

# REQUEST FOR PROPOSALS

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*JUDICIAL COUNCIL OF CALIFORNIA*

**REGARDING: TRIBAL-STATE JOINT JURISDICTION  
COURT TOOLKIT  
RFP NUMBER: CFCC-2020-69-RB**

**PROPOSALS DUE: May 15, 2020** NO LATER THAN 3:00 P.M. PACIFIC  
TIME

## **1.0 BACKGROUND INFORMATION**

- 1.1 Judicial Council of California. 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 Judicial 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 Judicial Council also adopts rules for court administration, practice, and procedure, and performs other functions prescribed by law. The Judicial Council’s Court Operations and Services Division, Center for Families, Children & the Courts (“CFCC”) supports programs in court settings that improve practice and services for children, youth, parents, families and other court users.
- 1.2 Tribal-State Joint Jurisdiction Court Toolkit. A core service provided by CFCC is to promote promising best practices to improve the quality of service to children, families and others that come into contact with the juvenile court system and the California court system in general. Among the promising best practices that have been supported and promoted by the Judicial Council and CFCC are Tribal-State Joint Jurisdiction Courts. In 2015 the Superior Court of California for the County of El Dorado and the Shingle Springs Band of Miwok Indians Tribal Court entered into an MOU to establish the first joint-jurisdiction Family Wellness Court in California. In 2017 the Judicial Council of California awarded a Court Innovation Grant to the Superior Court of California, County of Humboldt to establish a joint-jurisdiction Family Dependency Drug Court in collaboration with the Yurok Tribal Court. Both those courts have been operating successfully since their inception and other jurisdictions are interested in replicating these successful models
- 1.3 Objective. This request seeks proposals to develop guides, sample memorandums of understanding, joint powers agreements, participant guides, program guidelines, policies and procedures, strategic planning roadmaps and other resources for the development of Tribal-State joint jurisdiction courts in California with a particular emphasis on California court specific requirements.

## **2.0 DESCRIPTION OF SERVICES AND DELIVERABLES**

### **2.1 Introduction**

The Judicial Council seeks the services of an entity with expertise in the development and operation of tribal-state joint jurisdiction courts in California. The proposer will be expected to complete a comprehensive overview of existing tribal-state joint jurisdiction courts nationwide; provide an outline and overview of the process to develop and implement a joint jurisdiction court as well as develop sample templates and documents needed in the establishment and running of such a court. Together this resource packet is described as the “Tribal-State Joint Jurisdiction Court Toolkit”

The Tribal-State Joint Jurisdiction Court Toolkit will be created by contractor in consultation with Judicial Council Center for Families, Children & the Courts tribal projects staff. The funding available for this project is not to exceed **\$20,000.00, which includes all expenses, including travel, research, and other expenses associated with deliverables.**

The Judicial Council intends to award one (1) Agreement estimated to be performed by the successful Proposer from **June 1, 2020** through **August 31, 2020**.

## 2.2 Tasks and Deliverables.

The Judicial Council anticipates the following major tasks and specific deliverables in connection with the scope of services described in this Request for Proposal (RFP). Without changing the Deliverables, the Proposer should correct, validate and expand on the tasks, as deemed necessary or desirable by the Proposer.

### 2.2.1 Task 1 – Content Development

2.2.1.1 Meet with and obtain input from CFCC tribal project’s staff on needs, objectives and outcomes for this project. **Deliverable 1, Due June 3, 2020**

2.2.1.2 Conduct research on existing joint jurisdiction courts in the United States including, but not limited to communicating with judges, court coordinators and administrators, justice partners, participants and consultations with information about the development and operations of the joint jurisdiction courts and gathering existing materials such as handbooks, agreements, memorandums of understanding, guides, policies and procedures. **Deliverable 2, Due June 26, 2020**

2.2.1.3 Draft outline for toolkit including description of proposed content, reference material, appendices and resources.

2.2.1.4 Review outline with CFCC tribal project’s staff. **Deliverable 3, Due June 30, 2020**

### 2.2.2 Task 2 – Modify Content

2.2.2.1 Make modifications to outline based on feedback from CFCC tribal project’s staff. **Deliverable 4, Due July 24, 2020**

2.2.2.2 Draft toolkit and materials, review with CFCC staff and make any necessary revisions. **Deliverable 5, August 17, 2020**

### 2.2.3 Task 3 – Final Product

2.2.3.1 Make additional modifications to outline and submit final content.  
**Deliverable 6, August 31, 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.

