

RFP Title: **Amador County Dependency Representation**  
RFP Number: **CFCC-012414-ACDR-CF**



# REQUEST FOR PROPOSALS

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**ADMINISTRATIVE OFFICE OF THE COURTS (AOC)**

**RFP TITLE:**

**AMADOR COUNTY DEPENDENCY REPRESENTATION**

Representation for all children and parents in juvenile dependency proceedings conducted at the Superior Court of California, County of Amador.

**RFP NUMBER:**

**CFCC-012414-ACDR-CF**

**PROPOSALS DUE BY:**

**MARCH 10, 2014, NO LATER THAN 2:00 P.M. (Pacific Time)**

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## **GENERAL INFORMATION**

### **INTRODUCTION**

The purpose of this Request for Proposals (RFP) is to solicit and award a multi-year contract to one or more qualified service providers for high quality, cost-effective representation for parties in juvenile dependency proceedings for the Superior Court of California, County of Amador (Court). The representation is for all children and parents in juvenile dependency proceedings in Amador County, including all parent or child cases in which there is a conflict of interest. This RFP is the means for prospective service providers to submit their qualifications and request selection as a service provider.

Additional information about, and documents pertaining to this solicitation, including electronic copies of the solicitation documents, can be found on the California Courts Website located at [www.courts.ca.gov/rfps.htm](http://www.courts.ca.gov/rfps.htm) (Court's Website).

Proposals will be considered from all juvenile dependency provider types, including but not limited to:

- Solo practitioners and partnerships;
- Government agencies;
- Non-profit organizations;
- Private firms;
- Panel organizational configurations; and
- Any combination of the above.

Proposers may submit a proposal to provide services for one or more of the following Lots, as described below<sup>1</sup>:

- **Lot 1** – Sole practitioner representing a specified number of clients, either parents, children or both. The minimum number of clients to specify in the application is 30
- **Lot 2** – Partnership, non-profit organization, or other configuration representing a specified number of clients, either parents, children or both. The minimum number of clients to specify in the application is 60.

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<sup>1</sup> Definitions of key terms used below, including “representation”, “parents”, “parent”, “children”, “child”, and “conflict” can be found in section 1.4 of this RFP.

## **1.0 BACKGROUND INFORMATION**

- 1.1 Judicial Council of California – AOC. 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 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 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 agency for the council and assists both the council and its chair in performing their duties.
- 1.2 The Center for Families, Children & the Courts.
  - 1.2.1 The Center for Families, Children & the Courts (CFCC) 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.
  - 1.2.2 CFCC has implemented the Dependency Representation Administration Funding and Training (DRAFT) program to further the Judicial Council’s goal of improving the quality of court-appointed counsel in juvenile dependency proceedings and maximizing the resources available for those services.
- 1.3 Court-Appointed Counsel Funding.
  - 1.3.1 Contracts issued pursuant to this RFP will be funded by the court-appointed counsel (CAC) program budget.
- 1.4 Definitions. The following definitions apply to this RFP and its attachments.
  - 1.4.1 “Child” or “Children” refers to all children and youth, including non-minor dependents in juvenile dependency proceedings. Youth who leave the dependency system and return via the re-entry process as non-minor dependents are also included within this definition.
  - 1.4.2 “Parent” or “parents” refers to all parents, guardians and de facto parents in juvenile dependency proceedings, for whom the court appoints counsel. Parents, guardians and de facto parents in non-minor dependent cases are also included, if they continue to receive reunification services.

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1.4.3 “Representation” is defined as an attorney or law office being appointed by the court to represent a parent or child client in a dependency matter, and that attorney or law office subsequently representing that client in all aspect of the dependency case, as described in *Attachment 4, Scope of Services*.

1.4.4 “Parent conflict” and “child conflict” refer to situations where an individual attorney or law office has a conflict of interest that prevents that attorney or office from representing a particular parent or child client. Additional information about how representation can be accomplished in conflict situations is found in *Attachment 4, Scope of Services, Section 4*.

