

**ATTACHMENT 7**  
**LANGUAGE ACCESS IN THE CALIFORNIA COURTS**  
**REQUIREMENTS AND SPECIFICATIONS FORM**

Please provide a response to indicate proposer’s expertise and capabilities of meeting the Language Access in the California Courts requirements specifications listed in the table below.

No.	Functional Requirements	Experienced		Sub-Contractor Required	Please describe your expertise and capabilities in detail (cells expand with text)
		Yes	No	Yes	
2.2.1	Principles and practices of language access, including but not limited to interpretation and translation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2.2	Laws (including statutory and case law) related to language access in the California Superior Courts (Juris Doctor “JD” preferred), California Rules of Court, Standards of Judicial Administration, and Judicial Council Forms related to language access.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2.3	Budgeting and financial forecasting to help estimate the anticipated costs of implementing the various LAP recommendations at both the court and statewide level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.4	Education and training for the JBEs, including the court staff, judicial officers, justice partners, community organizations, and court interpreters. Training must include curriculum design and development, creation of bench guides, and job aids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.5	Research and writing for court-related audiences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.6	Court interpreting principles and how court interpretation services are organized in the California Superior Courts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2.7	Tools for qualitative and quantitative data collection, including surveys.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2.8	Translation services including protocols for translated materials and signage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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2.2.9	Principles of remote interpreting (including Video Remote Interpreting) and remote access to courts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2.10	Planning and conducting community meetings with stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2.11	Preparation of communication materials and other language access tools to assist the courts;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2.12	Systems to help statewide monitoring of the implementation of the LAP.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2.13	Methods to evaluate program effectiveness and the quality of language access services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2.14	Measures to develop a statewide language access complaint process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.1	After consulting with the Judicial Council staff, Contractor will develop a comprehensive timeline for completion of remaining LAP Phase One products and efforts to commence work on new Phase Two products, including identifying Task Force product requirements. The timeline should include milestones between July 2016 and June 2017 for completion of procedures to assess an interpreter's skills and recommended interpreter disciplinary procedures, including public comment and any recommended changes to Rule 2.891. (See Deliverables 3.1.9, 3.1.11, and 3.1.17). Shall occur by <b>August 31, 2016</b> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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3.1.2	Based on the findings of the trial court language access survey conducted in early 2016, Contractor will work with and prepare a report for the Task Force’s Language Access and Education Standards Subcommittee to identify additional items for completion, including: identifying the appropriate level of service required at different points of contact at the courts (LAP Recommendation #26); defining language proficiency standards for bilingual staff (#48); identifying and listing orientation or other multilingual videos hosted on California court websites (or available in hardcopy format such as DVDs) that have been designed to assist LEP courts users (#18); developing new training programs for bilingual staff and court interpreters (#46, #48); developing polices to help promote the sharing of bilingual staff and interpreters among courts, using remote assistance, for language assistance outside of court proceedings (#30); and developing a model protocol for procedures to be followed when bilingual staff are not available (#29). Shall occur by <b>October 31, 2016</b> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.3	Contractor to meet with the Judicial Council’s Language Access Plan Implementation Task Force onsite for its in-person meeting to review Contractor’s timeline and assist Task Force with work on remaining LAP Phase One and new LAP Phase Two products. Prior to meeting, Contractor must prepare and submit presentation agenda, electronic and printed materials, and progress reports for Project Manager’s review. Shall occur by <b>October 31, 2016</b> . [Note: Meeting will be held either in September or October 2016.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.4	Contractor to consult with Judicial Council staff and prepare report with recommendations regarding (1) recruitment strategies for court interpreters and bilingual staff, and (2) strategies to help increase the passage rate on the bilingual interpreting exam. Shall occur by <b>November 30, 2016</b> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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3.1.5	Contractor to organize a community outreach meeting with the Judicial Council’s Language Access Plan Implementation Task Force and LAP stakeholders. Prior to meeting, Contractor to consult with the Task Force Chairs and Project Manager regarding meeting topics, scope and goals. Contractor will be required to invite stakeholders and prepare and submit the agenda and all meeting materials for Project Manager’s review. After the meeting, Contractor will be required to submit meeting minutes and an assessment of the meeting outcomes for Project Manager’s review. Shall occur by <b>December 30, 2016</b> . [Note: Meeting will be held either in November or December 2016.