<b>EVENT</b>	<b>DATE</b>
RFP issued	April 17, 2020
Deadline for written questions to <a href="mailto:solicitations@jud.ca.gov">solicitations@jud.ca.gov</a>	April 24, 2020 No later than 3:00 PM, PST
Question and answers posted	May 1, 2020
Latest date and time proposal may be submitted	May 15, 2020 No later than 3:00 PST
Evaluation of proposals ( <i>estimate only</i> )	May 18-21, 2020
Notice of Intent to Award ( <i>estimate only</i> )	May 22, 2020
Negotiations and execution of contract ( <i>estimate only</i> )	May 26-29, 2020
Contract start date ( <i>estimate only</i> )	June 1, 2020
Contract end date ( <i>estimate only</i> )	August 31, 2020

**4.0 RFP ATTACHMENTS**

The following attachments are included as part of this RFP:

<b>ATTACHMENT</b>	<b>DESCRIPTION</b>
Attachment 1: Administrative Rules Governing RFPs	These rules govern this solicitation.
Attachment 2: Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign a 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 JCC requires in order to process payments and must be submitted with the proposal.
Attachment 7 DVBE Declaration	This form needs to be signed by the Proposer if the Vendor is participating in the DVBE program.
Attachment 8 Bidder Declaration	This form needs to be signed by the Proposer if the Vendor is participating in the DVBE incentive and submitted with the proposal.

## 5.0 PAYMENT INFORMATION

- Subject to the terms in Attachment 2, Appendix B, Payment Provisions, the selected provider will be paid on a firm-fixed price per Deliverable basis.
- The resulting contract will be comprised of firm fixed pricing for satisfactory completion of each deliverable/Milestone listed below. Completion Dates and Firm Fixed Amounts listed in the below table are estimated. The actual completion dates and firm fixed amounts will be based on the awarded proposal.
  - Contractor shall submit invoices upon satisfactory completion of services;
  - No other expenses including travel expenses will be reimbursed by the Judicial Council.
  - The payment term is Net 60 from date of receipt of invoice.

**Table 1 Milestones**

<b>Milestone(s) Description</b>	<b><i>Estimated Completion Date</i></b>	<b><i>Estimated Maximum Firm Fixed Amount</i></b>
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<p><b>First Milestone:</b></p> <p>Toolkit Outline:</p> <ul style="list-style-type: none"> <li>• Collaborate with Judicial Council staff to develop of toolkit content.</li> <li>• Conduct research on existing joint jurisdiction courts in the United State including but not limited to communicating with judges, court coordinator and administrators</li> <li>• Draft outline for toolkit including description of proposed content, reference material, appendices and resources.</li> <li>• Review outline with CFCC tribal project staff.</li> </ul>	<p><i>June 30, 2020</i></p>	<p><i>\$10,000</i></p>
<p><b>Second Milestone:</b></p> <p>Complete Toolkit Package:</p> <ul style="list-style-type: none"> <li>• Continue to make amendments to toolkit outline based on conversations with JCC Tribal Staff.</li> <li>• DRAFT outline for toolkit including description of proposed content.</li> <li>• Present DRAFT toolkit and materials and review with JCC Tribal Staff.</li> </ul>	<p><i>By August 17, 2020</i></p>	<p><i>\$5,000</i></p>
<p><b>Third Milestone:</b></p> <p>Final Toolkit:</p> <ul style="list-style-type: none"> <li>• Final collaboration with JCC Tribal Staff on Toolkit</li> <li>• Submit final Toolkit</li> </ul>	<p><i>By August 31, 2020</i></p>	<p><i>\$5,000</i></p>

## 6.0 SUBMISSIONS OF PROPOSALS

- 6.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. 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.
- a. The Proposer must submit via email their Technical Proposal as an attachment, separate from the Cost Proposal to the Solicitations

mailbox at [solicitations@jud.ca.gov](mailto: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.

- b. Cost Proposal - The Proposer must submit via email their Cost Proposal as an Attachment, separate from the Technical Proposal to the Solicitations Mailbox at [solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov). The Cost Proposal must be signed by an authorized representative of the Proposer. 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 Proposals must be sent via electronic mail to [solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov) by the date and time listed on the coversheet of this RFP to:

Bid Desk – Interdisciplinary Education on Permanency and the Court  
Judicial Council of California  
Attn: Solicitations, RFP CFCC-2020-69-RB

- 6.4 Late proposals will not be accepted.

