

RFP Title: Producing Podcast Episodes
RFP Number: CFCC-2020-22-CD

REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA

REGARDING:
Producing Podcast Episodes

RFP No. CFCC-2020-22-CD

PROPOSALS DUE:
NO LATER THAN AUGUST 17, 2020 AT **3:00 P.M.** PACIFIC TIME

1.0 BACKGROUND INFORMATION

- 1.1** The Judicial Council of California, chaired by the Chief Justice of California, is the policy-making body for the California court system. The California Constitution directs the Judicial Council to improve the administration of justice by surveying judicial business and recommending improvements to the courts; and adopting rules for court administration.
- 1.2** The Center for Families, Children, and the Courts (CFCC) is a division within the Judicial Council. The CFCC is dedicated to improving the quality of justice and services to meet the diverse needs of children, youth, and families. To that end, CFCC develops and provides education for multidisciplinary audiences, including judges, court staff, attorneys, social workers, and probation officers.
- 1.3** The Judicial Council intends to award one or more Agreements, each with an initial term of approximately two (2) months and with the possibility of a one-year extended term for each Agreement. The Judicial Council in its sole discretion may offer to extend the term of the Agreement prior to the expiration of the initial term. If the term is extended by the Judicial Council, the selected Proposer(s) may agree to produce 1-6 additional episodes and complete the same deliverables provided in Section 2.0 subject to new deadlines set by the Judicial Council.
- 1.4** **A Proposer is not required to bid on all topic areas. A Proposer may specify in their bid how many podcasts the proposer would be able to complete within the time frames specified and which subject areas the proposer is most interested in and qualified for.**

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

- 2.1** The Judicial Council seeks one or more qualified Proposers to produce and deliver completed podcast episodes to be used for education within the California court system. Through the use of storytelling, topics will come to light and show the need for increased attention and action. Each episode will be no longer than 30 minutes. The successful Proposer will be asked to produce episodes on one or more of the following topics:

- 1. Murdered and Missing Indigenous People in California's Tribal Communities.** This episode will focus on understanding the barriers to seeking justice for murdered and missing indigenous people. Comprehensive systems response and data collection are needed to solve these cases, many of which involve human trafficking, sexual abuse, or domestic violence (abuse). CFCC staff will identify three (3) to six (6) individuals to be interviewed, of which two (2) to four (4) may be chosen as subjects (key voices) for the

podcast. Interviewees may include tribal leaders, tribal elders, judges, family and community members of those missing, and experts in this area.

- 2. Domestic abuse, sexual abuse or human trafficking in tribal communities.** This episode will focus on abuse or trafficking in tribal communities. CFCC staff will identify three (3) to six (6) individuals to be interviewed, of which two (2) to four (4) may be chosen as subjects (key voices) for the podcast. Interviewees may include tribal leaders, tribal elders, judges, family and community members of those missing, and experts in this area.
- 3. How to Keep Families Safe When A Parent’s Time with Their Child Needs to be Supervised.** This episode will focus on understanding how to keep families safe when the court makes an order for supervised visitation or exchange because of domestic violence. CFCC staff will identify three (3) to six (6) individuals to be interviewed, of which two (2) to four (4) may be chosen as subjects (key voices) for the podcast. Interviewees may include judges, domestic violence survivors, law enforcement, professional providers of supervised visitation, and parents (person accused or found to have committed domestic violence) ordered to be supervised during their visit with their children.
- 4. The Importance of a Partnership Between Education and the Judiciary to Ensure Successful Educational Outcomes for Children and Youth in the Foster Care System:** This episode will include interviews with 2 to 4 key members of the California Department of Education and the California Judiciary and/or Judicial Council to discuss the importance of a strong working relationship between these two key players in the ultimate success of children and youth who spend time in this state’s foster care system.¹
- 5. What Made the Difference? The Role of Supportive Adults, Including Judicial Officers, in Changing Outcomes for Children & Youth in California’s Foster Care System:** Two episodes on this topic, highlighting the perspective of youth in the foster care system and what made a difference in their successful exit from the system into adulthood. Interviews will be with individuals with experience in the foster care system, and could include judicial officers, attorneys, and other adults who supported youth in the system.