## **2.0 DESCRIPTION OF SERVICES**

The services are expected to be performed by the selected service providers from **May 1, 2014** through **April 30, 2017**. The AOC Scope of Services and Service Levels are provided as *Attachment 2, Exhibit B*. The Scope of Services for the Amador County Juvenile Dependency Court is provided as *Attachment 4*.

## **3.0 TIMELINE FOR THIS RFP**

The AOC has developed the following list of key events related to this RFP:

<b>EVENT</b>	<b>DATE</b>
RFP issued	February 10, 2014
Deadline for questions to <a href="mailto:Solicitations@jud.ca.gov">Solicitations@jud.ca.gov</a>	February 21, 2014
Questions and answers posted ( <i>estimate only</i> )	February 28, 2014
<b>Latest date and time proposal may be submitted</b>	<b>March 10, 2014 at 2:00 p.m. PST</b>
Anticipated interview dates ( <i>estimate only</i> )	March 17-March 21, 2014
Notice of Intent to Award ( <i>estimate only</i> )	April 4, 2014
Contract start date ( <i>estimate only</i> )	May 1, 2014
Contract end date ( <i>estimate only</i> )	April 30, 2017

All dates are subject to change at the discretion of the AOC.

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#### 4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT & APPENDICES	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
Attachment 2: AOC Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign an AOC Standard Form agreement containing these terms and conditions (the “Terms and Conditions”).  The provisions marked with an (*) within the Terms and Conditions are minimum contract terms and conditions (“Minimum Terms”).
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: Scope of Services for Amador County	The Scope of Services to be provided to the Superior Court of California, County of Amador.
Appendix A: JCATS Screen Shot	This Appendix, posted on the RFP website, provides a snapshot of the case management program that Proposers will be required to use for caseload reporting to the AOC, as required by <i>Section 7.1.3.g</i> of the RFP.
Appendix B: Budget Template	Proposers must use this Excel spreadsheet, which is on the RFP website, to provide the cost proposal, as required by <i>Section 6.2.3.1</i> of the RFP.
Attachment 5: Payee Data Record Form	This form contains information the AOC requires in order to process payments.
Attachment 6: Darfur Contracting Act Certification	Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 7: Conflict of Interest Certification Form	This form contains the certifications required when submitting a proposal.
Attachment 8: Lot Check-Off Form	Proposers must use this form to declare the lots to which it is proposing.

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## **5.0 PRE-PROPOSAL PRESENTATION**

The AOC has prepared a pre-recorded webinar to familiarize proposers with dependency counsel solicitations that are administered by the AOC for courts participating in the DRAFT program. The webinar is posted on the AOC website for this RFP, *Amador County Dependency Representation*, RFP# CFCC-012414-ACDR-CF, or it may be accessed via the following link:

<http://wpc.1a57.edgecastcdn.net/001A57/eop/Overview-DepCounselSolicitations.wmv>.

## **6.0 SUBMISSIONS OF PROPOSALS**

- 6.1 Proposals should provide straightforward, concise information that satisfies the requirements of *Section 7.0, Proposal Contents*. 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.
  - 6.2.1 The Proposer must submit one (1) original and five (5) copies of the technical proposal. The original must be signed by an authorized representative of the Proposer. The Proposer must write the RFP title and number on the outside of the sealed envelope.
  - 6.2.2 The Proposer must submit one (1) original and five (5) 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 AOC 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.
  - 6.2.3 The Proposer must submit an electronic version of the entire proposal on CD-ROM. The files contained on the CD-ROM should be in PDF as well as *editable/unprotected* Word or Excel formats.
  - 6.2.4 The cost proposal, in Excel, must be completed using the Budget Template provided as *Appendix B, Budget Template*. This template includes protected formulas and formatting, required for analysis of cost proposals. Cost proposals submitted in any other format, including an

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Excel spreadsheet created by a Proposer to look similar/identical to the provided Budget Template, will not be accepted.

