



**Judicial Council of California**  
ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

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**TO:** POTENTIAL BIDDERS

**FROM:** Administrative Office of the Courts  
Finance Division

**DATE:** February 18, 2009

**SUBJECT/PURPOSE OF MEMO:** REQUEST FOR PROPOSALS  
The Administrative Office of the Courts seeks to identify and retain a qualified service provider to coordinate and manage the 4th Annual Youth/Peer Court Summit at a higher education institution in Southern California.

**ACTION REQUIRED:** You are invited to review and respond to the attached Request for Proposals (“RFP”):  
**Project Title:** 2009 Youth/Peer Court Summit  
**RFP Number:** CFCC 15-08-CT

**CLARIFICATION OR MODIFICATION QUESTIONS DUE DATE:** Questions may be submitted to [solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov) no later than **1:00 p.m. (Pacific Time) on Tuesday, February 24, 2009.**

**PROPOSAL DUE DATE:** **Proposals must be received by 3:00 p.m. (Pacific Time) on Thursday, March 5, 2009**

**SUBMISSION OF PROPOSAL:** Proposals must be sent to:  
**Judicial Council of California**  
**Administrative Office of the Courts**  
**Attn: Nadine McFadden, CFCC-2008-15-CT**  
**455 Golden Gate Avenue**  
**San Francisco, CA 94102**

**FOR FURTHER INFORMATION:** **E-MAIL:**  
[Solicitations@jud.ca.gov](mailto:Solicitations@jud.ca.gov)

## 1.0 GENERAL INFORMATION

### 1.1. Background

- 1.1.1. The Judicial Council of California, chaired by the Chief Justice of California, is the chief policy making body of the California judicial system. The California Constitution directs the Council to improve the administration of justice by surveying judicial business, making recommendations 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 Administrative Office of the Courts (AOC) is the staff arm of the Council and assists both the Council and its chair in performing their duties.
- 1.1.2. The Center for Families, Children & the Courts (CFCC), a division of the Administrative Office of the Courts, is dedicated to improving the quality of justice and services to meet the diverse needs of children, youth, families, and self-represented litigants in the California courts. CFCC provides courts and court-connected agencies statewide with legal and court services, research, educational and training opportunities, print and electronic publications, and financial assistance.

### 1.2. Youth/Peer Court Summit

- 1.2.1. This will be the fourth annual statewide Youth/Peer Court Summit. The goal of the Youth/Peer Court Summit is to bring together youth and adult peer/youth court staff, juvenile bench officers, education experts, statewide youth-focused associations, and CFCC staff to share ideas and best practices about youth courts.
- 1.2.2. The Youth/Peer Court Summit rotates its location each year from a northern California university campus to a southern California university campus in order to limit prohibitive travel expenses for those attending the conference from different parts of the state. The event is held at a university campus because the setting is conducive for learning and sharing of ideas, while providing a safe and contained environment for youth between the ages of 13-17. These youth make up two-thirds of the participants at the summit.
- 1.2.3. The first Youth/Peer Court Summit took place at UC Santa Cruz in 2006 where over 100 youth and adult participants represented 18 youth courts from around the state. Adult participants included youth court staff, juvenile bench officers, superior court personnel, education experts, law enforcement, probation, juvenile justice focused associations and AOC staff. At this event, a statewide Youth Court Association was developed and established. Many youth and adult workshops were offered along with guest speakers.
- 1.2.4. The second Youth/Peer Court Summit took place at UC San Diego in 2007, where nearly 130 youth and adults attended. The attendees also participated in workshops during the event and listened to several guest speakers.

- 1.2.5. Last year’s Youth/Peer Court Summit took place at UC Davis, and was attended by 130 youth and adults. The event included workshops throughout the day, along with guest speakers and live entertainment.
- 1.2.6. The AOC seeks to identify and retain a qualified service provider to coordinate the 4th Annual Youth/Peer Court Summit at a higher education institution in Southern California. This RFP is the means for prospective service providers to submit their qualifications to the AOC and request selection as a service provider.

**2.0 PURPOSE OF THIS RFP**

The AOC seeks to identify and retain a California Youth/Peer Court Coordinator or staff, a California County Office of Education or Representative, or a California Peer/Teen Court Association to organize and manage the annual peer/youth court event for 130-150 participants at a higher education institution in southern California and to fund all expenses, including lodging and activity expenses, related to the event. This RFP is the means for prospective professionals to submit their qualifications to the AOC and request selection as the 2008 Youth/Peer Court Summit service provider.

