Date
April 30, 2003

To
Potential Bidders

From
Administrative Office of the Courts
Center for Families, Children & the Courts

Subject
REQUEST FOR PROPOSALS:

Prototype Tables for Statistical Information Website— CFCC 04-25-03-B

Action Requested
You are invited to review and respond to the attached Request for Proposals identified above.

Deadline
Proposals must be received by 5 p.m. on
May 9, 2003

Submission of Proposal
Proposals should be sent to:

Judicial Council of California
Administrative Office of the Courts
Attn: Deana Piazza
455 Golden Gate Avenue
San Francisco, CA 94102

Contact
Deana Piazza, Senior Research Analyst
Center for Families, Children & the Courts
415-865-4225 phone
415-865-7217 fax
deana.piazza@jud.ca.gov

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 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 Council also adopts rules for court administration, practice, and procedure, and performs other functions prescribed by law. The Administrative Office of the Courts (AOC) is the staff agency for the Council and assists both the Council and its chair in performing their duties.

1.2 SUSRS Statistical Website

The Center for Families, Children & the Courts (CFCC) collects data on mandatory court-based child custody mediation in three year cycles. These data collection efforts are part of the Statewide Uniform Statistical Reporting System (SUSRS). CFCC is currently working on a project to make the SUSRS data available over the internet to a wider audience of researchers, judicial officers, custody mediators and other court professionals. The Web site will provide analysis and reports; tables, maps, and graphs. All of the statistical tables will be static and created from the existing SUSRS databases. Users will not be able to modify or generate their own tables or data requests. The site will contain an estimated 1,500 to 2,000 static statistical tables.

2.0 PURPOSE OF THIS RFP

The AOC seeks the services of a consultant with expertise in programming with SAS to create HTML and Excel table output. The consultant must be skilled at writing SAS code that will create tables with filenames and headers that reflect a complex tree structure. The code must be easily modified so that changes can be made to table formats and the tables recreated without extensive reprogramming. The consultant should be skilled in PROC TABULATE, ODS/HTML, and DDE applications, as well as in merging files and in SAS macros. This project will provide the AOC with the static table content for the SUSRS Statistical Website, estimated at 1,500 to 2,000 tables.

3.0 SCOPE OF SERVICES

3.1. Services are expected to be performed by the consultant between June 1, 2003 and August 31, 2003.

3.2. Confidentiality. The consultant must agree to observe rigorous measures for the protection of subject and site confidentiality and anonymity. All data files are confidential and must be returned with the final deliverables. Any access to electronic files with personal identifiers must be strictly controlled through passwords. The consultant is to retain no information about respondent identity, location, or interview status.

3.2.   The consultant will be asked to:

    3.2.1   Meet with CFCC staff to discuss the project.

    3.2.2   Create a draft of tables from the databases, the table map, and the sample formats provided. Most of the tables will be two or three variable cross-tabulations. Consultant will be provided with a set of SAS databases and documentation containing all the data required for producing the tables. This will be an estimated 50 variables, spanning 4 years of collection and three levels of analysis (individual, family, and case). Consultant will also be provided with a table map, which specifies the variables, the years used, the level of analysis, and the name of each table. The table map also gives the coding structure for table names and headers that will relate the static tables to the website architecture. Each draft of static tables must include:

        3.2.2.1 All the tables in HTML files, mirroring the sample formats provided

        3.2.2.2 All the tables in EXCEL files, to be used for downloadable tables

        3.2.2.3 All the tables in hardcopy

        3.2.2.4 All the tables named according to a naming scheme that reflects the tree structure of the table map

        3.2.2.5 A database in Access or Excel with one record per table, including table name, table description and id code for table.

    3.2.3   Meet with CFCC staff in person or by conference call to discuss the first draft of tables. IT IS VERY IMPORTANT TO NOTE THAT NUMEROUS CHANGES WILL BE REQUESTED TO THE TABLES AT THIS POINT, INCLUDING CHANGES IN THE STRUCTURE OF THE CROSS-TABULATIONS AND CHANGES IN THE FORMATS OF THE TABLES. The consultant must be skilled at writing SAS code that makes extensive use of macros and/or control files, so that these changes can be made without the need for numerous edits to the code.

    3.2.4   Provide a second draft of tables, including all the products listed in 3.2.2

    3.2.5   Meet with CFCC staff in person or by conference call to discuss the second draft of tables. Again, numerous changes will be requested to the tables.

