



Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

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REQUEST FOR PROPOSAL

Date	Subject
February 13, 2009	Request for Proposal for Curriculum Development for Understanding Psychotropic Medications in the Context of Juvenile Court Proceedings
To Prospective Proposers	
From	Action Requested
Contracting Officer Business Services, Finance Division	Please Respond
RFP Number	Deadline
CFCC 01-09 Curriculum Development-LM	March 5, 2009, no later than 3:00 pm
	Submit hard copy proposal to address on page 4

General Information

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. One of the projects created to help improve the quality of justice provided those involved with the juvenile courts of California is the *Juvenile Court Education Project*. A sample of the type of full curriculum in which the *Juvenile Court Education Project* is located is available at: http://calswec.berkeley.edu/CalSWEC/CCCCA_Framework.v1.2.html

One component of this project will be the development of curricula in a number of topic areas. The curricula will provide the framework for the education of California's juvenile court judicial officers, attorneys, probation officers, social workers and others, such as Court Appointed Special Advocates and educational representatives, in each topic area. The topic areas for curriculum development include education on the legal foundation of juvenile law (appeals/writs, dependency/delinquency case law updates and trial skills) as well as education on specific issues with both legal and non-legal components (Indian Child Welfare Act, mental health, substance abuse, domestic violence, education).

A fundamental understanding of these topic areas will enhance the skills of all those working directly with the children and families in the juvenile court system. These professional and lay persons will have varying levels of knowledge in the topic areas, which must be taken into consideration during the curriculum development process. The curricula developed will be used as the foundation for live in-person trainings and for the development of future on-line distance learning programs.

The topic area selected for curriculum development during this phase of the project is:

Understanding Psychotropic Medication in the Context of Juvenile Court Proceedings:

A. Basic Curriculum

1. Classes of psychotropic medications
2. How psychotropic medication works (basic)
3. Monitoring and changing psychotropic medication
4. ‘Approved medications’ and ‘off-label use’ adults and children
 - i. Adults and children – Studies done
 - ii. Adults and children – Medication safety
5. Common side effects
6. Court consent for administration of psychotropic medication to a child in a foster care placement
 - i. Enactment of relevant Welfare and Institutions Code sections and California Rules of Court: Historical context-overmedication of children
 - ii. Procedure
 - iii. Timelines
 - iv. Confidentiality issues
 - v. Role of court, attorneys, parties

B. Advanced Curriculum

1. Brain chemistry/functioning—impact of different types/classes of medication
 - i. Adults and Children
 - ii. Psychotropic medications for adult substance abusers
2. Interaction of psychotropic medications with other medications

The training hours allotted to each subtopic area are as follows

- A. Basic Curriculum, Items 1 through 5: 3–4 hours
- A. Basic Curriculum, Item 6: 1–2 hours
- B. Advanced Curriculum, Items 1 and 2: 1–2 hours

Curriculum Development

1. Develop a full curriculum for the topic area, Understanding Psychotropic Medication in the Context of Juvenile Court Proceedings. The curriculum must include the following components:
 - a) Competencies;
 - b) Learning objectives;
 - c) Lesson plans;
 - d) In-person and distance learning training materials
 - e) Training guide;
 - f) Supplemental material including power points, handouts, case examples, and other training materials;
 - g) Pre-tests and post tests on curriculum material; and
 - h) Full bibliography
2. Identify, access, and utilize appropriate subject matter experts in the curriculum development process.
3. Include alternative approaches to accommodate the varying knowledge levels of potential attendees as well as the different learning styles that may be present within a group of attendees.
4. Ensure that curriculum developed can serve as the foundation for live in-person trainings and for the development of future on-line distance learning programs.

Evaluation of Proposals

Proposals will be evaluated by the AOC using the following criteria, in order of descending priority:

- a. Quality of work plan submitted
- b. Experience on similar assignments
- c. Ability to identify, access, and utilize appropriate subject matter experts
- d. Ability to meet timing requirements to complete the project

Compensation

The total cost for consultant services will range between \$5,000.00–\$7,000.00, inclusive of personnel, costs of subject matter experts, materials, overhead, travel, and profit.

Questions & Answers

Questions regarding this RFP should be directed to solicitations@jud.ca.gov by **February 25, 2009, no later than 3 p.m. (PST)**.

Answers to questions submitted before the deadline will be posted on solicitations@jud.ca.gov on **February 27, 2009**.

Proposal Submission

In addition to the full curriculum for the topic area, the proposal should include the following:

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.
2. Names, physical and electronic addresses, and telephone numbers of a minimum of two (2) clients for whom the consultant has developed full curriculum with the specified components. The AOC may check references listed.
3. Names, physical and electronic addresses, and telephone numbers of a minimum of two (2) clients for whom the consultant has demonstrated the ability to identify, access, and utilize subject matter experts appropriate to topic area for which curriculum was developed. The AOC may check references listed.
4. Names and professional qualifications of subject matter expert that consultant expects to employ for this project.
5. Describe key staff's knowledge of the requirements necessary to develop the requested curriculum.
6. Work plan which includes:
 - a) Transmission of one electronic copy of draft of full curriculum, all components, and alternative approaches for review by AOC staff;
 - b) Consultation with AOC staff and making of any necessary revisions to full curriculum materials, all components, and alternative approaches; and
 - c) Transmission of one electronic copy of final version of full curriculum, all components, and alternative approaches.

Proposals should be submitted to perform the activities referenced above by **March 5, no later than 3:00 pm (PST)**, to:

Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden , RFP: CFCC 01-09 Curriculum Development-LM
455 Golden Gate Avenue
San Francisco, CA 94102-3688

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We look forward to hearing from you. Thank you for your interest in this project.