**3.0 RFP SCHEDULE AND GENERAL INSTRUCTIONS**

- 3.1 The AOC has developed the following list of key events and dates from issuances of this RFP through commencement of contracted services. All key events and dates are subject to change at the AOC’s sole discretion.

<i>Event Description</i>	<i>Key Dates</i>
RFP Posted	February 18, 2009
Deadline for Proposers Questions	<b>1:00 p.m. (Pacific Time) February 24, 2009</b>
AOC Posts Clarification / Response to Proposers Questions (estimated)	February 27, 2009
Proposal Due Date & Time	<b>3:00 p.m. (Pacific Time) March 5, 2009</b>
Evaluation of proposals (estimated)	March 6 - 10, 2009
Notice of Intent to Award Contract (estimated)	March 12, 2009
Negotiations and execution of contract (estimated)	March 27, 2009

- 3.2 The RFP and any addenda that may be issued, including responses to proposers’ requests for clarification or modification, will be made available on the following website:

<http://www.courtinfo.ca.gov/reference/rfp> (CourtInfo web site)

### 3.3 Request for Clarifications or Modifications

3.3.1 Vendors interested in responding to the solicitation may submit questions by e-mail only on procedural matters related to the RFP or requests for clarification or modification of this solicitation document, including questions regarding the Terms and Conditions in Attachment B, to the Solicitations mailbox referenced below. If the vendor is requesting a change, the request must state the recommended change and the vendor's reasons for proposing the change.

**Solicitations mailbox:** [solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov)

3.3.2 All questions and requests must be submitted by e-mail to the Solicitations mailbox and received no later than the date and time specified on the coversheet to this RFP and in Section 3.1 above. Questions or requests submitted after the due date will not be answered.

3.3.3 All e-mail correspondence sent to the Solicitations mailbox MUST contain the RFP number and other appropriate identifying information in the e-mail subject line. In the body of the e-mail message, always include paragraph numbers whenever references are made to content of this RFP. Failure to include the RFP number as well as other sufficient identifying information in the e-mail subject line may result in the AOC taking no action on a vendor's e-mail submission.

3.3.4 Without disclosing the source of the question or request, the AOC Contracting Officer will post a copy of both the questions and the AOC's responses on the Courtinfo Web site.

3.3.5 If a vendor's question relates to a proprietary aspect of its proposal and the question would expose proprietary information if disclosed to competitors, the vendor may submit the question in writing, conspicuously marking it as "CONFIDENTIAL." With the question, the vendor must submit a statement explaining why the question is sensitive. If the AOC concurs that the disclosure of the question or answer would expose proprietary information, the question will be answered, and both the question and answer will be kept in confidence. If the AOC does not concur regarding the proprietary nature of the question, the question will not be answered in this manner and the vendor will be so notified.

## 4.0 RFP ATTACHMENTS

4.1 The following Attachments are incorporated into this Request For Proposals (RFP) by reference:

Attachment A - Administrative Rules Governing Request For Proposals  
Attachment B - Terms and Conditions  
Attachment C - Contract Exceptions Form  
Attachment D - Payee Data Record

4.2 Attachment A, Administrative Rules Governing Request for Proposals. Proposers shall follow and be bound by the rules, set forth in Attachment A, in preparing their proposal.

4.3 Attachment B, Minimum Terms and Conditions. The Contract with the successful firm will be signed by the parties on a Judicial Council of California, Administrative Office of

the Courts Standard Agreement. The minimum terms and conditions for the Agreement are set forth in Attachment B

- 4.4 Attachment C, Contract Exceptions Form. Proposers must either indicate acceptance of the Minimum Terms and Conditions, as set forth in Attachment B, or clearly identify exceptions with a written summary of relevance and rationale to substantiate each proposed change.
- 4.5 Attachment D, Payee Data Record Form. The AOC is required to obtain and keep on file, a completed Payee Data Record for each vendor prior to entering into a contract with that vendor. Therefore, proposer's proposal must include a completed and signed Payee Data Record Form, set forth as Attachment D.

