



Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

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REQUEST FOR PROPOSAL

Date	Subject
April 10, 2009	Request for Proposal for Juvenile Court Education Project – Psychotropic Medications in Juvenile Court Proceedings
To	Action Requested
Prospective Proposers	Please Respond
From	Deadline
Linda McBain Contracting Officer Business Services, Finance Division	April 23, 2009, end of business day
RFP Number	Submit hard copy proposal to address on page 5
CFCC 08-09 Juvenile Court Education Project-LM	

General Information

The Administrative Office of the Courts is dedicated to improving the quality of justice and services to meet the diverse needs of children, youth, families, and self-represented litigants in the California courts. One of the projects created to help improve the quality of justice provided those involved with the juvenile courts of California is the *Juvenile Court Education Project*.

A sample of the type of full curricula in which the *Juvenile Court Education Project* is located at: http://calswec.berkeley.edu/CalSWEC/CCCCA_Framework.v1.2.html

One component of this project will be the development of curriculum in a number of topic areas. The curricula will provide the framework for the education of California's juvenile court judicial officers, attorneys, probation officers, social workers and others, such as Court Appointed Special Advocates and educational representatives, in each topic area. The topic areas for curriculum development include education on the legal foundation of juvenile law (appeals/writs, dependency/delinquency case law updates and trial skills) as well as education on specific issues

with both legal and non-legal components (Indian Child Welfare Act, mental health, substance abuse, domestic violence, education).

A fundamental understanding of these topic areas will enhance the skills of all those working directly with the children and families in the juvenile court system. These professional and laypersons will have varying levels of knowledge in the topic areas, which must be taken into consideration during the curriculum development process. The curriculum developed will be used as the foundation for live in-person trainings and for the development of future on-line distance learning programs. The curriculum and all materials created by the consultant in the course of or related to this project will be treated as “work for hire” and ownership and control of the curriculum and material shall vest with the AOC.

The specific topic area selected for curriculum development is:

Understanding Psychotropic Medication in the Context of Juvenile Court Proceedings

A. Basic Curriculum

1. Classes of psychotropic medications
2. How psychotropic medication works (basic)
3. Monitoring and changing psychotropic medication
4. ‘Approved medications’ and ‘off-label use’ adults and children
 - i. Adults and children – Studies done
 - ii. Adults and children – Medication safety
5. Common side effects
6. Court consent for administration of psychotropic medication to a child in a foster care placement
 - i. Enactment of relevant Welfare and Institutions Code sections and California Rules of Court: Historical context-overmedication of children
 - ii. Procedure
 - iii. Timelines
 - iv. Confidentiality issues
 - v. Role of court, attorneys, parties

B. Advanced Curriculum

1. Brain chemistry/functioning—impact of different types/classes of medication
 - i. Adults and Children
 - ii. Psychotropic medications for adult substance abusers
2. Interaction of psychotropic medications with other medications

The training hours allotted to each subtopic area are as follows:

- A. Basic Curriculum, Items 1 through 5: 3–4 hours
- A. Basic Curriculum, Item 6: 1–2 hours
- B. Advanced Curriculum, Items 1 and 2: 1–2 hours

The AOC would like you to propose on the role of curriculum developer for the Juvenile Court Education Project – Psychotropic Medications in Juvenile Court Proceedings.

Curriculum Development

1. Develop a full curriculum for the specific topic area, Understanding Psychotropic Medications in the Context of Juvenile Court Proceedings. The curriculum must include:
 - a) Competencies;
 - b) Learning objectives;
 - c) Lesson plans;
 - d) In-person and distance learning training materials
 - e) Training guide;
 - f) Supplemental material including power points, handouts, case examples, and other training materials;
 - g) Pre-tests and post tests on curriculum material; and
 - h) Full bibliography
2. Identify, access, and utilize appropriate subject matter experts in the curriculum development process.
3. Include materials to accommodate the varying knowledge levels of potential attendees as well as the different learning styles that may be present within a group of attendees.
4. Ensure that curriculum developed can serve as the foundation for live in-person trainings by trainers selected by the AOC and for the development of future on-line distance learning programs.

Compensation

The total amount the State may pay the consultant for services performed under this Agreement shall be the flat-fee amount of **\$7,000.00**. The flat-fee amount shall be inclusive of all costs, benefits, expenses, fees, overhead, markups and profits payable to the consultant.

Source of Funding

Funding for the services performed under this Agreement shall be provided by a grant from the California Department of Social Services. The grant name is Title IVE Permanency Training Grant. The grant number is 80-2019.

Evaluation of Proposals

Proposals will be evaluated by the AOC using the following criteria, in order of descending priority:

- a. Quality of work plan submitted
- b. Experience on similar curriculum development assignments
- c. Ability to identify, access, and utilize professionals licensed to prescribe psychotropic medications with experience in juvenile court proceedings and experienced in the legal process for obtaining authorization for administration of psychotropic medication to dependents and wards of the juvenile court.
- d. Ability to meet timing requirements to complete the project.

Questions & Answers

Questions regarding this RFP should be directed to Solicitations@jud.ca.gov by **April 16, 2009, end of business day.**

Submission of Proposals

Proposals should include the following:

1. Name, address, telephone and fax numbers, and federal tax identification number. Note that if a sole proprietorship using its social security number is awarded a contract, the social security number will be required prior to finalizing a contract. This information is entered on Attachment 1, Payee Data Record Form.
2. Names, physical and electronic addresses, and telephone numbers of a minimum of two (2) clients for whom the consultant has developed a full curriculum as described in the technical portion of this RFP. The AOC may check references listed.
3. Names, physical and electronic addresses, and telephone numbers of a minimum of two (2) clients for whom the consultant has demonstrated the ability to identify, access, and utilize subject matter experts appropriate to topic area for which curriculum was developed. The AOC may check references.
4. Names and professional qualifications of subject matter expert that consultant expects to utilize for this project.
5. Describe key staff's knowledge of the requirements necessary to develop the requested curriculum.

Proposers will submit one (1) hard copy original of the proposal, a completed Attachment 1: Payee Data Record Form and an electronic version of both on CD-ROM by **April 23, 2009, end of business day** to:

Request for Proposal – Curriculum Development-LM

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Business Services, RFP: CFCC 08-09 Juv. Ct. Ed. Proj.-LM

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We look forward to hearing from you. Thank you for your interest in this project.

