

JUDICIAL COUNCIL OF CALIFORNIA

QUESTIONS AND ANSWERS

RFP Title: Data Collection and Analysis Project for the Federally Funded Dependency Representation Program (FFDRP)

RFP No. CFCC-2023-08-LP

November 17, 2023

1. **QUESTION:** We understand future years of funding will be contingent on year one outcomes. Should this proposal focus solely on year 1 or should we include anticipated plans for future years given the expected deliverables discussed?

ANSWER: The proposals should address all aspects of the RFP including option years.

2. **QUESTION:** On page 17, under certifications (h), number v requires that out of state businesses that will conduct intrastate business must prove that the contractor is qualified to do business and is in good standing in California. Or, if not conducting intrastate business, only needs evidence of good standing in home jurisdiction. Can you tell us how you define intrastate business? Would *any* work done with California be intrastate business or would it only be considered that if there is physical travel to California? Or some other definition?

ANSWER: Proposers may be required to register with the California Secretary of State if it meets the definition of transacting intrastate business or “doing business” under the California Corporations Code. As there is no easy definition for what constitutes “doing business”, it is important for Proposers to carefully evaluate their own connections—even indirect—to California. Proposers with concerns regarding the Secretary of State registration requirements are encouraged to consult with their legal counsel. If it is determined that the successful bidder meets the definition of transacting intrastate business but is not registered, the Judicial Council will give the bidder a reasonable amount of time to register.

You can find out information regarding the steps on how to register a business with the California Secretary of State, including expedited service, at: <https://bizfileonline.sos.ca.gov/>

3. **QUESTION:** Does JCC have a specific budget template, or can the Proposer use their standard template?

ANSWER: The Judicial Council does not require a specific budget template. The budget should address all items required in Section 7.2 of the RFP. Refer to Section 5.0, Payment Information for the estimated maximum firm fixed amount for each deliverable.

4. **QUESTION:** Does JCC have any specific proposal formatting requirements for the technical proposal, such as font size or type, page limitations, etc.?

ANSWER: No.

5. **QUESTION:** Is it permissible for the Proposer to include resumes for key staff as an appendix to the technical proposal?

ANSWER: Yes.

6. **QUESTION:** Is it permissible for the Proposer to include additional appendices, such as references, to the technical proposal?

ANSWER: Yes.

7. **QUESTION:** Does JCC have a preference for the order in which each section of the proposal is organized, or is this up to the discretion of the Proposer as long as all required information is included?

ANSWER: The Judicial Council does not prescribe a way the proposal should be organized as long as it meets the requirements in Sections 6.0, Submissions of Proposals, and Section 7.0, Proposal Contents. However, it is preferred that the proposal is organized in accordance with Section 7.0 with reference to specific subsections.

8. **QUESTION:** Does JCC anticipate in-person meetings with Judicial Council staff during the options years?

ANSWER: That is unknown at this time.

9. **QUESTION:** Is JCC able to offer any further elaboration on the criterion outlined on page 18 of the RFP?

ANSWER: For the quality of the workplan submitted, Judicial Council staff will evaluate whether the general scope of service requirements are addressed and whether the proposal provides the proposed method or methods to complete the work. The evaluation team will evaluate the project plan and determine if the Proposers have the ability to cover the key areas requested.

In the qualifications of staff section, the evaluation team will evaluate whether the proposals provide sufficient detailed information regarding the qualifications and expertise of the personnel and whether the personnel's competence and experience meets the needs for the project.

For experience with similar assignments, the evaluation team will determine whether the proposal states the qualifications that demonstrate the Proposer's competence and experience in and expertise with similar projects. The evaluation team will also evaluate whether the proposal provides references and information on experience with similar assignments.

10. **QUESTION:** What is the expectation regarding collecting data directly from children and/or families?

ANSWER: The expectation is that there will be some form of parent and child data collection. There has not been a determination of whether this will be through surveys, focus groups, or some other method. The Contractor and Judicial Council staff will work with a group of attorney providers in the state to determine the best way to collect the data. It is anticipated that the Judicial Council will not have access to the raw data and will be provided previously agreed upon aggregate data.