## **5.0 SCOPE OF SERVICES**

- 5.1 Services are expected to be performed by the coordinator between March 2009 and June 2009 with the event occurring June 26 - 28, 2009.
- 5.2 Participate in monthly conference calls with planning committee members throughout the planning process. These phone calls will increase to a weekly basis at approximately two months out from the event;
- 5.3 Coordinate and oversee registration process for event. This may include designing registration forms, electronically mailing medical release forms and registration information to peer/teen courts, tracking registration, collection and recording of registration fees, maintaining a spreadsheet, such as Excel, to manage registration information while allowing access by AOC staff to view this information;
- 5.4 Coordinate and oversee marketing and publicity for this event. This may include electronic mailing of flyers to peer/teen courts, or others who would be interested in attending this event, and any other means of marketing deemed appropriate for this event;
- 5.5 Interact and work closely with Special Events staff at the University to coordinate lodging for chaperones, guests, and family at the University during the event;
- 5.6 Interact and work closely with Special Events staff at the University to coordinate group meals to participants for entire length of event, including breaks/snacks on Friday afternoon and Saturday afternoon;
- 5.7 Coordinate commuter meal packages to non-resident student participants;
- 5.8 Interact and work closely with Special Events staff at the University to coordinate logistics of the event e.g. (parking, signage, reserving classrooms for workshops, rental of AV equipment, any IT personnel needed to operate equipment);
- 5.9 Obtain any necessary permits relevant to the Youth/Peer Court Summit;
- 5.10 Research, coordinate, and book guest speakers and workshop presenters as appropriate for the Youth/Peer Court Summit;

- 5.11 Research and order any items relevant to the Youth/Peer Court Summit that may include backpacks, pens, pads, pencils, folders;
- 5.12 Coordinate and oversee printing of all materials relevant to the Youth/Peer Court Summit i.e. brochures, flyers, programs and agendas;
- 5.13 Interact and work closely with AOC staff to stay informed as to the progress of the event's coordination;
- 5.14 Coordinator will negotiate, execute, and liquidate a contract with the selected site, including accommodations for the participants;
- 5.15 Coordinator will maintain a safe and organized event, resolving any potential issues or problems that may arise, such as, housing issues, logistical issues, youth-related issues, or issues regarding the guest speaker or workshop faculty;
- 5.16 Submit payment to the selected site and reconcile expenses at the end of the event and provide AOC all documentation relevant to the Youth/Peer Court Summit (e.g. total number of attendees broken down by youth participants and adult participants, total amount received, total number of scholarships, total expenses).

## **6.0 EVALUATION OF PROPOSALS**

- 6.1 Proposals will be evaluated by the AOC using the following criteria, in order of descending priority:
  - 6.1.1 Quality of work plan submitted
  - 6.1.2 Experience on similar assignments
  - 6.1.3 Reasonableness of cost/fee proposal
  - 6.1.4 Ability to meet timing requirements to complete the project

## **7.0 SPECIFICS OF A RESPONSIVE PROPOSAL**

- 7.1 Responsive proposals should provide straightforward, concise information that satisfies the requirements noted above. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the state's instructions, requirements of this RFP, and completeness and clarity of content.
- 7.2 Due to the specific and unique aspects of these services, proposals will only be accepted from (i) a California Youth/Peer Court Coordinator or staff, (ii) a California County Office of Education or Representative, or (iii) a California Peer/Teen Court Association.
- 7.3 The following information shall be included as the technical portion of the proposal:
  - 7.3.1 Name, address, telephone and fax numbers, and federal tax identification number. Note that if a sole proprietorship using its social security number is awarded a contract, the social security number will be required prior to finalizing a contract.
  - 7.3.2 Resumes describing the background and experience of key staff, as well as each individual's ability and experience in conducting the proposed activities.

- 7.3.3 Description of key staff's knowledge of the requirements necessary to complete this project.
- 7.3.4 Names, addresses, and telephone numbers of a minimum of three (3) clients for whom the consultant has conducted similar services. The AOC may check references listed by the consultant.
- 7.3.5 Overall plan with time estimates for completion of all work required.
- 7.3.6 Method to complete the Project:

## **8.0 COST PROPOSAL**

- 6.1 The total cost for services will not exceed **\$30,000.00** inclusive of all vendor costs, and including participant lodging and program activity costs, personnel, materials, computer support, travel, per diem, and overhead rates.
- 6.2 As a separate document, submit a detailed line item budget showing total cost of the services. 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 summit. The budget estimate should also include any generated income.
- 6.3 **THE STATE DOES NOT MAKE ANY ADVANCE PAYMENT FOR SERVICES.** The AOC's method of payment to the selected consultant for the services specified in this RFP will be by cost reimbursement.