- 6.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

Judicial Council of California  
Administrative Office of the Courts  
Attn: Nadine McFadden, RFP: CFCC  
455 Golden Gate Avenue, 6th Floor  
San Francisco, CA 94102-3688

6.3.1 Proposals must be received by the date and time listed on the coversheet of this RFP. Late proposals will not be accepted.

6.3.2 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.

### 7.1.1 Title Page

The title page will include the following information:

- a. Proposal title;
- b. Date submitted;
- c. Proposer's name;
- d. Identification of Proposer as individual, partnership, corporation, public agency, or joint venture of one or more of the preceding;
- e. Identification of the business structure of the proposed representational model (e.g., public agency, private for-profit organizational representation, private non-profit organizational representation, solo practitioner, centrally administered panel, any combination of the preceding, etc.);
- f. Proposer's contact information (physical and electronic addresses, telephone, and fax);

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- g. Name and contact information (physical and electronic addresses, telephone, and fax) for the person or persons who will be authorized to make representations for the Proposer; and
- h. Signature of duly authorized representative.
  - i. If the proposal is made by a sole proprietor, it must be signed by the sole proprietor.
  - ii. If the proposal is made by a partnership, it must be signed by a member of the partnership and include the name and address of each member of the partnership.
  - iii. If the proposal is made by a corporation, it must be signed by two officers of the corporation, consisting of one of each of the following: (1) chairman of the board, president, or vice president, and (2) the secretary, assistant secretary, chief financial officer, or assistant financial officer.
  - iv. If the proposal is made by a corporation and is signed by a person other than an officer, or by only one officer, there must be attached to the proposal satisfactory evidence that the person signing is authorized by the corporation to execute contracts and bind the corporation on its behalf (e.g., certified copy of a corporation resolution or copy of appropriate corporate bylaws).
  - v. If the proposal is made by a joint venture, it must be signed on behalf of each participating company by officers or other individuals who have the full and proper authorization to do so as noted above. Note that the AOC will enter into a contract with only one entity, so the lead company who will sign on behalf of the joint venture must be noted.
  - vi. If the proposal is made by a public agency, it must be signed by an individual authorized to make representations on behalf of the agency.



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### 7.1.2 Lot Check-Off Form

The proposer must state exactly on what he/she is bidding by completing a Lot Check-Off Form (provided in *Attachment 8*). The Lot Check-Off Form is used to indicate the specific Lot addressed by the enclosed proposal (Question 1 on the form), as well as all other proposals being submitted under separate cover by the proposer (Question 2 on the form).

### 7.1.3 Description of Services to be Provided:

#### a. Services

Provide a general description of the services to be provided to meet the Scope of Services requirements, as described in *Attachment 4*. The proposal must address how services will be provided to clients who use English as their second language.

#### b. Start Up and Transition Plan

If the proposer would be a new provider of dependency representation in Amador County, or is an existing provider proposing to modify its existing organizational model, provide a description of the plan to start up operations and transition representation from the current dependency representation provider, if applicable, including a plan and timeline for the following:

- i. Securing financing to cover first 75 days of operations, pursuant to *section 7.1.7.g* of the RFP;
- ii. Recruiting and selecting qualified staff, including administrative, support, legal and investigator/social worker staffing;
- iii. Training staff;
- iv. Transferring case files from the current provider; and
- v. Securing and furnishing space, including furniture, computer and telephone equipment, and all other necessary business equipment.

If a proposer does not require a start up and transition plan, a statement to that effect must be provided in this section.

