

# REQUEST FOR PROPOSALS

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***SUPERIOR COURT OF CALIFORNIA, COUNTY OF  
ALAMEDA***

**REGARDING:**

HOMELESS AND CARING COURT FOR THE OFFICE OF  
COLLABORATIVE COURTS

RFP #: SC 6666.2023.3.CF

**PROPOSALS DUE:**

May 23, 2023 NO LATER THAN 2:00 P.M. PACIFIC TIME

## KEY INFORMATION SUMMARY SHEET

<b>Request for Proposal</b>	Homeless and Caring Court for the Office of Collaborative Courts
<b>RFP Number:</b>	SC 6666.2023.3.CF
<b>RFP Issue Date:</b>	May 4, 2023
<b>RFP Issuing Office:</b>	Office of Collaborative Court Services
<b>Procurement Contact:</b>	Superior Court of California, County of Alameda Finance and Facilities Division Attention: Procurement – Eddie Sanchez RFP SC 6666.2023.3.CF 1225 Fallon Street, Room 210 Oakland, CA 94612
<b>e-mail:</b>	bidquestions@alameda.courts.ca.gov
<b>Proposals are to be sent to:</b>	bidquestions@alameda.courts.ca.gov
<b>Timeline for this RFP</b>	
<b>Deadline for Questions:</b>	May 10, 2023
<b>Questions and Answers Posted (<i>estimate only</i>):</b>	May 17, 2023
<b>Proposal Due (Closing) Date and Time:</b>	May 23, 2023 @ 2:00 PM Pacific Time
<b>Evaluation of Proposals (<i>estimate only</i>):</b>	May 24 – May 31, 2023
<b>Notice of Intent to Award (<i>estimate only</i>):</b>	June 1, 2023
<b>Negotiations and Execution of Contract (<i>estimate only</i>):</b>	June 2 – June 30, 2023
<b>Contract Duration:</b>	July 1, 2023 through June 30, 2024 with four one-year options to extend through June 30, 2028
<b>RFP Attachments</b>	
<b>Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)</b>	These rules govern this solicitation.
<b>Attachment 2: Terms and Conditions</b>	On this form, if exceptions are identified, Prospective Bidders must submit (i) a redlined version of Attachment 2 – Agreement Terms and Conditions and Supplemental Terms and Conditions that clearly track proposed changes to this attachment, (ii) written documentation to substantiate each such proposed change and (iii) written explanation to indicate how each proposed change will benefit the Court. If selected, the person or entity submitting a

	proposal (the “Prospective Bidder”) must sign Acceptance of Terms and Conditions form (Attachment 3): this Court Standard Form agreement (the “Terms and Conditions”).
<b>Attachment 3: Prospective Bidder’s Acceptance of Terms and Conditions</b>	<p>On this form, the Prospective Bidder must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions. If selected, the person or entity submitting a proposal must sign the form.</p> <p>If exceptions are identified, the Prospective Bidder must also submit (i) a red-lined version of the Standard Terms and Conditions that implements all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.</p> <p><b>Note: A material exception may render a proposal non-responsive.</b></p>
<b>Attachment 4: General Certifications Form</b>	The Prospective Bidder must complete the General Certifications Form and submit the completed form with its proposal.
<b>Attachment 5: Darfur Contracting Act Certification</b>	The Prospective Bidder must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
<b>Attachment 6: Payee Data Record Form</b>	This form contains information the Court requires in order to process payments and must be submitted with the proposal.
<b>Attachment 7: Unruh and FEHA Certification</b>	<p>The Prospective Bidder must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification.</p> <p><i>Only for solicitations of \$100,000 or more</i></p>
<b>Attachment 8: Bidder Declaration</b>	The Prospective Bidder must complete this form only if it wishes to claim the disabled veteran business enterprise (DVBE) incentive associated with this solicitation.
<b>Attachment 9: DVBE Declaration</b>	Each DVBE that will provide goods and/or services in connection with the contract must complete this form. If Prospective Bidder is itself a DVBE, it must also complete and sign the DVBE Declaration.
<b>Attachment 10: Question and Answer Form</b>	Prospective Bidder must use the attached form to submit any questions.
<b>Attachment 11: Contact Sheet</b>	Prospective Bidder must complete the contact information and submit with proposal.
<b>Attachment 12: Reference Check Form</b>	Prospective Bidder must complete the Reference Check Form information and submit with proposal.

