

RFP Title: Evaluation of Firearm Relinquishment Grant Program
RFP Number: CFCC23-159RB

REQUEST FOR PROPOSALS

**JUDICIAL COUNCIL OF CALIFORNIA
CENTER FOR FAMILIES, CHILDREN & THE COURTS**

**RFP TITLE: EVALUATION OF FIREARM
RELINQUISHMENT GRANT PROGRAM**

RFP NUMBER: CFCC23-159RB

**PROPOSALS DUE:
DECEMBER 1, 2023, NO LATER THAN 1:00 P.M. PACIFIC TIME**

1.0 BACKGROUND INFORMATION

- 1.1 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 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.
- 1.2 The Budget Act of 2022 (Assem. Bill 178 (Ting); Stats. 2022, ch. 45) appropriated \$40 million in one-time funding to the Judicial Council, of which \$36 million must be distributed to trial courts to support court-based firearm relinquishment programs. Up to \$4,000,000 shall be retained by the Judicial Council for costs associated with supporting, conducting oversight, collecting data, and evaluating the firearms relinquishment program. The Judicial Council shall contract with the University of California Firearm Violence Research Center at the University of California, Davis, or an equivalent entity to conduct the evaluation of the firearm relinquishment program and submit a report to the Legislature pursuant to Section 9795 of the Government Code, no later than March 1, 2025.

The 2022 Budget Act requires that data outcomes, at minimum, shall include the:

- Number of filings addressed by type of order.
- Number of firearm-related background checks conducted.
- Range and average number of days from the firearm and ammunition prohibition by the court to removing or confirming relinquishment.
- Number of individuals who relinquish firearms voluntarily.
- Number of firearms relinquished.
- To whom the firearms were relinquished; and
- Number of firearms removed by law enforcement and their disposition.

AB 178 (Ting) can be found at:

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB178

- 1.3 Below is a list of past reports and links where they can be located.

- October 1, 2023, Report on Allocation of Funding in Fiscal Year 2022–23 for Court Based Firearm Relinquishment Program: <https://www.courts.ca.gov/documents/lr-2023-allocation-of-funding-FY-2022-23-court-based-firearm-relinquishment-program.pdf>

- 1.4 It is the intention of the Judicial Council to award a contract to a selected service provider to assist with the design and implementation of the evaluation of the effectiveness of the projects. The initial term is estimated to begin on January 1, 2024, and conclude on June 30, 2025. (“Initial Term”). The Judicial Council, at its sole discretion, may exercise one (1) additional option term of twelve (12) months at the same compensation. This is included but contingent on the outcome of the process described in 2.3 and may not be required.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

- 2.1 This request seeks the services of a person or entity with expertise in social science, gun violence research and/or public entity research with 5-10 years of professional experience in program evaluation. A prospective service provider should be familiar with California trial courts, particularly in the areas of domestic violence restraining orders and gun violence restraining orders and should have experience in gathering and synthesizing information from multiple datasets. The selected service providers (person or entity) will provide the Judicial Council with the Deliverables set forth in Section 2.4. Deliverable Descriptions below.

- 2.2 Description of Administrative Data Collection and Statistical Report Needs

2.2.1 Data sources available to the evaluator include the following:

2.2.1.1 Quarterly narrative reports submitted by programs and courts.

2.2.1.2 Quarterly data outcome reports submitted by programs and courts.

2.2.1.3 Court case management system summary statistics.

- 2.3 Process Evaluation/Program Implementation. Program sites submit de-identified narrative and outcome data on a quarterly basis to the Judicial Council. New projects may be added for the evaluation period. Additional information may be sought from court partners in this evaluation, so the data outcome component may involve bringing new sites into the program, which involves providing training, and ongoing technical assistance on data collection. The contractor provides support to the program sites, manages data quality assurance, and submits quarterly extract files and a report on data quality assurance to the Judicial Council.

- 2.4 Description of Deliverables for the Initial Term

Deliverables 1-7 are in tangible form and submitted to the Judicial Council Project Manager.

