



Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

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TO: **POTENTIAL PROPOSERS**

FROM: ADMINISTRATIVE OFFICE OF THE COURTS

DATE: January 2, 2009

SUBJECT/PURPOSE OF MEMO: **REQUEST FOR PROPOSALS (RFP)**
The Center for Families, Children & the Courts (CFCC), a division of the Administrative Office of the Courts (AOC), seeks the services of a consultant to collect, analyze, and report on quantitative and qualitative data regarding the administration of justice for Native American victims of domestic violence, sexual assault, stalking, and teen dating violence.

ACTION REQUIRED: You are invited to review and respond to the attached Request for Proposal (RFP), as posted at <http://www.courtinfo.ca.gov/reference/rfp/>:
Project Title: NATIVE AMERICAN COMMUNITIES JUSTICE PROJECT
RFP Number: CFCC 14-08 Research Consultant-LM

PRE-PROPOSAL CONFERENCE CALL A conference call explaining the project is scheduled for **Friday, January 9, 2009 at 12:00 p.m. (PST)**. The call in number is **1-866-223-4039**.

EMAIL NOTICE OF INTENT TO RESPOND: Bidders interested in responding to this RFP should submit an email to confirm their intent to respond to solicitations@jud.ca.gov by **Friday, January 9, 2009, no later than 3:00 p.m. (PST)**.

QUESTIONS TO THE SOLICITATIONS MAILBOX: Questions regarding this RFP should be directed to solicitations@jud.ca.gov by **Monday, January 12, 2009, no later than 3 p.m. (PST)**.

DATE AND TIME PROPOSAL DUE: Proposals must be received by **Wednesday, January 21, 2009, no later than 3 p.m. (PST)**.

SUBMISSION OF PROPOSAL: Proposals must be sent to:
Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden, RFP No. CFCC 14-08 Research Consultant-LM
455 Golden Gate Avenue, 7th Floor
San Francisco, CA 94102-3688

JUDICIAL COUNCIL OF CALIFORNIA ADMINISTRATIVE OFFICE OF THE COURTS

1.0 GENERAL INFORMATION

1.1 BACKGROUND

The Judicial Council of California, 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 Administrative Office of the Courts is the staff agency for the Judicial Council and assists both the Judicial Council and its chair in performing their duties.

1.2 THE CENTER FOR FAMILIES, CHILDREN & THE COURTS

The Center for Families, Children & the Courts (CFCC) provides a range of services to Courts in California, including research and technical assistance for juvenile and family Courts, collaborative justice courts, cases involving self-represented litigants, and cases involving family violence.

1.3 NATIVE AMERICAN COMMUNITIES JUSTICE PROJECT – BEGINNING THE DIALOGUE: DOMESTIC VIOLENCE, SEXUAL ASSAULT, STALKING, AND TEEN DATING VIOLENCE.

CFCC is beginning a process of determining how California state courts can most effectively work with Native American tribal courts and communities in the areas of family and juvenile law. Initially this effort will be focused on the issues of domestic violence, sexual assault, stalking, and teen dating violence (hereinafter referenced as family violence) in Native American communities. With the help of Native American community consultants hired by CFCC, a series of meetings with tribal and non-tribal Native American communities will be held around the state in early 2009, focusing on a variety of family violence issues, such as:

- 1.3.1 The nature and extent of the problem and a description of the population affected, including likely sources of data that document the nature and extent of the problem along with the population affected;
- 1.3.2 The extent of proceedings relating to these issues in both state and tribal courts;
- 1.3.3 The availability, utilization, and quality of services for victims and intervention programs for perpetrators; and

1.3.4 The availability, nature of the response, and quality of the response of both tribal and state law enforcement.

1.4 STATEWIDE MEETING OF NATIVE AMERICAN COMMUNITY REPRESENTATIVES

A statewide meeting of Native American community representatives has been scheduled to discuss the results of these local meetings on May 21-22, 2009. Following the May meeting, a report will be issued documenting the data sources and community resources identified, making recommendations about future data collection possibilities, and proposing strategies by which state courts can best assist Native American communities in addressing family violence issues.

1.5 ASSESSMENT OF NATIVE AMERICAN COMMUNITIES REGARDING JUVENILE LAW ISSUES

It is anticipated that the research and report described above will be followed in the latter half of 2009 by a more general assessment of the court connected needs of Native American communities regarding juvenile law issues. The assessment will include a survey of tribes, case studies of tribe and court relationships, and a report analyzing and summarizing the research results for the AOC. Core questions addressed will include defining the needs of Native American communities in the areas of juvenile law, effective models of collaboration with state courts, and long term goals of the tribes in establishing tribal courts or other relationships with the state courts.