    3.2.6   Provide a third and final draft of the tables.

    3.2.7   Provide all the SAS code needed to modify and re-output the tables.

4.0   SPECIFICS OF A RESPONSIVE PROPOSAL

The following information shall be included in the proposal:

4.1   Name, address, telephone and fax numbers, and social security number or federal tax identification number.

4.2   Provide original and three copies of the 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. One copy of the proposal should also be sent by email to the Project Director.

4.3   Resumes describing the background and experience of key staff, as well as each individual's ability and experience in conducting the proposed activities.

4.4   Describe key staff's knowledge of the requirements necessary to complete this project.

4.5   Names, addresses, and telephone numbers of a minimum of five (5) clients for whom the consultant has conducted similar services. The AOC may check references listed by the consultant.

4.6   Responsive proposals should provide straightforward, concise information that satisfies the requirements noted 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.

4.7   Overall plan with time estimates for completion of all work required.

4.8   Method to complete the Project:

    4.8.1   Provide a description, estimated hours, and costs for how the consultant will accomplish all the tasks of the project, including:
        4.8.1.1 Write SAS code to create a draft of tables in HTML and excel. Estimate three SAS data sets of approx. 10,000 records each (one data set for individuals, one for families, one for cases), 50 analysis variables, 1,000 different tables using 2 or 3 way crosstabs and 3-5 standard formats.
        4.8.1.2 Create a database of table names, table id codes and table descriptions
        4.8.1.3 Revise tables twice.

5.0   COST PROPOSAL

Submit a detailed line item budget showing total cost of the services. Fully explain and justify all budget line items in a narrative entitled "Budget Justification."

The total cost for consultant services will not exceed $20,000 inclusive of personnel, materials, computer support, travel, lodging, per diem, and overhead rates. The method of payment to the consultant will be by cost reimbursement.

6.0   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.

Only written responses will be accepted. Responses should be sent by registered or certified mail or by hand delivery. The consultant may send the AOC an advance copy

by facsimile to the Project Manager at the fax number listed in Section 7.0, below. However, sending an advance copy by fax does not satisfy the submission requirements of paragraph 4.2.

7.0   PROJECT MANAGEMENT

The Project Manager for this RFP process is:

> Deana Piazza
> Center for Families, Children & the Courts
> Administrative Office of the Courts
> 455 Golden Gate Avenue
> San Francisco, CA 94102-3660
> 415 865 4225
> 415 865 7217
> deana.piazza@jud.ca.gov

8.0   EVALUATION OF PROPOSALS

Proposals will be evaluated by the AOC using the following criteria:

   a.   Quality of work plan submitted

   b.   Experience on similar assignments

c. Credentials of staff to be assigned to the project

d. Ability to meet timing requirements to complete the project

e. Reasonableness of cost projections

9.0   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.

10.0   PROPOSED CONTRACT TERMS AND ADMINISTRATIVE RULES

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 project. Generally, the terms of the contract will include, but are not limited to: (1) completion of the project within the timeframe provided; (2) no additional work authorized without prior approval; (3) no payment without prior approval; (4) funding availability subject to Legislature; (5) termination of contract under certain conditions; (6) indemnification of the State; (7) approval by the State of any subcontractors; (8) national labor relations board, drug-free workplace, nondiscrimination, and ADA requirements; and (9) minimum appropriate insurance requirements.

Incorporated in this RFP, and attached as Attachment A, is a document entitled "Administrative Rules Governing Requests for Proposals. Consultants shall follow these rules in preparation of their proposals.

11.0   DISABLED VETERAN BUSINESS EENTERPRISE PARTICIPATION GOALS

The State requires contract participation goals of three percent (3%) for disabled veteran business enterprises (DVBEs). Therefore, your response should demonstrate DVBE compliance; otherwise, if it is impossible for you firm to comply, please use the DVBE participation form attached as Attachment B to explain why, and demonstrate written evidence of a "good faith effort" to achieve participation. Your firm must complete the attached DVBE participation requirement form even if it is only to explain why your firm cannot achieve the participation goal. Completing the attached form to the extent feasible is mandatory to be responsive to this solicitation's requirements. If your firm has any questions regarding the form, you should contact the Contracting Officer, Stephen Saddler, at 415-865-7989. For further information regarding DVBE resources, please contact the Office of Small Business and DVBE Certification, at 916-375-4940.