DELIVERABLE NO.	INITIAL TERM (JANUARY 1, 2024 – JUNE 30, 2025)
1.	<p>Submit a workplan that includes:</p> <ul style="list-style-type: none"> • How evaluator will gather information on existing data collection forms and outcome data. • How evaluator will work with court participants, law enforcement partners, and Judicial Council to evaluate the program, consistent with the identified program goals. • Research tasks and activities to support evaluation framework for program, including recommendations for internal evaluations of smaller-scale programs and identifying additional data needed from court participants. • Outline of tasks and activities for building on existing evaluation results. • Maintenance and review of ongoing data collection and quarterly reports submitted by court participants. • Project timeline and calendar. <p>See Exhibit 1 for reference. Deliverable Due Date: February 1, 2024</p>
2.	<ul style="list-style-type: none"> • Submit plan to report mandated outcomes for the evaluation using the outcomes specified in AB 178 (see Section 1.2 above); sources of data to measure and report outcomes from the data collection; additional research recommended to measure and contextualize data outcomes including interviews, focus groups and other process evaluation measures; plan for conducting additional research, analyzing and aligning all data and creating final outcomes report. <p>Deliverable Due Date: February 1, 2024</p>
3.	<p>Submit quarterly extract of data outcomes from data collection currently underway or that contractor has implemented for the study. Include a brief report on cases entered/edited during the report period and data quality assurance checks and results. Review data with the Judicial Council Project Manager.</p> <p>Deliverable Due Date: April 30, 2024 July 31, 2024</p>

DELIVERABLE NO.	INITIAL TERM (JANUARY 1, 2024 – JUNE 30, 2025)
	<p>October 31, 2024 January 31, 2025 April 30, 2025</p>
4.	<ul style="list-style-type: none"> • Conduct additional research to contextualize data outcomes and report summary of results. <p>Deliverable Due Date: April 30, 2024 July 31, 2024 October 31, 2024 January 31, 2025 April 30, 2025</p>
5.	<ul style="list-style-type: none"> • Support existing sites and any new sites by providing technical assistance with data outcomes and conducting data collection trainings. <p>Deliverable Due Date: On-going</p>
6.	<ul style="list-style-type: none"> • Submit Draft Evaluation Report to Judicial Council Project Manager. <p>Deliverable Due Date: January 15, 2025</p>
7.	<ul style="list-style-type: none"> • Submit Final Evaluation Report to Judicial Council Project Manager. <p>Deliverable Due Date: February 1, 2025</p>

3.0 TIMELINE FOR THIS RFP

The Judicial Council has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the Judicial Council.

EVENT	DATE
RFP issued.	November 3, 2023
Deadline for written questions to solicitations@jud.ca.gov	November 9, 2023 no later than 1:00 PM (PT)
Questions and answers posted at: www.courts.ca.gov (<i>estimate only</i>)	November 13, 2023
Deadline to submit proposals to solicitations@jud.ca.gov	December 1, 2023 no later than 1:00 PM (PT)
Evaluation of proposals. This period includes interviews. (<i>estimate only</i>)	December 4-14, 2023
Notice of Intent to Award to be posted at: www.courts.ca.gov . (<i>estimate only</i>)	December 15, 2023
Negotiations and execution of contract. (<i>estimate only</i>)	December 18, 2023 – December 31, 2023
Contract start date. (<i>estimate only</i>)	January 1, 2024
Contract end date. (<i>estimate only</i>)	June 30, 2025

4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
Attachment 2: JBE Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign a JBE Standard Form agreement containing these terms and conditions (the “Terms and Conditions”).
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 Form	The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 6A: Payee Data Record Form (STD204)	This form contains information the Judicial Council requires in order to process payments and must be submitted with the proposal.
Attachment 6B: Payee Data Record Supplement (STD205)	This form is optional. This form is used to provide remittance address information if different than the mailing address on the STD 204 – Payee Data Record. Use this form to provide additional remittance addresses and additional Authorized Representatives of the Payee not identified on the STD 204.
Attachment 7: Unruh and FEHA Certification	The Proposer must complete and submit with its proposal the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification.
Attachment 8: DVBE Declaration	The Proposer must complete the DVBE Declaration form only if the Proposer is a DVBE.
Attachment 9: Bidder Declaration	The Proposer must complete this form if they wish to claim the DVBE incentive associated with this solicitation.
Exhibit 1: Data	Existing data collection forms to support Deliverable 1

5.0 PAYMENT INFORMATION

5.1 Subject to the terms in *Attachment 2, Appendix B, Payment Provisions*, the

selected provider will be paid on a firm-fixed price per Deliverable basis for Deliverable 1, 3, 4, 5, and 6.