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.6	Contractor to consult with Judicial Council staff and interview courts to develop a report for the Judicial Council regarding recommended guidelines and best practices regarding accessible courthouses; research and report on the use of principles of universal design in the language access context; develop recommended guidelines for building and equipping LEP accessible courthouses (signage, navigability and wayfinding strategies); provide model signage translated into the top eight languages for adaptation by local courts, make recommendations on the use of multilingual (static and dynamic) signage; develop best practices for navigability and wayfinding strategies for courts. (See LAP Recommendations #39, #41, and #42.) Shall occur by <b>December 30, 2016</b> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.7	Contractor to work closely with Judicial Council staff and courts’ language access representatives to help update court websites, including LEP plan templates to ensure courts’ websites support and conform to LAP recommendations. Shall occur by <b>December 30, 2016</b> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.8	Contractor to meet with the Judicial Council’s Language Access Plan Implementation Task Force onsite for its in-person meeting to review contractor’s timeline and assist Task Force with work on remaining LAP Phase One and new LAP Phase Two products. Prior to meeting, Contractor must prepare and submit presentation agenda, electronic and printed materials, and progress reports for Project Manager’s review. Shall occur by <b>January 31, 2017</b> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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3.1.9	Contractor to deliver presentation and submit report to Court Interpreters Advisory Panel (CIAP) to advise the advisory body on the relative strengths, weaknesses, and costs of different techniques for conducting skill assessment. (The CIAP subcommittee staff already has a list of technique options with which the consultants can begin their work.) Shall occur by <b>January 31, 2017</b> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.10	Contractor to meet onsite and assist Judicial Council staff with a Language Access Plan Implementation Task Force presentation to the Judicial Council to review LAP implementation progress, including Contractor’s progress and materials produced to date. Prior to meeting, Contractor must prepare and submit presentation agenda, electronic and printed materials, and progress reports for Project Manager’s review. Shall occur by <b>February 28, 2017</b> . [Note: Meeting will be held either in January or February 2017.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.11	Contractor to meet with Judicial Council staff and CIAP to discuss practices, volume and costs in other state courts regarding interpreter discipline. Contractor to work with Judicial Council staff for CIAP to prepare and submit a report that catalogues policies and procedures in place in other state court systems to conduct skill assessments post credentialing as well as to assess for discipline purposes ethical or criminal matters. The cataloging shall include a description of the policies and procedures, including whether there are periodic reviews or they require complaints in order to initiate; the levels of discipline available, the disciplining body, and manner in which discipline may imposed (e.g., only after a the opportunity for a full hearing where due process is afforded). (The Judicial Council has some materials which can be used to begin the research.) Determine the volume of reviews / complaints received by other states in an average year, relative to their interpreter population, and detail the costs (including staff) that other states spend on skill/ethics assessments and imposition of discipline (including hearing costs, if any). Shall occur by <b>February 28, 2017</b> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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3.1.12	Contractor to conduct interviews and/or a brief follow-up survey regarding courts' LAP implementation progress and submit a gap analysis report. The report will make findings and recommendations regarding priorities and necessary actions for the Judicial Council and courts to implement to help achieve meaningful language access for LEP court users. In conjunction with the report, Contractor to develop and submit tools that will help the Judicial Council to track individual courts' progress regarding LAP implementation. Shall occur by <b>March 31, 2017</b> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.13	Contractor to organize a community outreach meeting with the Judicial Council's Language Access Plan Implementation Task Force and LAP stakeholders. Prior to meeting, Contractor to consult with the Task Force Chairs and Project Manager regarding meeting topics, scope and goals. Contractor will be required to invite stakeholders and prepare and submit the agenda and all meeting materials for Project Manager's review. After the meeting, Contractor will be required to submit meeting minutes and an assessment of the meeting outcomes for Project Manager's review. Shall occur by <b>April 28, 2017</b> . [Note: Meeting will be held either in March or April 2017.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.14	Contractor to meet with Judicial Council staff and interview court personnel to develop a report and make recommendations regarding improvements to the regional coordination system for court interpreter cross-assignment procurement. (See LAP Recommendations #20 and #21.) Shall occur by <b>April 28, 2017</b> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.15	Contractor to meet with the Judicial Council's Language Access Plan Implementation Task Force onsite for its in-person meeting to review Contractor's timeline and assist Task Force with work on remaining LAP Phase One and new LAP Phase Two products. Prior to meeting, Contractor must prepare and submit presentation agenda, electronic and printed materials, and progress reports for Project Manager's review. Shall occur by <b>May 31, 2017</b> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.16	Contractor to submit all remaining LAP Phase One and Phase Two products to Judicial Council staff, including all educational products identified above in Deliverable 3.1.2. Shall occur by <b>May 31, 2017</b> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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3.1.17	By no later than June 2017, Contractor must assist the Judicial Council to complete development of procedures to assess an interpreter’s skills and recommended disciplinary procedures. This will include development of a timeline, a draft Rule of Court, process for interpreter review and discipline, public comment, summary of comments, and submitting revised materials for Project Manager’s review. (See LAP Recommendations #63, #64, and #65.) Shall occur by <b>June 30, 2017</b> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.18	Contractor to submit final report. Final report must include all ongoing adjustments and improvements that must be made to the LAP implementation work plan, including all necessary and recommended LAP improvements to assist with the ongoing implementation efforts. Contractor to meet onsite and assist Judicial Council staff with a Language Access Plan Implementation Task Force presentation to the Judicial Council to review LAP implementation progress, including Contractor’s progress and materials produced to date. Prior to meeting, Contractor must prepare and submit presentation agenda, electronic and printed materials, and progress reports for Project Manager’s review. Shall occur by <b>June 30, 2017</b> .				