



Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

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TO: **POTENTIAL PROPOSERS**

FROM: ADMINISTRATIVE OFFICE OF THE COURTS
FINANCE DIVISION

DATE: **May 19, 2011**

SUBJECT/PURPOSE OF MEMO: The purpose of this document is to publish the AOC's Responses to Proposers' Questions, directed to the Solicitations@jud.ca.gov by May 12, 2011, at close of business.

ACTION REQUIRED: You are invited to review the questions and answers to the following Request for Proposals (RFP), as posted at <http://www.courts.ca.gov/rfps.htm>
Project Title: **Family Finding and Engagement Program For Sacramento County**
RFP Number: CFCC 02-11-LM

DATE AND TIME PROPOSAL DUE: Proposals must be received by **May 31, 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, RFP No. CFCC 02-11-LM
455 Golden Gate Avenue, 7th Floor
San Francisco, CA 94102-3688

**JUDICIAL COUNCIL OF CALIFORNIA
ADMINISTRATIVE OFFICE OF THE COURTS**

AOC RESPONSES TO PROPOSERS' QUESTIONS

Question 1: Is there a current provider? If so, can we have access to their outcomes, current budget?

Answer: No, there is no current provider.

Question 2: How many referrals per month?

Answer: Your proposal should identify the number of referrals that your organization can serve based on an understanding of the work to be performed and the funding available for the project.

Question 3: Is this family finding only or also reunification?

Answer: This focus of the program is family finding and engagement.

Question 4: Do we have to purchase airline tickets, hotel and traveling expenses as part of the reunification?

Answer: Proposal should include travel costs associated with engaging identified relatives.

Question 5: How long do we stay with a family post reunification?

Answer: As indicated in Attachment 2, Exhibit D, Work to be Performed, 2.1.7 and 2.1.8, the Contractor shall stay with the family as long as is necessary to coordinate with the child's team to transition the child into a placement identified through the FFE program. In addition, the Contractor shall make referrals to Permanency Planning Mediation (a state funded service offered by the Consortium for Children, a 501(c)3 organization) to facilitate ongoing relationships, post-adoption, with family members where appropriate.

Question 6: How will we have access to the case management tracking system, terminals or web based?

Answer: The case management tracking system will be web-based.

Question 7: How many children are expected to be served by this contract?

Answer: Your proposal should identify the number of children to be served based on an understanding of the work to be performed and the funding available for the project.

Question 8: Are the number of children to be served by this contract the result of the complexity of the tasks and time/task needed to successfully perform the six phases of the family finding function?

Answer: Yes. Your proposal should identify the number of children to be served based on an understanding of the work to be performed and the funding available for the project.

Question 9: Regarding RFP, section 6.2.3: Please clarify if the resumes that are to be submitted in this section refer to those required for “Key Personnel” or for clients.

Answer: Please submit resumes for "Key Personnel".

Question 10: Regarding RFP, section 6.2.3: Are proposers expected to submit references that are professional and/or “child welfare agencies” versus family clients served by the proposer?

Answer: Professional references must be included; inclusion of family client references is optional.

Question 11: Regarding Attachment 2, Contract Terms, Exhibit B, Number 18 (page 15 of 22): If the proposer is collaborating with another service provider and plans to subcontract some services (as specifically outlined in the proposal), will it be acceptable to obtain express written consent from the State after the intent to award is announced, or is there a process for obtaining written consent at time of submission of the proposal?

Answer: It will be acceptable to obtain express written consent from the State at the time of contract finalization.

Question 12: Regarding Attachment 2, Contract Terms, Exhibit D, Work to be Performed, 2.3.2 (page 3 of 5) and 3.0 Purpose of this RFP (3.3 on page 3 of 8): Twelve monthly reports are due for Deliverables 3-14. 3.3 specifies a project period of **14 months**. Is the contract term June 30, 2011 to June 30, 2012? Should the budget provide for services and staffing for 12 months or 14 months?

Answer: The contract term will be for a period of 14 months beginning with an anticipated start day June 30, 2011. The vendor will be allowed the first 2 months to finalize program processes in conjunction with the AOC Project Manager and the Steering Committee, beginning with an initial in-person meeting as indicated in Exhibit D, Work to be Performed, 2.2.1 (page 31 of 35). The budget should reflect services and staffing over the 14-month contract period.

May 19, 2011

Page 4

Question 13. Regarding Attachment 2, Contract Terms, Exhibit D, Work to be Performed, 2.3.2 (page 3 of 5) and 3.0 Purpose of this RFP (3.3 on page 3 of 8): With a June 30, 2011 contract start date, how much time will be allowed to hire and train staff and have the referral system in place?

Answer: See #12. The Contractor will be allowed 2 months to perform all tasks necessary to set up and start the program.

Question 14: Regarding Exhibit F, Attachment 4: FF Case Management System User's Guide: Is there an expectation that referrals to this program will be randomized?

Answer: Yes, referrals to this program will be randomized.

Question 15: Regarding Exhibit F, Attachment 4: FF Case Management System User's Guide: In addition to using "The Family Finding Case Management System" are there additional evaluation requirements for the proposer?

Answer: No. The AOC is contracting with another organization to provide the full evaluation component of this program.

Question 16: Regarding Exhibit F, Attachment 4: FF Case Management System User's Guide: Will a proposer be required to utilize a local Independent Review Panel (IRB) for this Family Finding and Engagement project?

Answer: No. The contractor responsible for the Family Finding Case Management System and program evaluation has its own IRB.

Question 17: Regarding Exhibit F, Attachment 4: FF Case Management System User's Guide: Would a proposer's IRB require birth parent consents to participate in The Family Finding and Engagement project?

Answer: It is possible, but we do not know at this time.

Question 18: Regarding Exhibit F, Attachment 4: FF Case Management System User's Guide: Would a proposer provide training and technical assistance for The Family Finding Case Management System?

Answer: The contractor responsible for the Family Finding Case Management System will provide training and technical assistance for the System.

Question 19: Could you provide estimates on the number, age and demographics of the children that would meet the criteria for services?

Answer: The table below reflects demographic information for non-African American children entering foster care from January through March 2011.

Race	# Children Entering Foster Care		
	Total	Ages 0-6	Ages 6-17
Caucasian	115	70	45
Hispanic	84	55	29
Asian-Pacific Islander	34	12	22
Native American	7	5	2
Total	240	142	98

Question 20: Would we need to partner with DHS social worker prior to initial contact with a family/person that we have found through family finding to determine suitability?

Answer: Yes, the Contractor will need to work in tandem with the assigned Social Worker in any family finding efforts as the referral should come from the social worker.

Question 21: Are there any page/length limits or specifics on formatting?

Answer: No, but we encourage the proposer to be as brief as is compatible with adequately explaining the proposal. See the RFP, Section 8.0 Submission of Proposals for more information about submitting proposals.

Question 22: Can an agency send attachments as part of the proposal?

Answer: Yes, attachments are accepted.

Question 23: Can two agencies submit a proposal or does there need to be a lead agency?

Answer: There must be a prime contractor. See Exhibit B, number 18 for information about subcontracting. Also see the answer to question 11 on a related issue.

Question 24: Can we discuss and use the current resources of the agencies that will assist in improving the stability and permanency for the children that we would serve under this contract?

Answer: Proposers may use current resources as part of their proposal for this program.