proposer if the Vendor is participating in the DVBE incentive and submitted with the proposal.

5.0 PAYMENT INFORMATION

- Subject to the terms in Attachment 2, Appendix B, Payment Provisions, the selected provider will be paid on a firm-fixed price per Deliverable basis.
- Payment will be made after completion of deliverables as follows:

PAYMENT NUMBER	BILLABLE ACTIVITY	INVOICE DUE DATE
#1	Completion of Deliverables 1 and 2	No later than February 28, 2020
#2	Completion of Deliverables 3 and 4	No later than July 30, 2020
#3	Completion of Deliverable 5	No later than September 15, 2020
#4	Completion of Deliverables 6 and 7	No later than April 30, 2021
#5	Completion of Deliverable 8	No later than September 15, 2021

- The resulting contract will be comprised of firm fixed pricing for satisfactory completion of each deliverable/Milestone listed below. Completion Dates and Firm Fixed Amounts listed in the below table are estimated. The actual completion dates and firm fixed amounts will be based on the awarded proposal.
 - Contractor shall submit invoices upon satisfactory completion of services;
 - No other expenses including travel expenses will be reimbursed by the Judicial Council.
 - The payment term is Net 60 from date of receipt of invoice.

Table 1 Milestones

Milestone(s) Description	<i>Estimated Completion Date</i>	<i>Estimated <u>Maximum</u> Firm Fixed Amount</i>
<p>First Milestone:</p> <p>Curriculum Outline:</p> <ul style="list-style-type: none"> • Collaborate with Judicial Council staff and other faculty to develop content on First 90 Days curriculum. • Develop draft materials and job aids. • Participate in email exchanges and phone calls with Judicial Council to discuss curriculum and training objectives. 	<i>December 30, 2019</i>	<i>\$20,000</i>
<p>Second Milestone:</p> <p>Complete Curriculum Package and Pilot Training</p> <ul style="list-style-type: none"> • Collaborate with Judicial Council staff and other faculty to develop content on First 90 Days curriculum. • Finalize learning materials and job aids. • Conduct full pilot of the project • Participate in email exchanges and phone calls with Judicial Council to discuss pilot and modifications. 	<i>By February 28, 2020</i>	<i>\$25,000</i>
<p>Third Milestone:</p> <p>Regional Training 1:</p> <p>Collaborate with Judicial Council staff and other faculty to develop content on First 90 Days curriculum. This regional training will take place in by April 30, 2020.</p>	<i>By April 30, 2020</i>	<i>\$25,000</i>

Milestone(s)	<i>Estimated Completion Date</i>	<i>Estimated Maximum Firm Fixed Amount</i>
<p>Fourth Milestone:</p> <p>Regional Training 2:</p> <ul style="list-style-type: none"> Review evaluations and consult with Judicial Council staff regarding any changes to the curriculum. Collaborate with Judicial Council staff and other faculty to develop content on First 90 Days curriculum. This regional training will take place in by September 15, 2020. 	<i>By July 30, 2020</i>	<i>\$25,000</i>
<p>Fifth Milestone:</p> <p>Regional Training 3:</p> <ul style="list-style-type: none"> Review evaluations and consult with Judicial Council staff regarding any changes to the curriculum. Collaborate with Judicial Council staff and other faculty to develop content on First 90 Days curriculum. This regional training will take place in by November 30, 2020. 	<i>By September 15, 2020</i>	<i>\$25,000</i>
<p>Sixth Milestone:</p> <p>Regional Training 4:</p> <ul style="list-style-type: none"> Review evaluations and consult with Judicial Council staff regarding any changes to the curriculum. Collaborate with Judicial Council staff and other faculty to develop content on First 90 Days curriculum. This regional training will take place in by February 26, 2021. 	<i>By February 26, 2021</i>	<i>\$25,000</i>
<p>Seventh Milestone:</p> <p>Regional Training 5:</p> <ul style="list-style-type: none"> Review evaluations and consult with Judicial Council staff regarding any changes to the curriculum. Collaborate with Judicial Council staff and other faculty to develop content on First 90 Days curriculum. This regional training will take place in by April 30, 2021. 	<i>By April 30, 2021</i>	<i>\$25,000</i>