<b>Attachment 13: Court Travel Policy</b>	This form contains information on the Court travel policy.
<b>Attachment 14: Technical Proposal Template</b>	Prospective Bidder must their proposal using the Technical Proposal Template.
<b>Attachment 15: Cost Proposal Template</b>	Prospective Bidder must propose the cost using the Cost Proposal Template.
<b>Attachment 16: Check List</b>	RFP Checklist.

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## **1.0 BACKGROUND INFORMATION**

- 1.1 The Superior Court of California, County of Alameda's Office of Collaborative Court Services oversees the operation of the Homeless and Caring Court (HCC) for Alameda County. The Homeless and Caring Court is focused on the homeless and formerly homeless and assembles every other month to resolve individuals' traffic infractions and non-violent minor misdemeanor cases. The Court strives to resolve matters that have created barriers to reintegration into society for those who are homeless.
- 1.2 The Court seeks the services of a person with expertise in the coordination of a HCC and the needs of the HCC participants in Alameda County.
- 1.3 The expected work period for this agreement is from July 1, 2023, through June 30, 2024, with the option to extend the contract on an annual basis through June 30, 2028.
- 1.4 The Court intends to issue a service contract to one contractor following the selection process indicated herein.
- 1.5 This solicitation, along with its corresponding documents, is available at the following web address:  
<http://www.alameda.courts.ca.gov/Pages.aspx/Contract-Opportunities>

## **2.0 DESCRIPTION OF SERVICES AND DELIVERABLES**

The Homeless and Caring Court coordination work includes the following:

### **2.1 Liaison**

- A. Respond to phone and email inquiries about the program, eligibility, and its processes from individuals, agencies and/or court personnel.
- B. Direct people appropriately for participation in HCC.
- C. Respond to participant inquiries from other counties.
- D. Respond to inquiries from past participants and troubleshoot matters still appearing that should have been dismissed during their HCC appearance.

### **2.2 Logistics**

- A. Prepare a draft annual schedule of all court sessions and related deadlines using the standard program timeline. Send to judicial and court representatives for their input prior to finalization.
- B. Contact the court venue (St. Vincent de Paul) to inquire about and confirm the facilities use on the draft dates for the upcoming year for both court sessions and the advance meeting with the public defender.

- C. Finalize schedule according to needs of the facility and court personnel.
- D. Disseminate via email the annual HCC schedule to Homeless Court personnel, referral agencies, broadly within the community, and Contra Costa County Homeless Court.
- E. Distribute annual schedule to others as requested throughout the year.

### **2.3 Applicant Selection and Processing**

- A. Receive, collect, and review all submitted application packets for threshold requirements and eligibility, including if applicants have ever used the program before.
- B. Make final determination of eligibility of applicants (approved, not yet eligible, not eligible).
- C. Notify referral agencies of the status of their applicants and next steps for the applicants.
  - i. For not yet eligible and ineligible applicants, inform referral agencies of reason(s) for this status and necessary items (if any) to submit for reconsideration next session.
  - ii. For approved, eligible applicants, remind agency of date, time, and location of meeting with the public defender and ask them to notify their clients.
- D. Complete data entries for all applicants, identifying information, month and year of session, application status, and referral agency into Excel spreadsheet.
- E. Distribute electronic list of approved applicants to appropriate court personnel (including clerks, supervisors, public defender, and central collections), with deadline for completion of case research.
- F. Make 2 copies of application packets of approved people. QIC or deliver one copy to clerks and one to public defender.
- G. Monitor completion of search of matters and the distribution from the clerks to the public defender by deadline. Troubleshoot as necessary.
- H. Monitor finalization of calendar and double check for completeness. Troubleshoot as necessary.

