

**ADMINISTRATIVE OFFICE OF THE COURTS**  
**QUESTIONS AND ANSWERS**

**RFP Number: CFCC 13-13-LM**

**Legal Services Providers to Operate Pilot Projects under the  
Sargent Shriver Civil Counsel Act**

**May 22, 2014**

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1. Can attorney and support staff work part time on Shriver and part time on other grants?

*Answer: Yes, as long as they maintain time records clearly separating out the work.*

2. If we have two projects, do we need to submit two different grant applications or can we submit one grant application with two projects? Can we exceed the 25-page double space limit?

*Answer: Please submit two separate proposals. Maintain the 25-page double space limit for each proposal.*

3. On page B-14 number A-23, it says that after the initial term of the agreement, the agreement can be extended for four additional periods. Is this a typo or is it correct?

*Answer: See Addendum 1.*

4. There are several questions in the project narrative and project plan that seem to be asking for the exact same or similar information. Can you clarify what type of information should be included in one section versus another?

*Answer: See Addendum 1.*

5. Is it acceptable that some responses in project narrative and project plan are the same?

*Answer: See Addendum 1.*

6. The proposal must be submitted in two parts – the “Technical Proposal” and the “Cost Proposal”. Is it the “Technical Proposal” that is limited to 25 pages?

*Answer: Yes, the Technical Proposal is limited to 25 pages. See Addendum 1.*

7. Should the “Letter of Introduction” (two-page limit) be included in the sealed envelope that contains the “Technical Proposal?”

*Answer: Pursuant to “6.1 Technical Proposals, 6.1.7 Certifications, Attachments, and other requirements”, non-cost requirements would be included with the Technical Proposal.*

**Administrative Office of the Courts**  
**RFP Number: CFCC 13-13-LM**  
**Legal Services Providers**

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8. Does the “Letter of Introduction” count toward the 25-page limit?

*Answer: The Letter of Introduction is not included in the 25-page limit.*

9. Should the “Attachments” be included in the sealed envelope that contains the “Technical Proposal?”

*Answer: Pursuant to 6.1.6 and 6.1.7 of 6.0 Proposal Contents, 6.1 Technical Proposal, Attachment 2, would be included, if applicable. Attachments 3-7 would be included.*

10. Please confirm that the creation of a formal IBA with the court will proceed following the submission of the Proposal, and if the San Diego proposal is accepted, how will the court’s budget be allocated between the “Housing Project award” and the “Custody Project award”?

*Answer: A formal IBA with the court will proceed following acceptance of a Proposal. The determination of how the court’s budget will be allocated between the “Housing Project award” and the “Custody Project award” will depend on the proposal submitted and the Judicial Council’s decision regarding allocation of funding. The proposal should set forth the Proposer’s request for funding.*

11. Please confirm that the 20% “cap” on custody projects is statewide as opposed to a pre-determined 80-20% “split” between the Housing and Custody projects within the San Diego pilot?

*Answer: The 20% “cap” on custody projects is statewide and not per program.*

12. The subparts of Section 6.2.3 (Project Costs) appear to request responses in narrative format, while subsection 6.3.2.6 expressly provides that, “All pricing is to be submitted in an unprotected Microsoft Excel format...Costs should be detailed where necessary.” Should all details be provided within the Excel documents, or should the proposal provide narrative details in addition to Excel documents in response to the subsections of 6.2.3?

*Answer: 6.2.3 (Project Costs) is designed to assist Proposers in understanding factors in analyzing the budgets submitted in the Excel format. Additional narrative is not required in this section.*

13. Is the Implementation Committee comprised of the same individuals who were on the original committee?

*Answer: Yes, the Committee membership has not changed.*

14. The RFP frequently refers to the “Proposer.” (See, e.g., 6.1.5.) Is the Proposer the lead agency, or does the Proposer include the lead agency, the court and any other collaborating entities?

**Administrative Office of the Courts**  
**RFP Number: CFCC 13-13-LM**  
**Legal Services Providers**

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*Answer: The Proposer is the lead agency.*

15. Does criterion #2 listed in 8.4 (“Quality of Work Plan Submitted”) apply only to 6.1.3, or does it apply to the entire 6.0 proposal?

*Answer: It applies to the entire 6.0 Proposal Contents.*

16. 6.1.5.1 - Does this refer to funders or actual clients who have already received services under the pilot project?

*Answer: 6.1.5.1 requests information about the capacity of the Proposer to provide the services which it is proposing to provide. If information has been previously provided regarding numbers of litigants served in the project, information does not need to be repeated; but may be cited.*

17. 6.1.5.4 - Who is considered a “key” staff member? Management? Accounting? Staff attorneys? And what if the key staff member has yet to be hired?