- 5.2 The firm-fixed price for each deliverable shall be fully loaded and inclusive of all costs including, but not limited to personnel, materials, computer support, travel, lodging, per diem, fringe benefits, operating expenses, overhead or indirect costs and other costs. Deliverables are specified in Sections 2.4 and 2.5 of this RFP. Contractor shall submit invoices upon satisfactory completion of services.
- 5.3 The payment term is Net 60 from date of receipt of acceptance of Deliverable(s).
- 5.4 The quote for the initial term should not exceed \$999,000.00.

6.0 SUBMISSIONS OF PROPOSALS

- 6.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Emphasis should be placed on conformity to the RFP’s instructions, requirements, clarity, and completeness of content.
- 6.2 The Proposer must submit its proposal in two parts with associated attachments, the technical proposal and the cost proposal.
 - a. The Proposer must submit an electronic copy of the technical proposal. The proposal must be signed by an authorized representative of the Proposer. The technical proposal must be submitted via email to Solicitations@jud.ca.gov. The Proposer must write the RFP title and number in the subject line of the email.
 - b. The Proposer must submit an electronic copy of the cost proposal. The cost proposal must be submitted in the same email as the technical proposal above, (via email to Solicitations@jud.ca.gov) but should be a separate attachment marked “COST PROPOSAL,” from the technical proposal. The Proposer must write the RFP title and number in the subject line of the email.
- 6.3 Submission acceptance will be based on the date and time the emails are received by the Judicial Council. Both emails must be received prior to the due date and time, or the proposal will not be accepted.

7.0 PROPOSAL CONTENTS

- 7.1 **Technical Proposal.** The following information must be included in the technical proposal. A proposal lacking any of the following information may be deemed non-responsive.
- a. Describe the management structure and staffing for the project. For each key staff member: a resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities.
 - b. Proposed methods to complete the work. Include proposed methods for all Deliverables in *Section 2 of the RFP*, including the following:
 - i. Describe proposed data elements, data sources, and data collection strategies.
 - ii. Describe procedures for data analysis and proposed statistical analyses to address the legislative report identified in Section 2.4 of this RFP.
 - iii. Describe all data sets to be developed and discuss implementing these data collections in the courts and law enforcement agencies. Include proposed methods for assuring data quality and maintaining confidentiality.
 - iv. Describe any additional research including file review, interviews, observation, or focus groups that will be proposed to contextualize the data outcomes.
 - v. List major milestones and activities for each Deliverables in 2.4 and create a timeline for completing individual tasks required for each Deliverable.
 - c. Provide the information requested for a minimum of three (3) clients for whom the Proposer has conducted similar services. Please provide the following contact information for each client: contact name, firm, address, phone number and email address. A brief description of the project would be helpful. International clients will be accepted as references. The Judicial Council may check references listed by Proposer.
 - d. Proposer's name, address, telephone and fax numbers, and federal tax identification number. NOTE: If the Proposer is a sole proprietor using her or his social security number, the social security number will be required before finalizing a contract.

- e. Name, title, address, telephone number, and email address of the individual who will act as Proposer’s designated representative for purposes of this RFP.
- f. Description of Proposer’s competencies relevant to the project, familiarity with evaluation topic, and experience on similar assignments.
- g. Acceptance of the Terms and Conditions
 - i. Proposer must complete and submit with proposal *Attachment 3, Proposer’s Acceptance of Terms and Conditions*. Proposer must complete by either indicating acceptance of the Terms and Conditions or clearly identify exceptions to the Terms and Conditions. An “exception” includes any addition, deletion, qualification, limitation, or other change.
 - ii. *If exceptions identified*, the Proposer must also submit a redlined version of the Terms and Conditions (Attachment 2) that clearly tracks proposed changes, and a written explanation or rationale for each exception and/or proposed change.

