



# REQUEST FOR PROPOSALS

***JUDICIAL COUNCIL OF CALIFORNIA***

**REGARDING:**  
*STAR COURT EVALUATION PROJECT*

**RFP NUMBER:** *CFCC-2018-07-CD*

**PROPOSALS DUE:**  
*APRIL 30, 2018 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, recommend improvements to the courts and make recommendations annually to the Governor and the Legislature. The Judicial Council also adopts rules for court administration, practice, procedure, and performs other functions prescribed by law.

The Judicial Council of California (JCC), Center for Families, Children & the Courts (CFCC), has received funding to hire a qualified partner to collect and share data necessary to complete the Judicial Council's STAR Court evaluation. The Judicial Council is evaluating one of California's girls' courts to determine its process and outcomes. The Los Angeles STAR Court (Succeed Through Achievement and Resilience) is a unique program for youth who have been or are at risk of being involved with CSEC (Commercially Sexually Exploited Children). Started in 2012, the court has been nationally recognized. This is the court's first evaluation and focuses on processes, outcomes, and effectiveness. Both quantitative and qualitative data will be collected. Process data will be collected through interviews, focus groups, and court observation. Outcomes will be measured using a pre-post design by comparing participants' recidivism rates, trauma symptoms, and overall well-being, as defined by the researchers, before entering the girls' court to those variables at two points after leaving the girls' court. Researchers will also obtain a matched comparison group from the juvenile delinquency system in Los Angeles County to compare to those in the STAR Court.

### **1.2 CENTER FOR FAMILIES, CHILDREN & THE COURTS**

The Judicial Council's Center for Families, Children & the Courts (CFCC) will coordinate this project. The CFCC focuses on juvenile and family projects that improve the lives of children through positive changes in the trial and appellate courts' handling of matters involving children and families.

One of the CFCC's focus areas is collaborative justice courts. Girls' courts are one type of collaborative justice courts that have a dedicated calendar and judge for young offenders who may be exploited or suffered from trauma. Some girls' courts are for any at-risk girl who enters the juvenile delinquency system while others are specifically for girls at risk of being involved with CSEC (Commercial Sexually Exploited Children). Girls' courts apply collaborative justice principles to combine judicial supervision with intensive social and treatment services to at-risk girls in lieu of detention. These collaborative justice principles include a

multidisciplinary, non-adversarial team approach with involvement from justice system representatives, mental health providers, specialized trauma services, and other support systems in the community. The goal of a girls' court is to have an alternative track for female offenders that recognizes their unique and gender-specific risks and needs. This track, like other collaborative courts, is meant to hold girls accountable for their actions while building on their strengths and reconnecting them with healthy relationships and behaviors. Each girls' court may operate slightly differently from one another, but all follow collaborative justice principles of combining judicial supervision, often on a weekly or biweekly basis, with intensive social and treatment services to at-risk girls or girls who have been victimized or exploited.

### **1.3 STAR COURT PROCESS AND OUTCOME EVALUATION**

- a. Researchers will compare outcomes of the STAR Court participants between 2012 and 2016 to outcomes of a matched sample in the traditional juvenile justice system not accessing STAR court services.
- b. Researchers will use propensity score matching (PSM) to select the comparison group of approximately 400 girls and will compare variables between girls' court participants and the matched comparison group.
- c. We are currently seeking to access approximately 400 individual-level data for girls entering the Los Angeles juvenile delinquency system during the same timeframe as girls involved in STAR Court.
- d. Variables that will be compared will include arrests (recidivism), number of AWOLs, trauma and other mental health symptoms and diagnoses, placement data, number of bench warrants, other relevant data captured by frontline professionals (e.g., Probation), and overall well-being, determined by things such as housing, educational enrollment or attainment, supportive relationships, etc. Other data collected will include child welfare history and outcomes. These data elements are not exhaustive.
- e. The information obtained from this research is expected to help interested courts across the country replicate the mission of the STAR court in their jurisdictions, resulting in increased services for victims of sex trafficking nationwide.
- f. The Judicial Council seeks to identify and retain a qualified partner to collect and share data necessary to complete the Judicial Council's STAR Court Evaluation. This RFP is the means for prospective researchers to submit their qualifications to the Judicial Council.

## **2.0 DESCRIPTION OF SERVICES**

- 2.1. This funding will cover assistance with data collection, including case file review, for the comparison group, which will be collected from the Los Angeles Probation Department and possibly other sources.

