



Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

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TO: POTENTIAL BIDDERS

FROM: Administrative Office of the Courts
Finance Division

DATE: **September 29, 2011**

SUBJECT/PURPOSE OF MEMO: **ADDENDUM #1**

Project Title: Santa Barbara Dependency Representation
RFP Number: CFCC-04-11-LM

PROPOSAL DUE DATE: Proposals must be received by **October 19, 2011, at close of business.**

SUBMISSION OF PROPOSAL: Proposals must be sent to:
Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden, CFCC-04-11-LM
455 Golden Gate Avenue
San Francisco, CA 94102

FOR FURTHER INFORMATION: E-MAIL:
Solicitations@jud.ca.gov

This Addendum 1 hereby modifies the RFP as follow:

1.0 For items 1.1 through 1.5, below, deletions in the RFP are shown in ~~strikeout font~~; insertions are shown in underlined font (underlined font). Paragraph numbers refer to the numbers in the original RFP.

1.1 The following changes are made to Section 3.0 of the RFP:

“3.0 PURPOSE OF THIS REQUEST FOR PROPOSALS (RFP) *[Revised]*

3.1 The Superior Court of California, County of Santa Barbara (Court) and the AOC seek to identify and retain qualified service providers to provide high-quality, cost-effective representation for parties in juvenile dependency proceedings. This RFP is the means for prospective service providers to submit their qualifications and request selection as a service provider.

3.2 Proposals will be considered from all juvenile dependency provider types, including but not limited to:

- Government agencies;
- Non-profit organizations;
- Private firms;
- Panel organizational configurations; and
- Any combination of the above.

Proposers may submit a proposal to provide services for one or more of the following Lots, as described below:

Lot 1 – Proposals Based on Client Type

Lot 1A – Children: Representation for all children in dependency proceedings in Santa Barbara County (i.e., both the North and South County regions), including all levels of child conflict.

Lot 1B – Parents, Guardians, and De Facto Parents: (collectively referred to as ‘parents’): Representation for all parents in dependency proceedings in Santa Barbara County (i.e., both the North and South County regions), including all levels of parent conflict.

Lot 2 – Proposals Based on Geographic Region

Lot 2A – North County: Representation for all children and parents, including all levels of child and parent conflict, in the North County, as defined in Santa Barbara Superior Court Rules, Chapter 2, part 201.

http://www.sbcourts.org/general_info/ct_rules.htm#2).

Lot 2B – South County: Representation for all children and parents, including all levels of child and parent conflict, in the South County, as defined in Santa Barbara Superior Court Rules, Chapter 2, part 201.

http://www.sbcourts.org/general_info/ct_rules.htm#2).

Lot 3 – Proposal for Representation of All Parties in County

Lot 3 – All Parties: Representation for all children and parents, including all levels of child and parent conflicts, in Santa Barbara County (i.e., both the North and South County regions).

Proposers who choose to submit proposals for both Lot 1A and Lot 1B, and proposers who choose to submit proposals for both 2A and 2B, must also submit a complete proposal for Lot 3, paying particular attention to issues of fiscal impacts (either savings or additional costs) and conflicts that might occur if the organization is awarded representation services for both children and parents.

If a proposer submits proposals for multiple Lots, they are acknowledging that they will accept an award for any of those Lots.

[\[New\] The AOC intends to award contracts for the period January 1, 2012 through October 31, 2014.](#)”

1.2 The following changes are made to Exhibit B, Contract Scope of Services and Service Levels, Section 1, Scope of Services, of the RFP:

“1. SCOPE OF SERVICES *[Revised]*

- A. Contractor shall comply with Santa Barbara Superior Court Rules in performance of this Contract.
- B. Contractor shall represent ~~all parents, guardians and de facto parents~~ [\[parties to be specified\]](#) in juvenile dependency proceedings in the Superior Court of California, County of Santa Barbara.
- C. This representation requires, but is not limited to, adherence to the following performance standards:
 - i. Establishing and maintaining an attorney-client relationship;

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- ii. Visiting child clients at each new placement, whenever feasible;
- iii. Conducting thorough, continuing, and independent investigations and interviews at every stage of the proceedings;
- iv. Determining their client's interests and desires and advocating for those interests and desires;
- v. Contacting social workers and other professionals associated with their client's case prior to each hearing, whenever practical and appropriate:
 - For child clients, this includes contacting CASA and school personnel;
- vi. Requesting services (by court order if necessary) to access entitlements and to ensure a comprehensive service plan:
 - For child clients, this includes requesting services related to Individualized Education Plans and attending meetings related to the child, as practical and appropriate;
- vii. Monitoring compliance with court orders, including provision of and effectiveness of court-ordered services;
- viii. Filing pleadings, motions, responses, or objections as necessary to represent the client;
- ix. Preparing for and participating in all hearings:
 - For child clients, preparing for and participating in 241.1 hearings pertaining to current juvenile dependents with a goal of maintaining the dependency jurisdiction wherever possible and appropriate;
 - For parent clients, representation at hearings set to determine the ability to pay for the cost of court appointed counsel.
- x. Investigating the interests of child clients beyond the scope of the juvenile dependency proceeding and notifying the court of issues on behalf of the child, administratively or judicially. These interests may include:
 - a. School/special education issues;
 - b. Mental health assessment and treatment;
 - c. Immigration;
 - d. Personal injury; and
 - e. Delinquency or status offender matters;

Contractor shall not be required to provide legal representation regarding any of the above-referenced interests.

