

ADMINISTRATIVE OFFICE OF THE COURTS

QUESTIONS AND ANSWERS

San Diego Dependency Representation

RFP Number CFCC-200902-RB

March 9, 2010

1. I have reviewed the San Diego County Court Facilities and Calendaring system as outlined in Attachment D of the RFP in section 4.0. I am aware that courts may change their calendaring system at any time as is deemed necessary.
 - a. However, is it possible to get more detailed information regarding each of the departments in all court locations as they currently operate?
 - b. I.e. which days of the week are the review calendars?
 - c. Which days are contested hearings conducted?
 - d. Or, is each day a mixed calendar of review hearings and contested hearings?

Answer to Question #1 regarding calendaring systems:

Central Division Juvenile Court

Departments 1 and 2:

Long cause or overflow trials on an as-needed basis. On Tuesday afternoons, Department 1 also hears dual dependency/delinquency matters and special hearings regarding psychotropic medications. On Tuesday afternoons, Department 2 currently hears parent drug court. This may be expanded to Tuesday and Thursday afternoons if demand requires.

Departments 5, 6 and 9:

Monday, Tuesday, and Wednesday mornings – all calendar matters (including but not limited to review hearings, detention hearings, jurisdiction/disposition hearings, 388, 387, .26 hearings). Monday, Tuesday, Wednesday afternoons – contested hearings. Thursday mornings – some limited calendar matters (mostly detentions, post-permanency planning reviews and specials). Thursday afternoons – contested hearings.

**Administrative Office of the Courts
QUESTIONS AND ANSWERS
San Diego Dependency Representation
RFP Number CFCC-200902-RB**

Friday all day – contested hearings.

Department 3:

Thursday all day – settlement conferences for contested jurisdiction/disposition hearings.

Department 10:

Tuesday mornings – 827 petitions.

South Bay Juvenile Court (Department 11)

Monday mornings – detentions and contested hearings.

Monday afternoons – Settlement conferences for contested jurisdiction/dispositional hearings.

Tuesday, Wednesday and Thursday mornings – all calendar matters (including but not limited to review hearings, detention hearings, jurisdiction/disposition hearings, 388, 387, .26 hearings).

Tuesday, Wednesday, Thursday afternoons – contested hearings.

Friday morning – post permanency planning and 827 petitions; Friday afternoons-contested hearings.

East County Juvenile Court (Department 18)

Monday mornings – detentions and settlement conferences for contested jurisdiction/dispositional hearings.

Monday afternoons – contested hearings.

Tuesday, Wednesday and Thursday mornings – all calendar matters (included but not limited to review hearings, detention hearings, jurisdiction/disposition hearings, 388, 387, .26 hearings).

Tuesday, Wednesday, Thursday afternoons – contested hearings.

Friday all day – contested hearings.

North County Juvenile Court (Departments 9 and 10)

Monday, Tuesday, Thursday and Friday mornings – all calendar matters (included but not limited to review hearings, detention hearings, jurisdiction/disposition hearings, 388, 387, .26 hearings).

Wednesday mornings – some short post permanency planning hearings, detentions and settlement conferences for jurisdiction/disposition contested hearings.

All afternoons and some late mornings – contested hearings.

**Administrative Office of the Courts
QUESTIONS AND ANSWERS
San Diego Dependency Representation
RFP Number CFCC-200902-RB**

2. Can the AOC, or any other agency, estimate the number of active cases assigned to each courtroom in each court location?
 - a. For example, how many active dependency cases are there in department 9 in North County?
 - b. Department 10 in the same location?
 - c. Each of the departments in Mission Valley?
 - d. And so forth?

Answer to Question # 2 regarding number of cases in each court room:

Case loads as of 2/27/2010 are as follows¹:

Central Division--Meadowlark

Department 1: 11 (20 minors)

Department 2: 24 (44 minors)

Department 3: 38 (60 minors)

(in settlement conference)

Department 5: 477 (815 minors)

Department 6: 406 (668 minors)

Department 9: 477 (797 minors)

North County—Vista

Department 9: 273 (455 minors)

Department 10: 274 (431 minors)

South Bay Department 11: 419 (701 minors)

East County Department 18: 424 (687 minors)

Total: 2825 (4680 minors)

3. I was not able to attend the pre-bidder's conference for the dependency contract bid in San Diego. Are there any information packets? Thank you for your attention to this inquiry.

Answer: Questions and Answers and any Addenda will be published on the CourtInfo website along with the other RFP documents.

¹ Source: REJIS, San Diego Superior Court juvenile case management system. As with any case management system, this data may not be entirely accurate.