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c. Organization and Staffing Plan

i. For all provider types, this section of the proposal must include information regarding the Proposer's proposed organizational structure, including the following:

- Classification, number, and full time equivalent (FTE) status of attorneys included in the proposal;
- Experience, training and credentials of attorneys included in the proposal;
- Number, type and FTE status of non-attorney staffing, if applicable;
- Proposed number of clients per attorney (counting each child as a client, irrespective of sibling group affiliation, and each parent as a client).

ii. For organizational models which include a supervising attorney, describe who will supervise the work and work products to ensure the quality, performance and consistency of dependency representation, including courtroom coverage, for both attorney and non-attorney staff and any independently contracted attorneys used by the Proposer.

iii. For organizational models which include an investigator/social worker position, describe the duties of the position.

d. Courtroom Coverage and Calendar Management

This section of the proposal must include information regarding the Proposer's plan to represent parties in the current arrangement of all dependency departments described in Attachment 4, Section 2. The proposal must describe how each courtroom will be staffed so as to ensure adequate attorney availability at all times, including the following:

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- i. A description of how courtroom coverage will be provided in all dependency courtrooms, based on the information provided in *Attachment 4, Section 2*;
- ii. A description of how calendaring conflicts with both local non-dependency and out-of-county cases, if applicable, will be avoided; and
- iii. A description of how qualified substitute representation will be provided when assigned counsel is unavailable due to vacation, illness, or other unavoidable absence. **Substitute counsel must be prepared to address substantive case issues in order to avoid court delay.**
  - A list of substitute attorneys must be approved by the AOC within thirty days of execution of a new contract.

**NOTE:** Substitute counsel are subject to the competency and education requirements specified in *Section 7.1.4* below, as well as the performance requirements outlined in *Attachment 4, Section 5*.

e. Proposals for Conflicts

Proposals must include a plan for identifying and handling conflict situations, pursuant to the criteria contained in *Attachment 4, Section 4*.

Proposals must describe how any subcontractors used for handling conflict cases will be screened and supervised.

f. Facilities

Proposers must identify the proposed location(s) of office(s) and client interview facilities.

g. Reporting and Billing Requirements

Proposals must include a plan for maintaining case and statistical information required for reporting and billing purposes, as specified in *Attachment 4, Section 10*.

Contractors will be required to provide statistical information via the Juvenile Court Activity Tracking System (JCATS), a web-based case management program. A snapshot of the JCATS screen, showing required reporting elements, is provided in *Appendix A, JCATS Screen Shot*.

7.1.4 Competency and Experience Requirements (Including Resumes of Key

Staff)

a. Competency and Continuing Education

The Proposer must describe how dependency counsel competency requirements will be met, as described in:

- Amador Superior Court Local Rules, Rule 14.01  
[http://www.amadorcourt.org/localRules/2013-07\\_REVISED%20RULES.pdf](http://www.amadorcourt.org/localRules/2013-07_REVISED%20RULES.pdf)
- California Rules of Court, Rule 5.660  
[www.courts.ca.gov/xbcr/cc/title\\_5.pdf](http://www.courts.ca.gov/xbcr/cc/title_5.pdf)

If the Proposer is proposing to subcontract with one or more individuals or organizations to provide dependency representation, the Proposer must describe how the competency and experience requirements of the Court will be met by that individual or organization, and how the Proposer intends to monitor compliance of the subcontractor.

b. Key Staff Qualifications and Resumes

- i. Resumes must be included in this section for key staff that describes their background and experience in conducting the proposed activities. Key staff includes all executive and supervisory level staff. Proposal must describe key staff's knowledge of the requirements necessary to complete this project and describe professional qualifications and experience of key staff, as well as each individual's ability and experience in conducting the proposed activities.
- ii. If the Proposer is proposing to subcontract with one or more individuals or organizations to provide dependency representation, key staff resumes for those individuals or organizations must also be included. Resumes for key attorney staff must demonstrate training and experience necessary to comply with the Amador Superior Court Local Rules, Rule 14.01 and California Rules of Court, Rule 5.660.