2.0 TIMELINE FOR THIS RFP

The AOC has developed the following list of key events from the time of the issuance of this RFP through the intent to award contract. All dates are subject to change at the discretion of the AOC.

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EVENT	KEY DATE
RFP issued to http://www.courtinfo.ca.gov/reference/rfp/ :	Friday January 2, 2009
Pre-proposal conference call	Friday January 9, 2009 at 12:00-2:00 pm (PST)
Deadline for email notice of intent to respond to solicitations@jud.ca.gov	Friday January 9, 2009 at 3:00 pm (PST)
Deadline for questions to solicitations@jud.ca.gov	Monday January 12, 2009 at 3:00 pm (PST)
AOC response to questions posted to http://www.courtinfo.ca.gov/reference/rfp/	Tuesday January 13, 2009
Latest date and time proposal may be submitted	Wednesday January 21, 2009 at 3:00 pm (PST)
Evaluation of proposals (<i>estimate only</i>)	January 22-23, 2009
Notice of Intent to Award (<i>estimate only</i>)	January 23, 2009
Negotiations and execution of contract (<i>estimate only</i>)	January 30, 2009

3.0 PURPOSE OF THIS REQUEST FOR PROPOSALS (RFP)

- 3.1 The purpose of this Request for Proposals is to secure a contract to provide the services of a consultant with expertise in qualitative and quantitative research with Native American communities, preferably in a court or legal setting. The Contractor will carry out a research project (Work to be Performed) in two phases.
- 3.2 **Phase I** will address specific topics of Native American communities and family violence. The Contractor will work with Native American community consultants to develop data collection instruments to be used by the community consultants for local community meetings and in pre-meeting data collection activities; work with community consultants to analyze information gathered from community meetings and any other data collection undertaken; and work with the AOC to use the information to create a framework for a statewide meeting **May 21-22, 2009**.
- 3.2.1 The services expected to be performed by the Contractor between the dates of execution of the contract and expiration on **May 30, 2009** constitutes the “**Initial Term**” or **Phase I**. The services of a “**First Option Term**” or **Phase II**, to extend the agreement under the same terms and conditions in effect for the **Initial Term**, would be for services expected to be performed between the

dates of **June 1, 2009** and **September 30, 2009**. The “**First Option Term**” or **Phase II** shall be exercised at the discretion of the AOC.

- 3.3 In **Phase II**, the Contractor will work with CFCC staff to plan a needs assessment that focuses on Native American communities and the state juvenile courts. Topics addressed will include the existing relationships among tribes and juvenile court stakeholders, including probation and social services; the tribes’ access to services and legal representation; the development of tribal juvenile courts; and how the state juvenile courts can better meet the needs of tribes. The Contractor will be responsible for collecting quantitative and qualitative data which will include a statewide survey and inventory of tribal programs related to family and juvenile law, and more in-depth research conducted at 4-7 different sites broadly representing a cross section of the Native American community in California. The site visits will include focus groups and/or interviews with both youth and adults. The Contractor will compile the data, transferring it to CFCC staff in an agreed format, and provide a report on the assessment findings to CFCC staff.
- 3.4 The Work of this RFP is provided in *Attachment 2 - Contract Terms, Exhibit D - Work to be Performed*.

4.0 RFP ATTACHMENTS

- 4.1 Included as part of this RFP are the following attachments:
- 4.1.1 Attachment 1 - Administrative Rules Governing Request for Proposals. Proposers shall follow the rules, set forth in *Attachment 1, in preparation and submittal of their proposals*.
- 4.1.2 Attachment 2 - Contract Terms. Contracts with successful firms will be signed by the parties on a State of California Standard Agreement form and will include terms appropriate for this Work. Terms and conditions typical for the requested services are attached as *Attachment 2 - Contract Terms* and include: *Exhibits A through E*.
- 4.1.3 Attachment 3 - Vendor’s Acceptance of the RFP’s Contract Terms. Proposers must either indicate acceptance of Contract Terms, as set forth in *Attachment 2 – Contract Terms*, or clearly identify exceptions to the Contract Terms, as set forth in this *Attachment 3*.
- 4.1.3.1 If exceptions are identified, then proposers must also submit (i) a red-lined version of *Attachment 2 – Contract Terms*, that clearly tracks proposed changes to this attachment, and (ii) written documentation to substantiate each such proposed change.
- 4.1.3.2 The services anticipated by this RFP must commence in February 2009. Due to the short timeframe before commencement of these

services, there will be insufficient time for the AOC to negotiate contract terms and conditions with the selected service provider/consultant. Therefore, prospective service providers may include exceptions to the Attachment 2, Contract Terms, in their proposal submission; however, the AOC, at its sole discretion, will determine whether such submitted exceptions are significant or minor. Proposals that contain significant exceptions may be deemed non-responsive by the AOC, at the AOC's sole discretion, to the requirements of this RFP and may be rejected without further evaluation.