11. **QUESTION:** How frequently do you anticipate meeting with the contractor (e.g., monthly)?

ANSWER: At the beginning of project, meetings will most likely be more frequent. They may be weekly or bi-weekly. However, it is anticipated that the meetings will move to monthly and then as needed.

12. QUESTION: Are specifics of child placement rulings included in the JCATS system (e.g., result of case or permanency decision), or would the contractor be expected to obtain Child Welfare data?

ANSWER: The JCATS system is the parent and child attorney case management system. It does not include any specific child welfare data. The Contractor will be expected to review the public child welfare data from the California Child Welfare Indicators Project.

13. QUESTION: For Deliverable 5: Begin implementation of the data and evaluation plan with the Judicial Council and FFDRP providers, can you please clarify what exactly the “implementation” deliverable will entail? For example, will it entail data collection or simply ensuring that data collection systems are in place?

ANSWER: It is anticipated that the implementation will include data collection from the JCATS system. The Contractor will work with the Judicial Council and the JCATS administrators on data collection reporting.

14. QUESTION: How many FFDRP grantees (providers) are there?

ANSWER: There are currently 56 participating providers from 31 counties that encompass 90% of the attorneys providing child and parent representation in the state. However, this number may increase as FFDRP does onboard new participants on an ongoing basis.

15. QUESTION: What proportion (or number) of grantees use JCATS and how many use Excel?

- a. Does JCC receive these Excel spreadsheets or will the contractor need to set up data sharing agreements with each grantee?
- b. Is there a plan to get all grantees on the JCATS system (or is that something the contractor can assist with?)
- c. For providers who used Excel, was a template provided or is each provider using their own? (did they each develop their own?)
- d. Could data from the Excel spreadsheets be imported into JCATS?
- e. Is the expectation that the baseline data report and subsequent analyses will include data from the Excel spreadsheets merged with JCATS data?

ANSWER: Approximately 80 percent of providers use JCATS and approximately 20% use Excel.

- a. The Judicial Council receives the data directly from providers, in an Excel spreadsheet or in PDF format generated from the Excel template.
- b. No. JCATS is made available for use to all FFDRP providers, but not required.
- c. FFDRP provides the Excel template. Most providers utilize the FFDRP template provided, however a small number of providers use their own template that contains the same data points.
- d. We currently do not import data submitted by providers in Excel format into JCATS. This functionality is to be determined.
- e. Yes.

16. QUESTION: What is the interdisciplinary model referred to in the RFP? Is it considering attorneys, social workers, families, etc.?

ANSWER: The interdisciplinary model is attribute 2 of the Family Justice Initiatives referred to in the RFP. It means a team involving an attorney, social worker, and other experts or professionals. You can find more information on the Family Justice Initiative at: [fji-implementation-guide-intro-1.pdf \(familyjusticeinitiative.org\)](https://www.familyjusticeinitiative.org/implementation-guide-intro-1.pdf)

17. QUESTION: What are hybrid proceedings?

ANSWER: Under the California Code of Civil Procedure section 367.7 and California Rules of Court, rule 3.672, California allows the trial court to determine on a case-by-case basis whether to allow parties to appear remotely at hearings. Rule 3.672(i) specifically addresses juvenile dependency proceedings. Any hearing where one party appears remotely is considered a hybrid proceeding. Since all parties have a right to appear in person, there is always a judicial officer in a physical courtroom thus none of the hearings are exclusively remote.

18. QUESTION: Can you please clarify what data sources would be provided to the contractor and/or that the contractor would be expected to obtain to answer Research Question 3: Does increased compensation and lower caseloads lead to attorney retention? and Research Question 4: Does the funding lead to higher salaries and more competitive wages...?

ANSWER: The data sources are the attorney providers directly through surveys, focus groups, or invoicing and documentation that is submitted to the Judicial Council directly.