Milestone(s)	<i>Estimated Completion Date</i>	<i>Estimated <u>Maximum</u> Firm Fixed Amount</i>
<p>Eighth Milestone:</p> <p>Regional Training 6:</p> <ul style="list-style-type: none"> • Review evaluations and consult with Judicial Council staff regarding any changes to the curriculum. • Collaborate with Judicial Council staff and other faculty to develop content on First 90 Days curriculum. This regional training will take place in by April 30, 2021 	<i>By July 30, 2021</i>	<i>\$25,000</i>
<p>Eighth Milestone:</p> <p>Distance Learning:</p> <ul style="list-style-type: none"> • Develop distance learning curriculum and allow Judicial Council staff review • Produce distance learning education to post on Judicial Council website. 	<i>By September 15, 2021</i>	<i>\$10,000</i>

6.0 SUBMISSIONS OF PROPOSALS

- 6.1 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 and requirements, and completeness and clarity of content.
- 6.2 The Proposer must submit its proposal in two parts, the technical proposal and the cost proposal.
- a. The Proposer must submit **one (1) original and three (3) copies** of the technical proposal. The original must be signed by an authorized representative of the Proposer. The original technical proposal (and the copies thereof) must be submitted to the JCC in a single sealed envelope, separate from the cost proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.
 - b. The Proposer must submit **one (1) original and three (3) copies** of the cost proposal. The original must be signed by an authorized representative of the Proposer. The original cost proposal (and the copies thereof) must be submitted to the JCC in a single sealed envelope, separate from the technical proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.

- c. The Proposer must submit an electronic version of the entire proposal on CD-ROM or USB memory stick/flash drive. The files must be in PDF, Word, or Excel formats.
- 6.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

**Bid Desk – Interdisciplinary Education on Permanency and the Court
Judicial Council of California
Attn: Sheryl Berry, Solicitations, RFP #CFCC-2019-09-LV
455 Golden Gate Avenue, Sixth Floor
San Francisco, CA 94102-3688**

- 6.4 Late proposals will not be accepted.
- 6.5 Only written proposals will be accepted. Proposals must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Proposals may not be transmitted by fax or email.

7.0 PROPOSAL CONTENTS

- 7.1 Technical Proposal. The following information must be included in the technical proposal. A proposal lacking any of the following information may be deemed non-responsive.
- a. A cover letter containing 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. Describe the organization of the key staff (including the dedicated program manager) that would service the contract. Provide a listing of the staff, including name, title, and length of service within the organization along with a resume for each staff member. Other staff should be identified by name and title; additional qualifications and experience on similar projects may be included.
 - d. A resume must be provided for each individual proposed for this Agreement. An acceptable resume shall include the person's education, any applicable credentials and/or certifications, current work history and a summary of experience and knowledge to support the minimum qualifications of key personnel outlined in Section 2.0 Description of Services and Deliverables as well as the individual's

ability and experience in conducting the proposed activities. Sufficient detail must be included in each resume to allow the JCC to verify the experience cited. A separate section covering the Proposer's background, Principal Officers, and Staff Qualifications and Experience.

- e. Provide Work Plan based on description of Services and Deliverables.
- f. A minimum of two (2) clients may be contacted for whom the Proposer has conducted similar services. References are to include names, addresses, telephone numbers and the email address of a contact person. The JCC staff may contact referenced clients when reviewing an offer to verify the information provided. A reference must be external to a Respondent's organization and corporate structure.
- g. Proposed method to complete the work.
 - i. Project plan that outlines the proposed approach, using the general deadlines specified within this RFP:
 - ii. Sample outline of curriculum development
 - iii. Sample learning objectives
 - iv. Sample evaluations, including any continuing education credits that will be given
 - v. Sample timeline for curriculum development, including any interactive and adult learning principles that will be used.
- h. 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 red-lined 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.
- i. Certifications, Attachments, and other requirements.
 - i. The Proposer must complete the General Certifications Form (Attachment 4) and submit the completed form with its proposal.
 - ii. The Proposer must complete the Darfur Contracting Act Certification (Attachment 5) and submit the completed certification with its proposal.
 - iii. If Contractor is a California corporation, limited liability company ("LLC"), limited partnership ("LP"), or limited liability partnership