2.2 The successful Proposer(s) will:

1. Have demonstrated experience with producing podcasts;
2. Act as host and narrator for each episode;
3. Plan and consult on storyline and identify key voices for each episode;

¹ This project is for the Keeping Kids in School (KKIS) court initiative. For more information about KKIS, visit <https://www.courts.ca.gov/KKIS.htm>.

RFP Title: Producing Podcast Episodes

RFP Number: CFCC-2020-22-CD

4. Have experience in researching, reporting, or working on any of the topics listed above (preferred but not required);
5. Pre-interview subjects, prepare interview questions, and interview subjects;
6. For each episode, conduct multiple pre and post-production meetings with the CFCC staff to review story assemblies and scripts;
7. Be responsible for editing, musical scoring, engineering if needed, and any other task needed to deliver completed episodes; and
8. Deliver completed episodes with scripts.

Below is an estimate of the deadlines for deliverables. Actual deadlines may change and will be communicated to Proposer.

Deliverables	Description	Completion Date
1.	Pre-interview and interview subjects, including drafting interview questions.	September 25, 2020
2.	Present draft cuts for review and feedback from the CFCC staff and incorporate feedback.	October 24, 2020
3.	Deliver final episodes with script.	November 3, 2020

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	August 3, 2020
Deadline for questions submitted to: solicitations@jud.ca.gov	August 10, 2020 no later than 3:00pm PST
Questions and answers (estimate only) www.courts.ca.gov/rfps.htm	August 12, 2020
Latest date and time proposal may be submitted	August 17, 2020 no later than 3:00pm PST
Evaluation of proposals (estimate only)	August 18-20, 2020

RFP Title: Producing Podcast Episodes

RFP Number: CFCC-2020-22-CD

EVENT	DATE
Notice of Intent to Award (<i>estimate only</i>)	August 24, 2020
Negotiations and execution of contract (<i>estimate only</i>)	August 25 –28, 2020
Contract start date (<i>estimate only</i>)	September 4, 2020
Contract end date	November 3, 2020

4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

RFP Title: Producing Podcast Episodes**RFP Number: CFCC-2020-22-CD**

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
Attachment 2: JCC Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign this Judicial Council 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 JBE requires in order to process payments and must be submitted with the proposal.
Attachment 7: Bidder Declaration	Complete this form only if the Proposer wishes to claim the DVBE incentive associated with this solicitation.
Attachment 8: DVBE Declaration	Complete this form only if the Proposer wishes to claim the DVBE incentive associated with this solicitation.
Attachment 9: List of Topics	The Proposer must complete and submit the completed form with its proposal.

5.0 PAYMENT INFORMATION

The initial contract will be comprised of three (3) deliverables with a firm fixed price per deliverable. The compensation outlined for the initial contract may not exceed **\$5,000.00 per episode**, including travel and all other expenses. **Proposer may bid on one or more episodes with a maximum of five (5) episodes for the initial period.** The possible one-year extension term, if elected by the JCC, would be comprised of the same three (3) deliverables for each episode contained in the initial contract. The amount for this project, including the possible one-year extended term, may not exceed **\$55,000** (eleven (11) episodes multiplied by \$5,000, the maximum allowed per episode). Subject to the

RFP Title: Producing Podcast Episodes

RFP Number: CFCC-2020-22-CD

terms in Attachment 2, Appendix B, and Payment Provisions, the selected Proposer will be paid on a firm-fixed price per Deliverable basis.

The Selected Proposer shall submit invoices upon satisfactory completion of services for each deliverable outlined in Section 2. Invoice shall include, in detail, all costs and applicable charges.

The payment term is Net 60 days from the receipt of correct invoice.