## **9.0 SUBMISSION OF PROPOSALS**

- 9.1 Provide an original and three (3) hardcopies of the proposal signed by an authorized representative of the company, including name, title, address, email address, and telephone number of one individual who is the bidder's designated representative and single point of contact.
- 9.2 In addition to the original and hardcopies required by the previous subparagraph, provide one (1) non copy-protected electronic copy of the entire proposal in MS Word compatible format by submitting it on either a CD-ROM or DVD.
- 9.3 A vendor's submitted proposal shall constitute an irrevocable offer for **90 days** following the Proposal Due Date & Time as set forth on the coversheet to this RFP.
- 9.4 Proposals must be delivered to the individual listed in the Submission of Proposals section of the coversheet to this RFP and must be received no later than the Proposal Due Date & Time as set forth on the coversheet to this RFP.
- 9.5 All proposals must be delivered via U.S. Mail, common carrier, overnight delivery service (with proof of delivery), or hand delivery. A receipt should be requested for hand delivered material. Proposals received prior to the Proposal Due Date & Time that are marked properly will be securely kept, unopened until the Proposal Due Date & Time. Proposals received after the Proposal Due Date & Time will be deemed non-responsive and will not be considered. The AOC **shall not** be responsible for any delays in mail or by common carriers or by delivery errors or delays or missed delivery.

9.6 The proposer is solely responsible for ensuring that the full and complete proposal is received by the AOC in accordance with the solicitation requirements prior to the Proposal Due Date & Time and at the place specified.

9.7 **Submittal of proposals by facsimile or email transmission is not acceptable, and any proposal so transmitted will be rejected as non-responsive.**

## **10.0 RIGHTS**

The AOC reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar RFPs in the future. This RFP is in no way an agreement, obligation, or contract and in no way is the AOC or the State of California responsible for the cost of preparing the proposal. One copy of a submitted proposal will be retained for official files and becomes a public record.

## **11.0 CONTACT WITH THE AOC**

11.1 Prospective service providers are specifically directed NOT to contact any AOC personnel or its consultants for meetings, conferences, or discussions that are specifically related to this RFP at any time prior to any notice of intent to award a contract. Unauthorized contact with any AOC personnel or its consultants may be cause for rejection of the vendor's proposal.

11.2 All communications with the AOC regarding this RFP, including submittal of questions pertaining to these solicitation documents, shall be made through the AOC's Solicitation Mailbox (solicitations@jud.ca.gov).

## **12.0 ADDITIONAL REQUIREMENTS**

12.1 It may be necessary to interview prospective service providers to clarify aspects of their submittal. If conducted, interviews may be conducted by phone or by in-person presentations, at the AOC's discretion. The AOC will notify prospective service providers regarding the interview arrangements.

12.2 It may also be necessary for the AOC to request additional documentation or information in order to clarify aspects of a proposal or a vendor's ability to perform the required services. Should the AOC request such documentation or information, proposer shall provide the requested documentation or information no later than the date specified by such request.

12.3 Failure of a proposer to participate in an interview, or provide requested documentation or information by the AOC's specified date may result in the vendor's proposal being disqualified for further evaluation.

## **13.0 CONFIDENTIAL OR PROPRIETARY INFORMATION**

The Administrative Office of the Courts policy is to follow the intent of the California Public Records Act (PRA). If a vendor's proposal contains material noted or marked as confidential and/or proprietary that, in the AOC's sole opinion, meets the disclosure exemption requirements



of the PRA, then that information will not be disclosed pursuant to a request for public documents. If the AOC does not consider such material to be exempt from disclosure under the PRA, the material will be made available to the public, regardless of the notation or markings. If a vendor is unsure if its confidential and/or proprietary material meets the disclosure exemption requirements of the PRA, then it should not include such information in its proposal.

*END OF RFP*