- 4.1.4 Attachment 4 - Payee Data Record Form. The AOC is required to obtain and keep on file, a completed Payee Data Record for each vendor prior to entering into a contract with that vendor. Therefore, vendor's proposal must include a completed and signed *Payee Data Record Form, set forth as Attachment 4*.

5.0 EVALUATION OF PROPOSALS

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

- 5.1 Quality of work plan submitted;
- 5.2 Experience of key staff working with Native American tribes and communities on similar assignments, particularly those in the areas of family violence and juvenile law, including examples of written work products;
- 5.3 Experience of key staff conducting quantitative and qualitative research in Native American communities, including examples of written work products;
- 5.4 Ability to work with other consultants hired by the AOC during **Phase I**;
- 5.5 Reasonableness of cost projections; and
- 5.6 Ability to meet timing requirements to complete the Work.

6.0 SPECIFICS OF A RESPONSIVE TECHNICAL PROPOSAL

Responsive proposals should provide straightforward, concise information that satisfies the requirements noted above. Specific plans for quantitative and qualitative data collection anticipated in Phase II are not requested at this time, but examples of similar prior research are required.

The following information shall be included as the technical portion of the proposal:

- 6.1 Quality of work plan submitted.
 - 6.1.1 Approach.
 - 6.1.1.1 Proposed process necessary to address the Work objectives.

- 6.1.1.2 Proposed Work and team organization.
 - 6.1.1.3 Proposed methodology. For the focus groups, interviews, and community meetings, describe the methods for recruiting participants, ensuring adequate participation, and the method employed to lead groups, as well as record and transcribe all proceedings. Include a separate description of safeguards for protecting participants who are victims of violence. For the survey of tribes and other Native American communities, include the method for creating the survey distribution list, fielding the survey and analyzing the results.
 - 6.1.1.4 Proposed methods for ensuring confidentiality of survey respondents, and focus group, interview, and group participants.
 - 6.1.2 Contact information. Provide proposer's point of contact, including name, physical and electronic addresses, and telephone and facsimile numbers.
 - 6.1.3 Tax recording information. Complete and submit *Attachment 4 - Payee Data Record Form*. Note that if an individual or sole proprietorship, using a social security number for tax recording purposes, is awarded a contract, the social security number will be required prior to finalizing a contract.
 - 6.1.4 Compliance with Contract Terms. Complete and submit *Attachment 3 - Vendor's Acceptance of the RFP's Contract Terms*. If changes to *Attachment 2* are proposed, submit red-lined version of *Attachment 2 - Contract Terms* as well as written justification supporting any such proposed changes.
- 6.2 Experience of key staff working with Native American tribes and communities on similar assignments in two areas: Family Violence and Juvenile Law.
- 6.2.1 Family Violence. The term "family violence" encompasses domestic violence, sexual assault, stalking, and teen dating violence. Describe any experience investigating, documenting, or otherwise addressing the particular manifestation of these problems in Native American communities, as well as conducting research with Native American victims of domestic violence. Include copies of relevant written work products.
 - 6.2.2 Juvenile Law. Juvenile law includes both dependency and delinquency cases, as well as custody and guardianship issues. Describe any experience investigating, documenting, or otherwise addressing juvenile law issues in Native American communities, as well as conducting research with Native American juveniles and participants in the juvenile law system. Include copies of relevant written work products.

- 6.2.3 Credentials of staff to be assigned to the Work. Describe key staff's knowledge of the requirements necessary to complete this Work. Provide professional qualifications and experience of key staff, as well as each individual's ability and experience in conducting the proposed activities. Submit hardcopy of key staff's information in proposal as well as electronically. *(See RFP: 8.0 Submissions of Proposals)*
 - 6.2.4 Names, addresses, and telephone numbers of a minimum of 3-5 clients for whom the consultant has conducted similar services. If appropriate, these clients may be the same as those listed under section 6.3, below. The AOC may check references listed by the consultant.
- 6.3 Experience of key staff conducting quantitative and qualitative research.
- 6.3.1 Experience of staff in each of six areas:
 - 6.3.1.1 Research design;
 - 6.3.1.2 Data collection;
 - 6.3.1.3 Data entry;
 - 6.3.1.4 Database management;
 - 6.3.1.5 Data analysis; and
 - 6.3.1.6 Research report writing.
 - 6.3.2 Credentials of staff to be assigned to the Work. Describe key staff's knowledge of the requirements necessary to complete this Work. Provide professional qualifications and experience of key staff, as well as each individual's ability and experience in conducting the proposed activities. Submit hardcopy of key staff's information in proposal as well as electronically. *(See RFP: 8.0 Submissions of Proposals)*
 - 6.3.3 Names, addresses, and telephone numbers of 3-5 clients for whom the consultant has conducted similar services. If appropriate, these clients may be the same as those listed under section 6.2, above. The AOC may check references listed by the consultant.
- 6.4 Ability to work with other consultants hired by the AOC during **Phase 1**.
- 6.4.1 Capacity and availability to meet and confer with, either in person or via electronic means, community consultants organizing local meetings.
 - 6.4.2 Availability to attend three to seven local meetings to assist and advise community consultants in completing data collection instruments described in section 3.2, above.

