



Overview of Dependency Counsel Solicitations



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Objectives

- Dependency Representation, Administration, Funding, and Training (DRAFT) Program
- RFP Process
- Developing Proposals
- Questions to solicitations@jud.ca.gov



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DRAFT PROGRAM



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DRAFT Program Overview

- Established as a pilot program by the Judicial Council in 2004
- In 2007 the Judicial Council:
 - Adopted caseload standard and compensation funding model
 - Expanded DRAFT
- 20 volunteer court systems participate in the program:

Alameda	Marin	Santa Barbara
Amador	Mendocino	Santa Clara
Del Norte	Plumas	Santa Cruz
El Dorado	Sacramento	Solano
Imperial	San Diego	Sonoma
Lake	San Joaquin	Stanislaus
Los Angeles	San Luis Obispo	





DRAFT Program Goals

Develop uniform dependency counsel standards for:

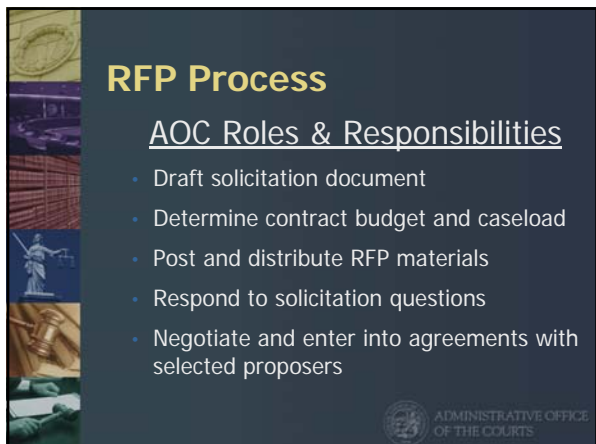
- Caseload
- Compensation
- Performance





RFP PROCESS



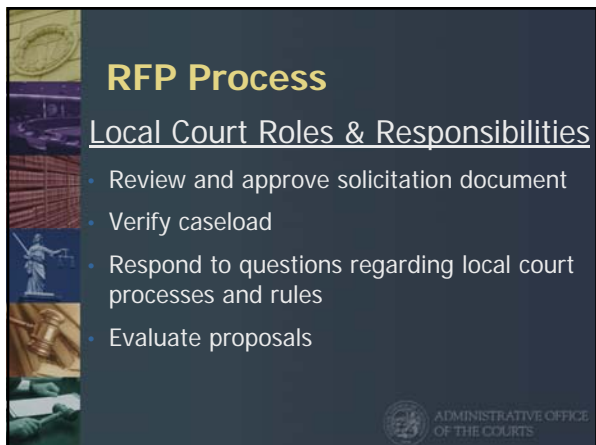


RFP Process

AOC Roles & Responsibilities

- Draft solicitation document
- Determine contract budget and caseload
- Post and distribute RFP materials
- Respond to solicitation questions
- Negotiate and enter into agreements with selected proposers

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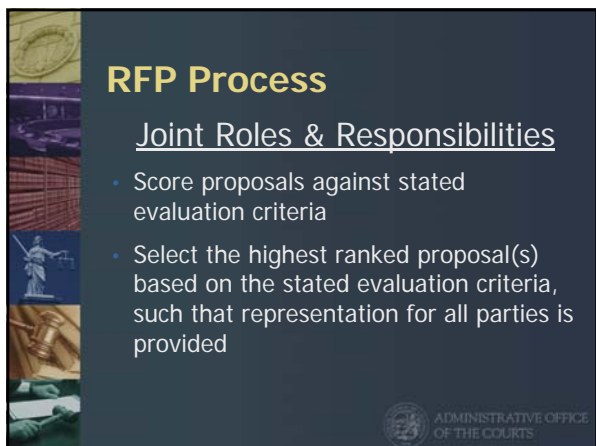


RFP Process

Local Court Roles & Responsibilities

- Review and approve solicitation document
- Verify caseload
- Respond to questions regarding local court processes and rules
- Evaluate proposals

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RFP Process

Joint Roles & Responsibilities

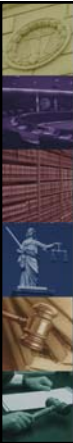
- Score proposals against stated evaluation criteria
- Select the highest ranked proposal(s) based on the stated evaluation criteria, such that representation for all parties is provided

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DEVELOPING YOUR PROPOSAL


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Proposer's Responsibilities

- Review this presentation
- Review the entire RFP and attachments
- Submit questions to solicitations@jud.ca.gov by the due date in the RFP timeline
- Submit finished proposal by the due date in the RFP timeline


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Reviewing the Solicitation

RFP

- Introduction (Lots)
- Background information
 - Definitions for *child* or *children*, *parent(s)*, *representation*, *parent conflict*, and *child conflict*
- Timeline

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Reviewing the Solicitation

RFP Attachments

- Attachment 1: Administrative Rules Governing RFPs
- Attachment 2: Contract Terms and Conditions
- Attachment 3: Acceptance of Terms and Conditions







Reviewing the Solicitation

RFP Attachments

- Attachment 4: Scope of Services
- Attachment 5: Payee Data Record Form
- Attachment 6: Darfur Contracting Act Certification






Reviewing the Solicitation

RFP Attachments

- Attachment 7: Conflict of Interest Certification Form
- Appendices
 - JCATS Screen Shot
 - Budget Template
 - Lot Check-Off Form





Developing Your Proposal

RFP Document: Proposal Contents

Lists information that must be included in your proposal

- Technical proposal
- Cost proposal





Developing Your Proposal

Technical Proposal

- Description of services
- Organization and staffing plan
- Courtroom coverage and calendar management
- Proposal for conflicts





Developing Your Proposal

Technical Proposal

- Competency and experience requirements
- Role in improving child welfare outcomes
- Acceptance of Terms and Conditions
- Certifications and attachments





Developing Your Proposal

Technical Proposal

- New providers: start up and transition plan
- Financing to cover first 75 days of operations
- Plan to recruit qualified staff and provide training





Developing Your Proposal

Technical Proposal

- New providers: start up and transition plan
- Transferring case files
- Securing and furnishing office space





Developing Your Proposal

Cost proposal

- Must use Budget Template posted with RFP materials (No other file formats or re-created files will be accepted)
- Budget justification narrative






Developing Your Proposal

Cost proposal

- New providers: start up and transition budget
 - Must also include start up and transition plan in Technical Proposal







Developing Your Proposal

References


- Have references available, upon request





Submitting Your Proposal

- Must submit one (1) original and five (5) copies of the technical and cost proposal
- Must submit an electronic version of the entire proposal on CD-Rom





Submitting Your Proposal

Proposals must be sent by:

- Registered or certified mail
- Courier service
- Hand delivered

Faxed or e-mailed proposals will **NOT** be accepted







Submitting Your Proposal

Proposals must be delivered by the date and time listed on the RFP coversheet to:

Administrative Office of the Courts
Attn: Nadine McFadden, RFP # _____
455 Golden Gate Avenue
San Francisco, CA 94102






Evaluation of Proposals

Evaluated on 100-point scale using the following criteria:

Criterion	Points
Plan to provide comprehensive, high quality and timely services	45
Reasonableness of cost proposal	30
Explanation of role of counsel in impacting child welfare outcomes	15
Acceptance of Proposal Contract Terms and Conditions	10





Questions?

Questions regarding the solicitation should be sent to solicitations@jud.ca.gov

Reponses will be posted with the RFP at www.courts.ca.gov/rfps.htm