Administrative Office of the Courts
QUESTIONS AND ANSWERS
San Diego Dependency Representation
RFP Number CFCC-200902-RB

4. I just sent an inquiring e-mail about the San Diego juvenile dependency contract. I am aware of the web site. My inquiry was whether there was any informative materials available from the bidder's meeting on March 1st?

Answer: See response to Question 3 above.

5. Will the AOC provide start-up costs associated with transferring the existing physical files from the Public Defender to the successful bidder in the event the San Diego County Public Defender's Office is not selected as the successful bidder as a result of the RFP process?

Answer: Startup and transition costs are now considered part of this RFP. See Addendum No. 1 to this RFP.

6. How will the data transition costs for migration to the AOC JCATS system be handled?
- a. Should these costs be included in the bid?
 - b. Will they be required to be included in all bids?
 - c. Will they be incurred by the selected vendor if they are not included in the bid?
 - d. Will the AOC absorb such data migration costs?

Answer: The AOC will be responsible for data migration costs; they should not be included in proposals.

7. Will a proposal that does not have resumes attached be disqualified or viewed at a disadvantage?

Answer: Proposers should include resumes for the Executive Director and any supervisory staff that have been identified to participate in the organization. Evaluation of proposals will be based on the criteria set forth in the RFP in section 7.0, Evaluation of Proposals.

8. When will the names of the bidder's be made public?

Answer: Proposals are be subject to California Rule of Court 10.500, which governs public access to judicial administrative records ("Rule 10.500").

**Administrative Office of the Courts
QUESTIONS AND ANSWERS
San Diego Dependency Representation
RFP Number CFCC-200902-RB**

Will it be prior to the announcement of a winner?

Answer: No.

9. Will the names of the bidders being interviewed be made public?

Answer: No. If a proposer is interviewed, it is not because they are on a “short list”, but because of the need for clarification of their proposal. Please see Section 8 of the RFP, entitled “Additional Requirements”.

10. Can a single board member or officer from a non-profit or must all board members? potential supervisors? and /or officers be present?

Answer: We are unsure of what is meant by “be present.” However, if the question refers to attendance at the bidders conference, the bidders conference is not mandatory, so any type of representative is welcome.

11. At page 3 Section 5.4 lines 4 and 5: What is meant by the phrase “copies mailed to Nadine McFadden at the above address of cost projection”?

Answer: This is a clerical error. The sentence should end with “at the above address.” See Addendum No. 1 to this RFP

12. At page 7, second line: Conflicts with out of county cases? What are the out of county cases?

Answer: This only applies if the proposer also does work in other counties.

13. At page 9, section 5.6.6: Are 5 separate and different references required for each principal and each organization or both?

Answer: Proposals must include a minimum of 5 references. Additional references may be provided at the discretion of the proposer.

14. At page 10, 5.6.7(A) at paragraph 4: What was the amount of out of state expenses paid for visiting child and expert witnesses, over the last five years? What was the amount of out of state expenses paid to visit child an expert witnesses for 2009-2010, so far, if available?

**Administrative Office of the Courts
QUESTIONS AND ANSWERS
San Diego Dependency Representation
RFP Number CFCC-200902-RB**

Answer: Under the current contract, these costs are included as part of the annual compensation and have not been reimbursed by the state; we do not have information about these expenditures.

15. Is the proposer required to have its additional permanent leased space available prior to being awarded the bid?

Answer: No, the proposer will not be required to secure the necessary space until a bid is awarded.

16. Will the proposer have to take over the pending dependency cases already assigned to other providers prior to July 1, 2010? If yes, is this part of the current RFP or will it be bid on separately?

Answer: Yes, this is part of the current RFP. Attachment D, Section 7.0, states, in part, "Newly selected provider(s) should be prepared to accept all dependency cases whether new or ongoing as of July 1, 2010."

17. Is there a minimum salary that must be paid to attorneys or other staff?

Answer: No, there is no minimum salary requirement.

18. Is the new proposer required to use or not use San Diego dependency attorneys who are currently doing the work? Will this issue affect the award of the contract in any way?

Answer: Proposers are not required to use current San Diego dependency attorneys. Evaluation of proposals will be based on the criteria set forth in the RFP in section 7.0, Evaluation of Proposals.

19. Must the proposer arrange to use the JCATS software separately or does the state have a JCATS license already that the proposer can use?

Answer: The proposer will use the JCATS software under a license maintained between the state and the software provider.

[END OF QUESTIONS AND ANSWERS]

Questions received in the Solicitations Mailbox after the March 5, 2010 3:00 pm deadline were not answered.