Payment will be made after completion of deliverables as follows:

Payment Number	Billable Activity	Estimated Maximum Firm Fixed Amount	Invoice Due Date
1	Completion of Deliverable #1: Pre-interview and interview subjects, including drafting interview questions.	\$1,000.00 per episode	November 3, 2020
2	Completion of Deliverable #2: Present draft cuts for review and feedback from the CFCC staff and incorporate feedback.	\$2,000.00 per episode	November 3, 2020
3	Completion of Deliverable #3: Deliver final episodes with script.	\$2,000.00 per episode	November 3, 2020

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 with associated attachments, the Technical Proposal and the Cost Proposal.
- 6.2.1. **Technical Proposal** - The Proposer must submit via mail their Technical Proposal as a separate Attachment from the Cost Proposal to the Solicitations mailbox at solicitations@jud.ca.gov. The Technical Proposal must be signed by an authorized representative of the Proposer. The Proposer must indicate on the Subject line of the submission email the RFP title and number and also indicate the RFP number and title on the Proposal attachments.
- 6.2.2 **Cost Proposal** - The Proposer must submit via email their Cost Proposal as a separate Attachment from the Technical Proposal to the Solicitations Mailbox at solicitations@jud.ca.gov. The Cost Proposal must include all components required in Section 2. The Proposer must indicate on the Subject line of the submission email the RFP title and number and also indicate the RFP number and title on the Proposal attachments.
- 6.3 Submission acceptance will be based on the date and time the emails are received by the Judicial Council. Both emails must be received no later than the due date and time or the proposal will not be accepted.
- 6.4 Only written proposals via email will be accepted. Proposals may not be transmitted by fax.

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 their 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. A minimum of two (2) clients to serve as references for whom the Proposer has conducted similar services. References are to include names, addresses, telephone numbers and the email address of a contact person for each

RFP Title: Producing Podcast Episodes

RFP Number: CFCC-2020-22-CD

client. The JCC may contact referenced clients when reviewing an offer to verify the information provided.

d. Resume for each individual proposed to work on this project. Resumes should include a person's education, any applicable credentials and/or certifications, current work history and a summary of experience and knowledge to support the project as outlined in Section 2.0.

e. Statement of Proposer's experience on similar assignments.

f. A link to at least two examples of podcast episodes developed by Proposer.

g. Proposed Work Plan based on Section 2.0: Description of Services and Deliverables, including timeframe for completion for all proposed tasks, using the general deadlines provided in Section 2.2.

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. The Proposer must complete **Attachment 9**, List of Topics and submit the completed form with its proposal.

7.2 Cost Proposal. The following information must be included in the cost proposal.

- i. A detailed line item budget for each deliverable(s) described in Section 2.0 and the costs shall not exceed estimated maximum firm fixed amount.
- ii. A full explanation of all budget line items in a narrative entitled “Budget Justification.”
- iii. A “not to exceed” total for all work and expenses payable under the contract, if awarded.

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 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 JBE 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 JBE will post an intent to award notice at <http://www.courts.ca.gov/rfps.htm>.

CRITERION	MAXIMUM NUMBER OF POINTS
Quality of work plan submitted and Proposer’s understanding of the problem or needs. (<i>Section 2.0.</i>)	20

CRITERION	MAXIMUM NUMBER OF POINTS
Experience on similar assignments	25
Cost	30
Qualifications of Proposer based on resumes submitted including experience, expertise and credentials, if any.	7
Acceptance of the Terms and Conditions	10
Ability to meet timing requirements to complete the project	5
Disabled Veteran Business Enterprise Incentive (Section 12.0)	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 offices in San Francisco. 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 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,” or otherwise, 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.

12.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

RFP Title: Producing Podcast Episodes

RFP Number: CFCC-2020-22-CD

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

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 9.0 above.

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").

If Proposer wishes to seek the DVBE incentive:

1. Proposer must complete and submit with its proposal the Bidder Declaration (Attachment 7). Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.
2. Proposer must submit with its proposal a DVBE Declaration (Attachment 8) 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.

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.

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.

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.

RFP Title: Producing Podcast Episodes

RFP Number: CFCC-2020-22-CD

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.

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 Judicial Council to receive a solicitation specifications protest is the proposal due date set forth in Section 3.0. (Indicate Solicitation Number and Name of Your Firm on lower left corner of envelope.) Protests must be sent to:

Judicial Council of California
Branch Accounting and Procurement
ATTN: Protest Hearing Officer
RFP#: CFCC-2020-22-CD
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102

(Indicate Solicitation Number and Name of Your Firm on lower left corner of envelope.)