(“LLP”), proof that Contractor is in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor conducts or will conduct (if awarded the contract) intrastate business in California, proof that Contractor is qualified to do business and in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor does not (and will not if awarded the contract) conduct intrastate business in California, proof that Contractor is in good standing in its home jurisdiction.

- iv. 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;

- i. Proposer to provide a detailed line item budget for each milestone(s) described and the costs shall not exceed estimated firm fix priced of each deliverable and the total costs for the entire project should be within the range of \$170,000 to \$205,000 as stated in section 2.1 of this RFP.
- ii. Provide estimate of cost for distance learning platform

8.0 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 JCC reserves the right to negotiate extensions to this period.

9.0 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 JCC will evaluate the proposals on a 100 point scale using the criteria set forth in the table below. Award, if made, will be to the highest-scored proposal.

If a contract will be awarded, the JCC will post an intent to award notice at solicitations@jud.ca.gov.

CRITERION	REFERENCE	MAXIMUM NUMBER OF POINTS
Quality of work plan submitted	2.0, 7.0 e.	20
Experience on similar assignments	7.0	30
Cost	2.1, 2.2.1.2, 2.2.1.3, 2.2.1.4, 5.0, 7.2	30

CRITERION	REFERENCE	MAXIMUM NUMBER OF POINTS
Qualifications of staff to be assigned to project based on resumes submitted including experience, background, expertise and credentials if any	2.2.12, 2.3.3.2, 7.0 c. d.	7
Acceptance of the Terms and Conditions	Attachments, 1, 2 and 3	5
Ability to meet timing requirements to complete the project	2.2, 2.3, and Table 1 Milestones	5
(“DVBE”) Incentive Disabled Veterans Business Enterprise incentive is available to qualified proposers.	Attachment 7	3

10.0 INTERVIEWS

The JCC 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 JCC’s offices. The JCC will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The JCC will notify eligible Proposers regarding interview arrangements.

11.0 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 JCC 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 JCC’s right to disclose information in the proposal, or (b) requiring the JCC 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.

12.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

12.1 Qualification for the DVBE incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a proposal non-responsive.

- 12.2 Eligibility for and application of the DVBE incentive is governed by the Judicial Council's DVBE Rules and Procedures. Proposer will receive a DVBE incentive if, in the Judicial Council'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 11 above.
- 12.3 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").
- 12.4 If Proposer wishes to seek the DVBE incentive:

Proposer must submit with its proposal a DVBE Declaration (Attachment 7) 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.
- 12.5 Proposer must complete and submit with its proposal the Bidder Declaration (Attachment 9). Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.
- 12.6 Failure to complete and submit these forms as required will result in Proposer not receiving the DVBE incentive. In addition, the Judicial Council may request additional written clarifying information. Failure to provide this information as requested will result in Proposer not receiving the DVBE incentive.
- 12.7 If this solicitation is for IT goods and services, the application of the DVBE incentive may be affected by application of the small business preference. For additional information, see the Judicial Council's Small Business Preference Procedures for the Procurement of Information Technology Goods and Services.
- 12.8 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 Judicial Council 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 MISREPRETATION 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.

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13.0 PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contracting Manual (see www.courts.ca.gov/documents/jbcl-manual.pdf). Failure of a Proposer to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive, and will result in rejection of the protest. The deadline for the JCC to receive a solicitation specifications protest is the proposal due date. (Indicate Solicitation Number and Name of Your Firm on lower left corner of envelope.) Protests must be sent to:

Judicial Council of California
Business Services
ATTN: Protest Hearing Officer
RFP# CFCC-2019-09-LV
455 Golden Gate Avenue
San Francisco, CA 94102-3688