Note: A material exception (addition, deletion, or other modification) to any of the Terms and Conditions may render a proposal non-responsive. The JCC, in its sole discretion, will determine what constitutes a material exception.
- h. Certifications, Attachments, and other requirements.
 - i. Proposer must complete and submit with proposal *Attachment 4, General Certifications Form* to certify that no interest exists that would constitute a conflict of interest under California Public Contract Code §§10365.5, 10410 or 10411; Government Code §§1090 et seq. or 87100 et seq.; or rule 10.103 or rule 10.104 of the California Rules of Court, which restricts employees and former employees from contracting with judicial branch entities.
 - ii. Proposer must complete and submit with proposal *Attachment 5, Darfur Contracting Act Certification Form* to certify that Proposer is not a “scrutinized” company as defined in Public Contract Code §10476.
 - iii. Proposer must complete and submit with proposal *Attachment*

6A, Payee Data Record Form.

- iv. Proposer must complete and submit with proposal *Attachment 7, Unruh and FEHA Certification Form.*
- v. A signed *Attachment 8, DVBE Declaration* only if proposer is a DVBE.
- vi. A signed *Attachment 9, Bidders Declaration* if proposer seeks the Disabled Veteran Business Enterprise incentive.
- vii. 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. The Proposer shall provide a copy of their Certificate of Status with the Secretary of State of California. The Judicial Council may verify by checking with California's Office of the Secretary of State. 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.

Note: Proposer 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 Proposer to carefully evaluate their own connections—even indirect—to California. Proposer with concerns regarding the Secretary of State registration requirements are encouraged to consult with their legal counsel.

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

- viii. Proof of financial solvency or stability (e.g., balance sheets and income statements).

7.2 Cost Proposal. The following information must be included in the cost proposal.

7.2.1 Proposer to provide a detailed line-item budget for Compensation for Contract Work showing the fully loaded price per Deliverable and the total amount for all Deliverables as set forth in Sections 2.4 and 2.5 of this RFP. A full explanation of all budget line items will identify the key personnel, titles, hourly rates, and number of hours.

7.2.2 The firm fixed prices for each deliverable and the hourly rate for deliverable 2 and 7 should include all costs, benefits, expenses, fees, overhead, and profits payable to the Contractor for services rendered to the Judicial Council.

7.2.3 The quote for the initial term should not exceed \$999,000.00.

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 ninety (90) day 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 at www.courts.ca.gov/rfps.htm.

CRITERIA	MAXIMUM NUMBER OF POINTS
Quality of Proposal - Completeness and inclusion of required information in conformance with the RFP submission requirement, and clarity of the proposal content	5
Quality of work plan submitted: Soundness of methodology and analytic and technical approach. Feasibility of proposed project and awareness of challenges. Adequacy of the plan to manage the project, including how various tasks are subdivided.	25
Experience on similar assignments: Demonstrated ability of proposed organization and staff to manage the project. Previous experiences of proposed staff. Credentials of staff to be assigned to the project: Qualifications and experience of proposed staff.	27
Cost: Cost-effective and complete proposed budget and budget justification. Please include a narrative budget as part of the cost proposal.	30
Acceptance of the Terms and Conditions.	5
Ability to meet timing requirements to complete the project.	5
("DVBE") Incentive Disabled Veterans Business Enterprise incentive is available to qualified proposers.	3
Total Maximum Number of Points	100

10.0 INTERVIEWS

The Judicial Council staff may conduct interviews with Proposers to clarify aspects set forth in their proposals or to finalize the contract terms and conditions, including cost. The interviews will be conducted by phone or video conference. If there's a need to clarify any portion of the Proposer's proposal, the Judicial Council will notify Proposer regarding interview arrangements.

11.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

PROPOSALS ARE SUBJECT TO DISCLOSURE TO THIRD PARTIES AND MEMBERS OF THE PUBLIC PURSUANT TO APPLICABLE LAWS, INCLUDING PUBLIC DISCLOSURE PURSUANT TO RULE 10.500 OF THE CALIFORNIA RULES OF COURT. Except as required by law, the JBE 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 may be disclosed in response to applicable public records requests, or as otherwise required by law. Such disclosure may be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” “copyright ©,” or otherwise, and regardless of any statement in the proposal (a) purporting to limit the JBE’s right to disclose information in the proposal, or (b) requiring the JBE 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. Submission of any proposal pursuant to this RFP constitutes acknowledgment and consent by the Proposer to the potential public disclosure of its proposal content, as set forth in this Section 11. Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

12.0 DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS

Qualification for the DVBE incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a proposal non-responsive.