Submission acceptance will be based on the date and time the emails are received by the Judicial Council. Both emails must be received prior to the due date and time or the proposal will not be accepted.

- 6.5 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 his or her 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. Describe the organization of the key staff (including the dedicated program manager) that would service the contract. Provide a listing of the staff, including

name, title, and length of service within the organization along with a resume for each staff member. Other staff should be identified by name and title; additional qualifications and experience on similar projects may be included.

- d. A resume must be provided for each individual proposed for this Agreement. An acceptable resume shall include the person's education, any applicable credentials and/or certifications, current work history and a summary of experience and knowledge to support the minimum qualifications of key personnel outlined in Section 2.0 Description of Services and Deliverables as well as the individual's ability and experience in conducting the proposed activities. Sufficient detail must be included in each resume to allow the JCC to verify the experience cited. A separate section covering the Proposer's background, Principal Officers, and Staff Qualifications and Experience.
- e. Provide Work Plan based on description of Services and Deliverables.
- f. A minimum of two (2) clients may be contacted for whom the Proposer has conducted similar services. References are to include names, addresses, telephone numbers and the email address of a contact person. The JCC staff may contact referenced clients when reviewing an offer to verify the information provided. A reference must be external to a Respondent's organization and corporate structure.
- f. Proposed method to complete the work.
  - i. Project plan that outlines the proposed approach, using the general deadlines specified within this RFP:
  - ii. Sample outline of curriculum development
  - iii. Sample learning objectives
  - iv. Sample evaluations, including any continuing education credits that will be given
  - v. Sample timeline for curriculum development, including any interactive and adult learning principles that will be used.
- g. 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. Copies of the Proposer’s (and any subcontractors’) current business licenses, professional certifications, or other credentials.

7.2 Cost Proposal

The following information must be included in the cost proposal;

- i. Proposer to provide a detailed line item budget for each milestone(s) described and the costs shall not exceed estimated firm fix priced of each deliverable and the total costs for the entire project should be within the range of \$15,000 to \$20,000 as stated in section 2.1 of this RFP.
- ii. Provide estimate of cost for distance learning platform.
- iii. Payment will be made after completion of deliverables as follows:

<b>PAYMENT NUMBER</b>	<b>BILLABLE ACTIVITY</b>	<b>INVOICE DUE DATE</b>
#1	Completion of Deliverables 1, 2 and 3	No later than June 30 2020
#2	Completion of Deliverables 4	No later than July 30, 2020
#3	Completion of Deliverable 5 and 6	No later than August 31, 2020

**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 JCC 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 JCC will post an intent to award notice at [solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov).

CRITERION	REFERENCE	MAXIMUM NUMBER OF POINTS
Quality of work plan submitted	2.0, 7.0 e.	20
Experience on similar assignments	7.0	30
Cost	2.2.3.4, 7.2	30
Qualifications of staff to be assigned to project based on resumes submitted including experience, background, expertise and credentials if any	2.2.12, 2.2.19, 2.3.2.4, 7.0 c. d.	7
Acceptance of the Terms and Conditions	Attachments, 2, 4 and 7	5
Ability to meet timing requirements to complete the project	2.3, 5.0 Table 1	5
(“DVBE”) Incentive Disabled Veterans Business Enterprise incentive is available to qualified proposers.	Attachments 7 & 8	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’s offices. 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 JCC 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 JCC’s right to disclose information in the proposal, or (b) requiring the JCC 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**

- 12.1 Qualification for the DVBE incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a proposal non-responsive.
- 12.2 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 11 above.
- 12.3 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”).
- 12.4 If Proposer wishes to seek the DVBE incentive:

Proposer must submit with its proposal a DVBE Declaration (Attachment 7) 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.
- 12.5 Proposer must complete and submit with its proposal the Bidder Declaration (Attachment 8). Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.
- 12.6 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.

- 12.7 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.
- 12.8 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.

FRAUDULENT MISREPRESENTATION 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](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 JCC to receive a solicitation specifications protest is the proposal due date. (Indicate Solicitation Number and Name of Your Firm on lower left corner of envelope.)

Protests must be sent to:

Judicial Council of California  
Business Services  
ATTN: Protest Hearing Officer  
RFP# CFCC-2020-69-RB  
455 Golden Gate Avenue  
San Francisco, CA 94102-3688