- 6.4.3 Familiarity in working with Native American service providers, community organizers, and community leaders to organize meetings and collect information.
- 6.5 Reasonableness of cost projections. See below, *RFP: 7.0 Specifics of a Responsive Cost Proposal*.
- 6.6 Ability to meet timing requirements to complete the Work.
 - 6.6.1 Plan must include time estimates for completion of all work required.
 - 6.6.2 Plan must include attendance at pre-scheduled meetings on **February 6, 2009** and **May 21-22, 2009**.

7.0 SPECIFICS OF A RESPONSIVE COST PROPOSAL

The following information shall be included as the cost portion of the proposal:

- 7.1 Reasonableness of Cost Projections.
 - 7.1.1 As a separate document, submit a detailed line item budget showing total cost of the services for each of the nine (9) Deliverables covering **Phases I and II** specified in *Attachment 2 Contract Terms, Exhibit D - Work to be Performed*. This budget should identify unique hourly rates, titles, and responsibilities for each “Key Personnel,” but can group this information for other personnel in a more general manner. Staff rates should be fully burdened, including indirect costs, overhead and profit. The cost proposal should also include separate line items for postage/ mailing costs and travel and lodging. Fully explain and justify all budget line items in a narrative entitled “Budget Justification.”
 - 7.1.2 The total cost for consultant services will range between \$65,000.00 and \$75,000.00, of which no more than \$30,000.00 to \$35,000.00 may be allocated for completion of **Phase I**, inclusive of personnel, materials, overhead rates, travel and profit for both phases. The method of payment to the consultant will be by cost reimbursement for each of the nine (9) Deliverables covering **Phases I and II** specified in *Attachment 2 Contract Terms, Exhibit D - Work to be Performed*.

8.0 SUBMISSIONS OF PROPOSALS

- 8.1 Responsive proposals should provide straightforward, concise information that satisfies the requirements noted in items *RFP: 6.0 Specifics of a Responsive Technical Proposal* and *RFP: 7.0 Specifics of a Responsive Cost Proposal*, above. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on

conformity to the state's instructions, requirements of this RFP, and completeness and clarity of content.

- 8.2 Proposers will submit one (1) original and three (3) copies of the technical proposal and cost proposal signed by an authorized representative of the company, including name, title, address, and telephone number of one individual who is the responder's designated representative. In addition, proposers will submit an electronic version of the entire proposal on CD-ROM.
- 8.3 Proposals must be delivered to the individual listed under Submission of Proposals, as set forth on the cover memo of this RFP.
- 8.4 Only written responses will be accepted. Responses should be sent by registered or certified mail or by hand delivery.

9.0 RIGHTS

The AOC reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar RFPs in the future. This RFP is in no way an agreement, obligation, or contract and in no way is the AOC or the State of California responsible for the cost of preparing the proposal. One copy of a submitted proposal will be retained for official files and becomes a public record.

10.0 ADDITIONAL REQUIREMENTS

It may be necessary to interview prospective service providers to clarify aspects of their submittal. If conducted, interviews will likely be conducted by telephone conference call. The AOC will notify prospective service providers regarding the interview arrangements.

11.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

The Administrative Office of the Courts policy is to follow the intent of the California Public Records Act (PRA). If a vendor's proposal contains material noted or marked as confidential and/or proprietary that, in the AOC's sole opinion, meets the disclosure exemption requirements of the PRA, then that information will not be disclosed pursuant to a request for public documents. If the AOC does not consider such material to be exempt from disclosure under the PRA, the material will be made available to the public, regardless of the notation or markings. If a vendor is unsure if its confidential and/or proprietary material meets the disclosure exemption requirements of the PRA, then it should not include such information in its proposal.

END OF FORM