Eligibility for and application of the DVBE incentive is governed by the JBE’s DVBE Rules and Procedures. Proposer will receive a DVBE incentive if, in the JBE’s sole determination, Proposer has met all applicable requirements. If Proposer receives the DVBE incentive, a number of points will be added to the score assigned to Proposer’s proposal. The number of points that will be added is specified in Section 10.0 above.

To receive the DVBE incentive, at least 3% of the contract goods and/or services must be provided by a DVBE performing a commercially useful function. Or, for solicitations of non-IT goods and IT goods and services, Proposer may have an approved Business Utilization Plan (“BUP”) on file with the California Department of General Services (“DGS”).

If Proposer wishes to seek the DVBE incentive:

1. Proposer must complete and submit with its proposal the Bidder Declaration (Attachment 9). Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.
2. Proposer must submit with its proposal a DVBE Declaration (Attachment 8) completed and signed by each DVBE that will provide goods and/or services in connection with the contract. If Proposer is itself a DVBE, it must complete and sign

the DVBE Declaration. If Proposer will use DVBE subcontractors, each DVBE subcontractor must complete and sign a DVBE Declaration. NOTE: The DVBE Declaration is not required if Proposer will qualify for the DVBE incentive using a BUP on file with DGS.

Failure to complete and submit these forms as required will result in Proposer not receiving the DVBE incentive. In addition, the JBE may request additional written clarifying information. Failure to provide this information as requested will result in Proposer not receiving the DVBE incentive.

If this solicitation is for IT goods and services, the application of the DVBE incentive may be affected by application of the small business preference. For additional information, see the JBE's Small Business Preference Procedures for the Procurement of Information Technology Goods and Services.

If Proposer receives the DVBE incentive: (i) Proposer will be required to complete a post-contract DVBE certification if DVBE subcontractors are used; (ii) Proposer must use any DVBE subcontractor(s) identified in its proposal unless the JBE approves in writing the substitution of another DVBE; and (iii) failure to meet the DVBE commitment set forth in its proposal will constitute a breach of contract.

If using DVBE subcontractors, the Proposer must complete and return to the JBE a copy of the post-contract certification form (<https://www.courts.ca.gov/documents/JBCM-Post-Contract-Certification-Form.docx>), promptly upon completion of the awarded contract, and by no later than the date of submission of Proposer's final invoice to the JBE. If the Proposer fails to do so, the JBE will withhold \$10,000 from the final payment, or withhold the full payment if it is less than \$10,000, until the Proposer submits a complete and accurate post-contract certification form.

When a Proposer fails to comply with the post-contract certification requirement in this section and a payment withhold is applied to a contract, the JBE shall allow the Proposer to cure the deficiency after written notice. Notwithstanding the foregoing or any other law, if after at least 15 calendar days, but no more than 30 calendar days, from the date of the written notice the Proposer refuses to comply with the certification requirements, the JBE shall permanently deduct \$10,000 from the final payment, or the full payment if less than \$10,000.

FRAUDULENT MISREPRESENTATION IN CONNECTION WITH THE DVBE INCENTIVE IS A MISDEMEANOR AND IS PUNISHABLE BY IMPRISONMENT OR FINE, AND VIOLATORS ARE LIABLE FOR CIVIL PENALTIES. SEE MVC 999.9.

13.0 PROTESTS

RFP Title: Evaluation of Firearm Relinquishment Grant Program
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Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contract Manual (see 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 via email to solicitations@jud.ca.gov with the following heading:

Judicial Council of California Attn:
Protest Hearing Officer
RFP TITLE: EVALUATION OF FIREARM
RELINQUISHMENT GRANT PROGRAM
RFP NUMBER: CFCC23-159RB
Branch Accounting and Procurement
455 Golden Gate Avenue, 6th Floor.
San Francisco, CA 94102-3688

END OF RFP