- i. Participating in alternative dispute resolution efforts, including but not limited to Family Group Conferences, Team Decision Making meetings and mediation, as appropriate and beneficial to the client;
- ii. Determining if appeals and writs are appropriate and, where necessary, filing writ and notice of appeal; and
- iii. Arranging for substitutive representation where necessary to avoid court delay.”

1.3 The following changes are made to Exhibit B, Contract Scope of Services and Service Levels, Section 8, Case Reports and Maintenance of Records, of the RFP:

“8. CASE REPORTS AND MAINTENANCE OF RECORDS *[Revised]*

A. Contractor shall provide the following State case management reports:

- i. No later than ~~December 1, 2011~~ February 1, 2012. A list of all current cases, including those transferred to Contractor from prior counsel;
- ii. Monthly Caseload Reports. Contractor shall provide statistical information on a monthly basis. Specific information will be provided in the manner prescribed by the State and will include, but will not be limited to, the following:
 - a. For newly-appointed cases:
 - (1) Case number;
 - (2) Party represented;
 - (3) For sibling groups, number of children represented;
 - (4) Appointment date;
 - (5) Initial hearing date; and
 - (6) Name of appointed attorney;
 - b. For cases where representation is terminated:
 - (1) Case number;
 - (2) Date of termination of representation; and
 - (3) Reason for termination of representation.
- iii. JCATS Case Calendaring. Contractor will use the JCATS calendaring function to track court hearings.

- iv. Quarterly Workload Reports. Contractor shall provide detailed statistical workload data to the AOC for a three-month period each year. The reporting quarter will change during each year of the Contract, and shall be specified by the State. Data will be provided by the Contractor in the manner prescribed by the State and will include, but will not be limited to, the following information for all ongoing cases:
 - a. The amount of out-of-court time spent on each case each day, including a breakdown of time spent on specific tasks for each case; and
 - b. The amount of time spent in court each day, including a daily list of the types of hearings for which an appearance is made.
- v. Monthly Staffing Reports. Contractor shall provide staffing information on a monthly basis in a manner prescribed by the State. Staffing reports will include the following:
 - a. Number of filled and unfilled positions listed in section 7.A, above; and
 - b. Name and FTE status of each person employed in the positions listed in section 7.A, above.
- vi. Annual Financial Reports. Contractor shall provide annual financial information, by completing and submitting the Income and Expenditures Report, which will be provided by the Project Manager, no later than forty-five (45) days after the end of the State's fiscal year. An audited financial statement may be provided in lieu of this report."

1.4 The following changes are made to Footnote #7 on Page E-14 of 17, Exhibit E, Scope of Services, of the RFP:

⁷Source: Santa Barbara court case representation report July ~~2010~~2011. *[Revised]*"

1.5 The following changes are made to Exhibit E, Scope of Services , Section 10, Reporting and Billing Requirements, of the RFP:

"10. REPORTING AND BILLING REQUIREMENTS *[Revised]*

The service provider will be required to maintain and report to the AOC and Court statistical information regarding dependency representation. Statistical information will be reported using the JCATS including but not limited to the following:

- 1. No Later than ~~December 1, 2011~~February 1, 2012. A list of all current cases, including those transferred to Contractor from prior counsel;

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2. Monthly Reports. Contractor shall provide statistical information on a monthly basis. Specific information will be provided in the manner prescribed by the State and will include, but will not be limited to, the following:
 - a. For newly-appointed cases:
 - i. Case number;
 - ii. Party represented;
 - iii. For sibling groups, number of children represented
 - iv. Appointment date;
 - v. Initial hearing date;
 - vi. Name of appointed attorney;
 - b. For cases where representation is terminated:
 - i. Case number;
 - ii. Date of termination of representation; and
 - iii. Reason for termination of representation.
3. Quarterly Reports. Contractor shall provide detailed statistical workload data to the AOC for a three-month period each year. The reporting quarter will change during each subsequent year of the Contract, and shall be specified by the AOC. Data will be provided by the Contractor in the manner prescribed by the State and will include, but will not be limited to, the following information for all ongoing cases:
 - a. The amount of out-of-court time spent on each case per month, including a breakdown of time spent on specific tasks for each case; and
 - b. The amount of time spent in court each month, including a daily list of the types of hearings for which an appearance is made.
4. Monthly Staffing Reports. Contractor shall provide staffing information on a monthly basis in a manner prescribed by the state. Staffing reports will include the following:
 - a. Number of filled and unfilled positions;
 - b. Name and FTE status of each person employed in these positions; and
 - c. Salary and benefit information for identified position..
5. Annual Financial Reports. Contractor shall provide annual financial information, by completing and submitting the Income and Expenditures Report, which will be provided by the Project Manager, no later than forty-five (45) days after the end of the State's fiscal year. An audited financial

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statement may be provided in lieu of this report.

6. JCATS Case Calendaring. The service provider will be required to use the JCATS calendaring function to track court hearings, in order to facilitate the juvenile dependency court performance measures contained in California Rule of Court 5.505. The purpose of the performance measures is to help courts assess compliance with mandated hearing time frames; ensure children's placement in safe and permanent homes; promote child and family well-being; and provide fair and timely treatment for all court participants.

Monthly and quarterly reporting must be completed in JCATS, a web-based case management program. A JCATS screen shot is provided in Appendix B.

Reporting requirements are subject to change, and the Court, in consultation with the AOC, may require the service provider to provide additional statistical and financial information.

The service provider will be required to submit invoices on standard forms provided by the AOC. Failure to accurately complete information required on the billing form will result in rejection of invoices and non-payment for services.”

[END OF ADDENDUM 1]