- 2.2 The Judicial Council seeks the services of researchers with expertise in CSEC research in general and the STAR Court specifically. Existing relationships with the Los Angeles County Probation Department would also be helpful. The contracted researchers will assist with data collection and case file review for all girls entering the juvenile delinquency system in Los Angeles County between January 1, 2012, and December 31, 2016. They will assist in selecting a matched sample of approximately 400 cases to compare to the girls who entered the STAR Court during the same timeframe. They will compile data from electronic probation files and court and probation paper case files for the approximately 400 matched sample cases. The data collection and case file review will occur on site at the Los Angeles County Probation Department.
- 2.3 The Contractor will participate in project planning meetings to discuss the parameters of case file data collection of statistically similar youth in the same systems who did not participate in the STAR Court.
- 2.4 The Contractor will collect and share data necessary for completion of Judicial Council’s STAR Court Evaluation Project of the Los Angeles STAR Court.
- 2.5 The Contractor will conduct limited case file reviews on all cases of girls who entered the Los Angeles County juvenile delinquency system between January 1, 2012, and December 31, 2016, to prepare to select a matched sample of approximately 400 cases using propensity score matching.
- 2.6 The Contractor will participate in ongoing conference calls as needed to update the Judicial Council on progress and to discuss limitations and brainstorm challenges to data collection.
- 2.7 Services are expected to be performed between June 1, 2018, and February 28, 2019.

**3.0 DELIVERABLES, DUE DATES, AND PAYMENT INFORMATION**

The resulting contract will be comprised of firm fixed pricing for satisfactory completion of each of the identified deliverables listed below. The method of payment will be by cost reimbursement under the contract, if awarded. The Contractor shall submit invoices for each deliverable and shall include, in detail, all costs and applicable charges.

<b>Deliverable(s)</b>	<b>Estimated Due Date</b>	<b>Not to Exceed Amount</b>
<b>First Deliverable:</b> a. The Contractor will participate in project planning meetings to discuss parameters of data collection of the population of girls who entered the delinquency	On or before June 30, 2018	\$2,400

<p>system between January 1, 2012 and December 31, 2016, and the random sample of approximately 400 girls to compare to the girls who entered the STAR Court during the same timeframe.</p> <p>b. The Contractor will participate in ongoing conference calls as needed to update the Judicial Council on progress and to discuss limitations and brainstorm challenges to data collection;</p>		
<p><b>Second Deliverable:</b></p> <p>a. The Contractor will contact the Los Angeles County Probation Department and coordinate the logistics of data collection. This will include determining what data elements are necessary to select a sample, coordinating the details of collecting data from electronic and paper sources, and arranging for data to be collected;</p>	<p>On or before July 31, 2018</p>	<p>\$5,000</p>
<p><b>Third Deliverable:</b></p> <p>a. The Contractor will conduct <i>limited</i> case file reviews on all cases of girls who entered the Los Angeles County juvenile delinquency system between January 1, 2012, and December 31, 2016, to prepare to select a matched sample of approximately 400 cases using propensity score matching.</p> <p>b. The <i>limited</i> data to be collected for the population of girls shall include zip code, offense type, age, and race/ethnicity.</p> <p>c. Using the <i>limited</i> data, the Contractor will work with the Judicial Council to select a random sample of approximately 400 cases for a comparison group;</p>	<p>On or before August 31, 2018</p>	<p>\$6,300</p>
<p><b>Fourth Deliverable:</b></p> <p>a. The Contractor will conduct <i>full</i> case file reviews to collect all of the necessary data elements from the approximately 400 cases in the matched sample comparison group.</p> <p>b. These data may include demographic information, mental health information, medical history, any referrals to collaborative courts, family history, substance use, pregnancy history, education, trafficking history, Department of Children &amp; Family Services information, placement information, bench warrant information, and other risk factors. These data elements may not be exhaustive.</p> <p>c. The Contractor will share all data with the Judicial Council.</p>	<p>On or before December 31, 2018</p>	<p>\$6,300</p>

**4.0 TIMELINE FOR THIS RFP**

The Judicial Council has developed the following timeline 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 Judicial Council.

EVENT	DATE
RFP issued	<b>April 11, 2018</b>
Deadline for questions to: <a href="mailto:Solicitations@jud.ca.gov">Solicitations@jud.ca.gov</a>	<b>April 18, 2018 by 3:00 p.m.</b>
Questions and answers posted ( <i>estimate only</i> )	<b>April 23, 2018</b>
Latest date and time proposal may be submitted to Solicitations@jud.ca.gov	<b>April 30, 2018 by 3:00 p.m.</b>
Evaluation of proposals ( <i>estimate only</i> )	<b>May 4-11, 2018</b>
Notice of Intent to Award ( <i>estimate only</i> )	<b>May 14, 2018</b>
Negotiations and execution of contract ( <i>estimate only</i> )	<b>May 15-31, 2018</b>
Contract start date ( <i>estimate only</i> )	<b>June 1, 2018</b>
Contract end date ( <i>estimate only</i> )	<b>February 28, 2019</b>