*Answer: Key staff members are the attorneys and direct management of the project. If a key staff member has not been hired, identify the level of experience that you will be looking for in that employee.*

18. 6.2.3.1 - Please define “attorney services.” Is this figure to include attorney and staff time ( i.e., all personnel costs) versus non-personnel costs?

*Answer: 6.2.3 (Project Costs) is designed to assist the programs in understanding factors in analyzing the budgets submitted in the Excel format. Additional narrative is not required in this section. In the context of this question, the committee will be considering the cost of personnel providing services against non-personnel costs.*

19. 6.3.2.2 - It is unclear what this question is asking. Who does “project staff” include? All staff, attorneys, management? What kind of information would prove “reasonableness”?

*Answer: Project staff includes all staff who is included in the project budget. 6.2.3 (Project Costs) is designed to assist the programs in understanding factors in analyzing the budgets submitted in the Excel format. Additional narrative is not required in this section. The Selection Committee will consider “reasonableness” based on a variety of factors including, but not limited to, a comparison of submitted proposals, their experience in the field, and description of services provided.*

**Administrative Office of the Courts**  
**RFP Number: CFCC 13-13-LM**  
**Legal Services Providers**

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20. 6.3.2.4 - How is this question related to project costs? Are you requesting that we attach a value to the services provided?

*Answer: 6.2.3 (Project Costs) is designed to assist the programs in understanding factors in analyzing the budgets submitted in the Excel format. Additional narrative is not required in this section. You do not have to attach a value to the services provided.*

21. For newly funded projects only (excluding current projects already in the evaluation process), what is expected for evaluation and data collection?

*Answer: All programs will be expected to participate in the standard data collection protocol collecting information on clients and services offered. As set out in 6.1.2.2, all programs are expected to “assist the evaluation contractor with data collection, including: supplying information about the time devoted to representation of project clients, maintaining case and statistical information required for reporting purposes, facilitating access to court records for review, facilitating access to clients for follow-up surveys or interviews, and hosting evaluator site visits. Indicate the agency’s willingness to participate in an extensive site-level evaluation, including the possibility of random assignment of cases to either receive or not receive representation.”*

22. Should projects budget for software and case management system upgrades, if needed, to participate in the data collection and evaluation?

*Answer: A separate database has been developed for Shriver programs to enter data regarding the services provided. While a program may want to budget for developing a mechanism to import information from their case management system into that separate data collection tool, that is not required.*

23. Are there requirements that an organization use a particular case management system or one from an approved list?

*Answer: No, there are no such requirements.*

24. Would you be able to tell me if you will be making the previous grant proposals available on line? I saw in the application that they would be released through public information request protocol but wondered if they would be available otherwise.

*Answer: This question does not pertain to this RFP.*

**Administrative Office of the Courts**  
**RFP Number: CFCC 13-13-LM**  
**Legal Services Providers**

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25. Is there a minimum amount of funding request or deliverables required under this project? i.e. can a proposal be for significantly less than \$1M and if so, what is the lowest dollar amount that would be funded?

*Answer: There is not a minimum amount of funding request or deliverables required under this project.*

26. May an on-going program reference previously submitted information in this RFP?

*Answer: This decision is at the discretion of the Proposer.*

27. Is there a minimum amount of funding request or deliverables required under this project? i.e. can a proposal be for significantly less than \$1M and if so, what is the lowest dollar amount that would be funded?

*Answer: There is not a minimum amount of funding request or deliverables required under this project.*

28. How many new projects do you expect to fund with this RFP (as opposed to renewed funding for pilot projects that are already underway)?

*Answer: There is no set number of new versus renewed projects. Government Code section 68651(b)(5) provides that after the initial three-year period, the Judicial Council shall distribute any future funds available as a result of the termination or nonrenewal of a project, "in consultation with each participating project in light of the project's capacity and success." The initial three-year period will end on September 30, 2014. After the initial three-year period, the Judicial Council shall distribute any future funds available as the result of the termination or nonrenewal of a project.*

29. What kind of data are you hoping to collect that you do not have already?

*Answer: Additional data will focus on information to prepare the report to the legislature required by Government Code section 68651(B). This will include "the impact of counsel on equal access to justice and the effect on court administration and efficiency, and enhanced coordination between courts and other government service providers and community resources." Additional data is likely to be needed to "describe the benefits of providing representation to those who were previously not represented, both for the clients and the courts" and to "describe the impact of representation families and children and to identify continuing unmet legal needs."*

**END OF QUESTIONS AND ANSWERS**