7.1.5 Improving Child Welfare Outcomes

The Proposer must describe the role of dependency counsel for parents, children or both in improving outcomes for children and families in the child welfare system. The Proposer must specifically speak to the role of counsel with respect to relative and sibling placement, reunification, reentry and guardianship rates, and must

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address the specific data presented regarding child welfare outcomes in Amador County, as identified in *Attachment 4, Section 7*. The proposer may provide examples based on their experience with each of these topics.

#### 7.1.6 Acceptance of the Terms and Conditions

- a. On *Attachment 3, Proposer's Acceptance of the Terms and Conditions*, the Proposer must either indicate acceptance of the Terms and Conditions or clearly identify exceptions to the Terms and Conditions. An "exception" includes any addition, deletion, qualification, limitation, or other change.
- b. If exceptions are identified, the Proposer must also submit a red-lined version of the Terms and Conditions that clearly tracks proposed changes, and a written explanation or rationale for each exception and/or proposed change.

**NOTE:** A material exception to a Minimum Term will render a proposal non-responsive.

#### 7.1.7 Certifications, Attachments, and other requirements

Proposer must include the following certifications/forms in its proposal:

- a. A completed and signed *Attachment 5, Payee Data Record Form*, or provide a copy of a form previously submitted to the AOC;
- b. A completed and signed *Attachment 6, Darfur Contracting Act Certification* form;
- c. A completed and signed *Attachment 7, Conflict of Interest Certification Form* to certify that the Proposer has no interest that would constitute a conflict of interest under California Public Contract Code sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or rule 10.103 or rule 10.104 of the California Rules of Court, which restrict employees and former employees from contracting with judicial branch entities;
- d. A completed and signed *Attachment 8, Lot Check-Off Form*, to declare the lots to which it is proposing;

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- e. If Proposer is a corporation, proof that Proposer is in good standing and qualified to conduct business in California;
- f. Copies of current business licenses, professional certifications, or other credentials;
- g. Proof of financial solvency or stability (e.g., balance sheets and income statements);
- h. The proposal must include a statement that the Proposer is financially capable of supporting the operation for seventy-five (75) days prior to the first payment. The statement must describe how this will be accomplished. After receipt of a proper invoice, first payment for services will be forwarded to the successful Proposer via U.S. mail, within 45 days after the first thirty (30) days of service. Thereafter, the Proposer may bill on a monthly basis; the AOC will pay valid invoices within sixty (60) days of receipt *except in the absence of a new State Budget Act*.

## 7.2 Cost Proposal and Detailed Program Budget.

- 7.2.1 Cost proposals will be evaluated on their own merit, without regard to proposals submitted in response to any other RFP.
- 7.2.2 Proposers are asked to submit proposals based on the Caseload Funding Model adopted by the Judicial Council in October 2007<sup>2</sup>.
- 7.2.3 The maximum total annual funding for proposals, not including any necessary start up and transition costs, is **\$95,600 to \$111,200**, based on an attorney's full time equivalent salary ranging between **\$71,585.00 and \$90,030**.
- 7.2.4 The Proposer must specify the total maximum cost to the AOC for the project for the following periods:
  - May 1, 2014 – April 30, 2015;
  - May 1, 2015 – April 30, 2016, and
  - May 1, 2016 – April 30, 2017.
- 7.2.5 Proposers must also provide in this section of the proposal a detailed line

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<sup>2</sup> The Judicial Council adopted the Caseload Funding Model at its October 26, 2007 meeting. The report to the Judicial Council detailing the model may be found at <http://www.courts.ca.gov/documents/102607itemF.pdf>.

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item budget for the periods below using *Appendix B, Budget Template*. *Appendix B* includes tabs for each period and proposers must complete all tabs.

May 1, 2014 – April 30, 2015;

May 1, 2015 – April 30, 2016; and

May 1, 2016 – April 30, 2017.

