

REQUEST FOR INFORMATION (RFI)

CONTRA COSTA SUPERIOR COURT

REGARDING:

RFI 1703-02 Juvenile Dependency Representation Services

RESPONSE DUE:

MAY 5, 2017 no later than 3:00 p.m. Pacific Time

Court's Website link for the RFI :

<http://www.cc-courts.org/general/rfp.aspx>

1.0 THE OPPORTUNITY

- 1.1 The Superior Court of California (the Court), County of Contra Costa invites you to provide information to assist the Court in identifying legal representation services to represent all children and parents in juvenile dependency proceedings at Contra Costa County Superior Court including all cases in which there is a conflict of interest.
- 1.2 All juvenile dependency representation service providers, including but not limited to, solo practitioners and partnerships; government agencies; non-profit organizations; private firms; panel organizational configurations; and any combination thereof are invited to submit their information.
- 1.3 The work of juvenile dependency representation is funded by the court-appointed counsel (CAC) program allocation from the Judicial Council of California. The Judicial Council determines each year's court allocation based on factors which include the juvenile dependency representation caseload of each court. The annual allocation represents the total funding available for the Court's dependency representation program.

2.0 GENERAL REQUIREMENTS

The following are the primary considerations that should be addressed in this Request for Information (RFI):

- Ability to provide dependency representation services within the funding available.
 - The total annual funding available for court appointed dependency counsel representation is expected to be approximately \$ 2,016,963 for fiscal year 2017-18, and is expected to decline in future years. Currently it is projected that the Court's annual allocation will decrease to \$ 1,980,730 in fiscal year 2018-19.
 - The total annual funding is the only compensation the Court will pay to the service provider. This compensation constitutes the entire compensation for all service provider's services and expenses incurred in the performance of the legal representation services, including, but not limited to, all necessary social worker services, travel, mileage, all required insurance coverage, and all costs of investigators and experts, such as transcription services, subpoena services, and psychological/psychiatric reports and evaluations. There will be no additional compensation for the preparation of writs or appeals or any other services or representation provided by the service provider. No expenses relating to the services, and deliverables shall be reimbursed by the Court.
 - Contra Costa County caseload of Court appointed juvenile dependency representation for last six years is as follows:

As of June 30 of the year	Number of dependency clients		
	Child clients	Adult* clients	Total clients
2011	1055	991	2046
2012	1148	1053	2201
2013	1208	1007	2215

2014	1194	929	2123
2015	1131	914	2045
2016	1191	908	2099
*Adult include Parent/ Legal Guardian/ De facto Parents/ GALs			

- The services are expected to be provided by the service provider for a period of up to six years which includes an initial contract term of two years and the option to renew the agreement annually, per mutual agreement, up to an additional four years.
- The Court understands that a portion of the proposed services provided may be subcontracted. Please identify services to be subcontracted to the extent feasible.
- Dependency Courtroom Coverage
 - Provide adequate staffing for all dependency courtrooms
 - Provide substitute counsel for both ethical and scheduling conflicts
- Adhere to Attorney Performance Requirements, including but not limited to:
 - i. Establishing and maintaining an attorney-client relationship;
 - ii. Visiting child clients at each new placement and during each review period;
 - iii. Conducting thorough, continuing, and independent investigations and interviews at every stage of the proceedings;
 - iv. 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;
 - v. 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 IEPs and attending meetings related to the Child, as practical and appropriate;
 - vi. Monitoring compliance with court orders, including provision of and effectiveness of court-ordered services;
 - vii. Filing pleadings, motions, responses, or objections as necessary to represent the client;
 - viii. 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;
 - ix. Investigating the interests of child clients including:
 - 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 but shall provide information relating to these interests to the court as appropriate.

- x. 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;
- xi. Determining if appeals and writs are appropriate and, where necessary, filing writ and notice of appeal;
- xii. Arranging for substitutive representation where necessary to avoid court delay; and
- xiii. Providing representation should child client become a non-minor dependent.

3 RFI ATTACHMENTS

The following attachments are included as part of this RFI:

ATTACHMENT #	ATTACHMENT TITLE
Attachment 1:	Questionnaire
Attachment 2:	Statement of Work
Attachment 2A:	Scope of Legal Service Provided to Client
Attachment 3:	Indicative format for Monthly Caseload Report
Attachment 4:	2017 Juvenile Court Calendar Matrix

4 SUBMISSION INFORMATION

- A. Cover Sheet, including:
 - i. Organization Name
 - ii. Address
 - iii. Name and Contact Information for Organization Representative, including:
 - a. Telephone Number
 - b. E-mail Address
 - c. Name of the Representative
 - iv. RFI Number: RFI 1703-02
- B. Completed Questionnaire. A questionnaire has been provided at **Attachment 1**. Please complete and email the questionnaire with your response to this RFI.
- C. Responses must be emailed by the date and time listed on the coversheet of this RFI to Financial Services, Superior Court of California, Contra Costa County at email : CCCourtRFPs@contracosta.courts.ca.gov

Only responses emailed to the above email address will be accepted.

5 INFORMATION EXCHANGE

After the Court has reviewed the submitted material, your firm may be contacted and asked to participate in an information exchange with Court staff. The objective of this is to gain further understanding of your proposed approach to dependency representation.

Information exchange can take the form of additional phone conversations and/or in person meetings. Responders may be asked to submit a detailed plan and additional information during the information exchange.

It is important to note that the Court will not reimburse you for any expenses, travel, and/or time etc., regarding information exchange activities.

6 DISCALAIMER

This RFI is issued for information and planning purposes only, and does not constitute a solicitation. Responses to the RFI will not be returned. A response to this notice is not an offer and cannot be accepted by the Court to form a binding contract. Responders are solely responsible for all expenses associated with responding to this RFI.

If you have question(s) regarding this RFI, submit them to the email: CCCourtRFPs@contracosta.courts.ca.gov no later than 3:00 pm (Pacific Time) on April 18, 2017. The Court will respond to your question(s) promptly and upload the replies on Court Website at: <http://www.cc-courts.org/general/rfp.aspx>