



Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

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TO: **POTENTIAL PROPOSERS**

FROM: Administrative Office of the Courts
Center for Families, Children & the Courts Division

DATE: May 8, 2007

SUBJECT/PURPOSE OF MEMO: The Center for Families, Children & the Courts (CFCC), a division of the Administrative Office of the Courts, seeks the services of a consultant to recruit participants for and conduct discussion groups of stakeholders in juvenile dependency court, including parents, caregivers, and social workers. Specific tasks will include recruiting contacts to host the groups, overseeing the recruitment of participants, arranging space and incentives for the groups, and conducting and taping the groups.

ACTION REQUIRED: You are invited to review and respond to the attached Request for Proposals (RFP), as posted at <http://www.courtinfo.ca.gov/reference/rfp/>:

Project Title: STAKEHOLDER EXPERIENCES WITH THE JUVENILE DEPENDENCY COURT: QUALITATIVE DATA COLLECTION

RFP Number: CFCC 05-07 Stakeholder-LM

SOLICITATIONS MAILBOX: solicitations@jud.ca.gov by

DATE AND TIME QUESTIONS DUE: Questions regarding this RFP should be directed to solicitations@jud.ca.gov by **May 7, 2007, no later than 1 p.m. (PST).**

DATE AND TIME PROPOSAL DUE: There will not be a pre-proposal conference for this RFP.
Proposals must be received by **May 15, 2007, no later than 1 p.m. (PST).**

SUBMISSION OF PROPOSAL: Proposals must be sent to:
Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden, RFP No. CFCC 05-07 Stakeholder-LM
455 Golden Gate Avenue, 7th Floor
San Francisco, CA 94102-3688

AOC RESPONSES TO VENDORS’ QUESTIONS

Question # 1: On page 1 of Attachment 2, Exhibit D (Work to be Performed), there is reference to AOC's detailed topic guides for each facilitated discussion. Is it possible for us to see those topic guides?

Answer # 1: The referenced text is section 1.2.3, *Preparation of Facilitation Plan*:

1.2.3 Preparation of Facilitation Plan. AOC will provide contractor with detailed topic guides for each facilitated discussion group from which the contractor will develop a facilitated discussion group script and plan for guiding each type of group—social workers, parents, relative caregivers and non-relative caregivers.

The detailed topic guides have not been finalized. The guides will be released when the contract is awarded. The broad areas for discussion with social workers include topics such as the experience with and perceptions of courtroom communication, court calendaring practices, caseloads, cultural competency, and youth participation. Topics for parents and caregivers may include stakeholder understanding and comfort with dependency proceedings, stakeholder experiences in court, views on concurrent planning, and stakeholder understanding of the rights and responsibilities of parents and caregivers.

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AOC REVISIONS TO TEXT

The following section replaces Subject/Purpose of Memo, *Request for Proposals* on the title page:

The Center for Families, Children & the Courts (CFCC), a division of the Administrative Office of the Courts, seeks the services of a consultant to recruit participants for and conduct discussion groups of stakeholders in juvenile dependency court, including, ~~youth~~, parents, ~~victims~~, caregivers, and ~~community organizations~~ social workers. Specific tasks will include recruiting contacts to host the groups, overseeing the recruitment of participants, arranging space and incentives for the groups, and conducting and taping the groups.

The following section replaces Attachment 2 – Contract Terms, Exhibit D – Work to be Performed, section 1.2.5, *Facilitating*:

- 1.2.5 *Facilitating*. Contractor will travel with one or more AOC staff members to conduct facilitated discussion groups in northern and southern California. It is expected that the scheduling process will cluster facilitated discussion groups so that three groups will be conducted in Northern California and three in Southern California, and that at least two and preferably all the groups can be conducted on one trip. Contractor will facilitate groups lasting six hours and ensure that all material is recorded (AOC can provide taping equipment). The Contractor will spend approximately six hours with each group of participants. A total of six groups will be recruited, including social workers (2 groups), relative caregivers (1 group), non-relative caregivers (1 group) and parents (2 groups).

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