7.2.6 The budget template includes the following line items:

- Personnel;
- Benefits (e.g., medical/dental, vacation, etc.);
- Additional Professional Services (e.g., interpreters, etc.);
- Travel (includes in-county and out-of-county travel);
- Training;
- Insurance: These costs must reflect coverage levels as outlined in *Attachment 2, Exhibit A, Section 7*. Deductible amounts must be provided in the budget narrative;
- Rent;
- Overhead (includes utilities, supplies, etc.); and
- Reimbursable expenses (expert witnesses, out-of-state travel to visit child clients, and conflict appointment payments).

7.2.7 As specified in *Attachment 2, Exhibit C, Sections 2-3*, the State will provide reimbursement for out-of-state travel to visit child clients and conflict appointment payments. Amador Superior Court Local Rules, Rule 11.00.14 describes the process for reimbursement of expert witness costs. An estimate of these expenses must be included in the Budget Template.

7.2.8 All Proposers are required to submit an electronic copy of the completed Budget Template in Excel format to the AOC, as specified in *Section 6.2.3*, above.

7.2.9 If the proposal includes any subcontract representation, the payment method and rate for cases that require representation other than by personnel employed by the organization must be described (e.g., hourly, per case, per hearing, etc.) in the Budget Template.

7.2.10 No facilities will be provided for the Proposer under this proposal. All office space will be the responsibility of the Proposer.

7.2.11 Start Up and Transition Budget

If applicable, the proposer must specify the total cost for start up operations and transition of representation from the current dependency

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provider, if applicable, using the Budget Template provided in *Appendix B*.

- a. The proposer must complete the tab entitled “Startup and Transition,” detailing the total cost that will be incurred prior to beginning dependency representation services, unless no startup budget is required;
- b. Funding for Start up and transitions costs will be limited to no more than 10% of the Proposer’s annualized budget for the first period of services, as identified by the Proposer on Appendix B, Budget Template;
- c. Start up and transition funding is only available to Proposers who submit a Startup and Transition Plan identified in section 7.1.3.b of the RFP.

#### 7.2.12 Budget Justification Narrative

Proposers must submit a narrative that explains all budgeted line items shown in the Budget Template. An explanation for all budgeted line items for the start up and transition budget, if any, must also be included.

If the proposal includes efficiencies and economies of scale, and hence savings to be realized through their proposed model of representation (e.g., administrative or overhead savings), the proposer should describe those savings in their response to the Budget Narrative section of the proposal.

**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.

## 8.0 ADDITIONAL REQUIREMENTS

### References

Upon request, proposers will be required to provide references. References may be judicial officers; attorneys who are familiar with the provider’s dependency representation, including opposing counsel; and system partners such as the County’s Health and Human Services Agency staff. The AOC or the Court may check references provided by the proposer. Proposer may identify other courts for which they have provided dependency services; if such courts are identified, proposer must state that he or she agrees to the AOC and/or the Court contacting those courts. Information for references must include the following:



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- Organization name;
- Contact person name, address, and telephone number; and
- Dates that services were provided.

## **9.0 OFFER PERIOD**

A Proposer's proposal is an irrevocable offer for one hundred twenty (120) days following the proposal due date. In the event a final contract has not been awarded within this one hundred twenty (120) day period, the AOC reserves the right to negotiate extensions to this period. The AOC may release all offers upon issuance of a Notice to Award. (*See Section 3.0, above*)

## **10.0 EVALUATION OF PROPOSALS**

- 10.1 At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents. Proposals will be evaluated by an evaluation team to determine the proposer has demonstrated ability to provide quality legal services to parties in dependency proceedings for the applicable Lot(s) proposed. Proposals will be evaluated individually. The highest scoring proposal(s) will be identified and awarded the relevant services of the applicable lot(s).
- 10.2 If the highest scored proposal does not provide representation for all parties in dependency proceedings in Amador County, the Court and the AOC will identify the next highest scoring proposal(s) for the remaining portion of the services, and negotiate awards for the remaining portion of the services to those proposers.
- 10.3 The AOC 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. Although some categories are weighted more than others, all are considered necessary, and a proposal must be technically acceptable in each area to be eligible for award. The evaluation categories, maximum possible points for each category, and evaluation criteria for each category are set forth below:

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<b>CRITERION</b>	<b>RFP REFERENCES</b>	<b>MAXIMUM POINTS</b>
<p>Plan to provide comprehensive, high quality and timely services to all parent and/or child clients, including all levels of conflict:</p> <ol style="list-style-type: none"> <li>1. Description of how services will be provided;</li> <li>2. Start up and Transition Plan;</li> <li>3. Organization and Staffing Plan;</li> <li>4. Related experience, background and professional qualifications of the personnel who are responsible for providing dependency counsel services and program administration;</li> <li>5. Adequate oversight of the quality of services provided by the Proposer and subcontractors, if applicable, under this proposal; and</li> <li>6. Complete and timely response to follow-up questions from the Court and the AOC regarding the proposal, if applicable.</li> </ol>	<p><b>7.1.3</b> <b>7.1.4</b> <b>8.0</b></p>	<p><b>45</b></p>
<p>Reasonableness of cost proposal, including:</p> <ol style="list-style-type: none"> <li>1. Proposed average cost per client;</li> <li>2. Percentage of Proposer’s costs directly applied to attorney services, and to indirect costs;</li> <li>3. Proposed efficiencies and economies of scale; and</li> </ol> <p>Start up and transition costs, if any.</p>	<p><b>7.2</b> <b>Appendix B</b></p>	<p><b>30</b></p>
<p>Description of the role of dependency counsel for parents, children or both in improving outcomes for children and families in the child welfare system including:</p> <ol style="list-style-type: none"> <li>1. Description of the role of counsel with respect to relative and sibling placement, reunification, reentry and guardianship rates; and</li> <li>2. Addressing the specific data presented regarding child welfare outcomes in Amador County, as identified in <i>Attachment 4, Section 7</i>.</li> </ol>	<p><b>7.1.5</b></p>	<p><b>15</b></p>

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CRITERION	RFP REFERENCES	MAXIMUM POINTS
<p>Acceptance of Proposal Contract Terms and Conditions and other RFP-related documents, including:</p> <ol style="list-style-type: none"> <li>1. Title Page Information;</li> <li>2. Attachment 2 – AOC Standard Terms and Conditions (submit only if there are exceptions/modifications as indicated on Attachment 3);</li> <li>3. Attachment 3 – Proposer’s Acceptance of Terms and Conditions;</li> <li>4. Attachment 5 – Payee Data Record Form;</li> <li>5. Attachment 6 – Darfur Contracting Act Certification;</li> <li>6. Attachment 7 – Conflict of Interest Certification Form ;</li> <li>7. Attachment 8 - Lot Check-Off Form;</li> </ol> <p>Proposer’s written statement that Proposer is financially capable of supporting the operation for seventy-five (75) days prior to the first payment, per <i>Section 7.1.7.g</i>, above.</p>	<b>7.1.1</b> <b>7.1.2</b> <b>7.1.6</b> <b>7.1.7</b>	<b>10</b>
	<b>Total Points</b>	<b>100</b>

**10.0 INTERVIEWS**

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

**11.0 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 a proposal. One copy of each proposal will be retained by the AOC for official files and will become a public record.

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## **12.0 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 Judicial Branch Entity (“JBE”) 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,” and regardless of any statement in the proposal (a) purporting to limit the JBE’s right to disclose information in the proposal, or (b) requiring the JBE 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.

## **13.0 DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS**

The AOC has waived the inclusion of DVBE participation in this solicitation

## **14.0 PROTESTS**

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contract Manual (see [www.courts.ca.gov/documents/jbcl-manual.pdf](http://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 AOC to receive a solicitation specifications protest is **proposal due date**. Protests must be sent to:

AOC – Business Services  
Attn: Protest Hearing Officer, RFP:  
455 Golden Gate Avenue  
San Francisco, CA 94102-3688

***END OF RFP***