**5.0 RFP ATTACHMENTS**

The following attachments are included as part of this RFP:

<b>ATTACHMENT</b>	<b>DESCRIPTION</b>
Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)	These rules that govern this solicitation.
Attachment 2: Judicial Council Standard Agreement Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign this Judicial Council Services – Standard Agreement.
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 Judicial Council requires in order to process payments and must be submitted with the proposal.
Attachment 7: Reference Form	The Proposer must complete and return this form with its proposal

**6.0 SUBMISSIONS OF PROPOSALS**

- 6.1 The Proposer must submit its proposal in two parts, the technical proposal and the cost proposal.
- a. The Proposer must submit **one (1) original and three (3) copies** of the technical proposal. The original must be signed by an authorized representative of the Proposer. The original technical proposal (and the copies thereof) must be submitted to the Judicial Council in a single sealed envelope, separate from the cost proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.
  - b. The Proposer must submit **one (1) original and three (3) copies** of the cost proposal. The original must be signed by an authorized representative of the Proposer. The original cost proposal (and the

copies thereof) must be submitted to the Judicial Council in a single sealed envelope, separate from the technical proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.

- c. The Proposer must submit an electronic version of the entire proposal on USB memory stick/flash drive. The files must be in PDF, Word, or Excel formats.

6.2 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

Judicial Council of California  
Branch Accounting and Procurement  
Attn: Lenore Fraga-Roberts  
RFP: CFCC-2018-07-CD  
455 Golden Gate Avenue, 6th Floor  
San Francisco, CA 94102-3688

6.3 Late proposals will not be accepted.

6.4 Only written proposals will be accepted. Proposals must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Proposals may not be transmitted by fax or email.

## **7.0 PROPOSAL CONTENTS**

7.1 **Technical Proposal.** The following information must be included in the proposal. A proposal lacking any of the following information may be deemed nonresponsive.

- a. The 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. Provide a resume for each key personnel. The resume should describe the individual's background and subject matter experience, as well as the individual's ability and experience in conducting the proposed activities.
- d. Provide references of names, addresses, and telephone numbers of a minimum of three (3) clients for whom the Proposer has conducted similar services. The Judicial



Council may check references listed by the Proposer. See Attachment 7, References Form.

- e. Proposed method to complete the work.
  - f. 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 redlined 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.
    - iii. **Note: A material exception to a Minimum Term will render a proposal non-responsive.**
  - g. Certifications, Attachments, and other requirements.
    - i. The Proposer must complete and submit all attachments as described in Section 5.
    - ii. If Proposer is a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), proof that Proposer is in good standing in California. If Proposer is a foreign corporation, LLC, LP, or LLP, and Proposer conducts or will conduct (if awarded the contract) intrastate business in California, proof that Proposer is qualified to do business and in good standing in California. If Proposer is a foreign corporation, LLC, LP, or LLP, and Proposer does not (and will not if awarded the contract) conduct intrastate business in California, proof that Proposer is in good standing in its home jurisdiction.
- 7.2 **Cost Proposal.** The following information must be included in the cost proposal.
- i. A detailed line item budget showing total cost of the proposed services.
  - ii. A full explanation of all budget line items in a narrative entitled “Budget Justification.”

- iii. A “not to exceed” total amount of **\$20,000.00** inclusive of research gathering, personnel, materials, computer support and travel.

**NOTE:** It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code.

**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 Judicial Council 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 Judicial Council 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 Judicial Council will post an intent to award notice on the Judicial Council’s Courts Bidders/Solicitations website:  
<http://www.courts.ca.gov/rfps.htm>.

<b>CRITERION</b>	<b>MAXIMUM NUMBER OF POINTS</b>
Quality of work plan submitted	25
Experience on similar assignments with similar agencies and courts	25
Cost	30
Acceptance of the Terms and Conditions	10
Ability to meet timing requirements to complete the project	10

**10.0 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 Judicial Council 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 Judicial Council’s right to disclose information in the proposal, or (b) requiring the Judicial Council 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.

**11.0 DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS**

The Judicial Council has waived the inclusion of DVBE participation in this solicitation.

**12.0 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 Judicial Council to receive a solicitation specifications protest is the proposal due date. Protests must be sent to:

Judicial Council of California  
Branch Accounting and Procurement  
Attn: Protest Officer,  
455 Golden Gate Avenue, 6<sup>th</sup> Floor  
San Francisco, CA 94102-3688

*(Indicate Solicitation Number and Name of Your Firm on lower left corner of envelope.)*