### **2.4 Homeless Court Sessions**

- A. Attend Homeless Court sessions or arrange for coverage in emergency absences.
- B. Arrive at least 30 minutes early to assure set up is complete, troubleshoot as necessary with facility and/or court personnel.
- C. Oversee the operations during the Court session, including introductions and overview either by Coordinator or judge.
- D. Meet with participants after their appearance to respond to their questions about outcomes of the proceedings and next steps and distribute minute

- orders.
- E. Assure facility is orderly before leaving.
- F. File all application copies and retain them for 7 years.

## **2.5 Recruitment and Training**

- A. Conduct outreach to community agencies for becoming a referral agency.
- B. Convene at least two well-advertised training events annually for programs serving people who are currently or recently homeless or at imminent risk for homelessness.
- C. Convene other trainings or refreshers as needed for staff turnover or process improvement.
- D. Send application materials, outreach flyer, and annual schedule to people who complete the training.
- E. Add trained agencies and personnel to distribution lists for the annual schedule and other necessary communication.

## **2.6 Administrative**

- A. Track various utilization data including number of people who applied for each Homeless Court session, approval rate, and the total number of people seen at each session.
- B. Report these numbers as requested annually or more frequently to OCCS.

## **2.7 Other Duties as Requested**

- A. Attend planning meetings as requested by the court or Judicial Council of California.
- B. Determine ability to participate in modified court sessions such as Project Homeless Connect, information fairs, or legal service events.

## **3.0 PAYMENT INFORMATION**

- 3.1 Contractor shall submit invoices to the Court in arrears no more frequently than monthly. Contractor's invoice must include information and supporting documentation acceptable to the Court. Contractor shall adhere to the reasonable billing guidelines issued by the Court from time to time.
- 3.2 The Court will process invoices within forty-five (45) days of receipt and approval by the Court's Project Manager. All invoices must reference the Contractor's purchase order number which will be provided by the Court.
- 3.3 Invoices must be submitted to the Court's Accounts Payable department at [accountspayable@alameda.courts.ca.gov](mailto:accountspayable@alameda.courts.ca.gov), with a copy to the Project Manager's email.



- 3.4 Any requests made outside of the contract scope of work will be considered a separate purchase order outside of the contract purchase order and will be processed on a separate purchase order.
- 3.5 Contractor must provide written notice to the Court of the specific excess charge and obtain Court's consent prior to performing any additional service that would incur an excess charge.
- 3.6 Each monthly billing statement should contain the latest contact phone number to correct or update billing information.
- 3.7 Travel to one conference each year is allowable. All travel will require pre-approval from the Court. The Court will reimburse the coordinator in accordance with the Court's travel guidelines for travel expenses and registration fees. See **Attachment 13** for travel policy.
- 3.8 If requested, the contracting agency will promptly correct any inaccuracy and resubmit an invoice. If the Court rejects any services or work product after payment is issued, the Court may exercise all contractual and other legal remedies, including:
  - A. Setting off the overpayment against future invoices payable by the Court.
  - B. Setting off the overpayment against any other amount payable for the benefit of the contractor pursuant to the agreement or otherwise.
  - C. Requiring the contracting agency to refund the overpayment within thirty (30) days of the Court's request.
- 3.9 Payment terms will be specified in the contract document that will be executed as a result of an award made under this RFP, however, prospective Contractors are hereby advised that the Court payments are made by the State of California, and the State does not make any advance payment for services. Payment will be made based upon completion of tasks as provided for in the agreement between the Court and the selected Service Provider.

#### **4.0 SUBMISSION OF PROPOSALS**

- 4.1 Proposals should provide straightforward, concise information that satisfies the requirements of the "Proposal Contents" section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the RFP's instructions and requirements, and completeness and clarity of content.

4.2 The Prospective Bidder must submit its proposal in two separate emails, the Technical Proposal and the Cost Proposal by the date and time listed on the coversheet of this RFP.

- A. The proposals must be emailed to [bidquestions@alameda.courts.ca.gov](mailto:bidquestions@alameda.courts.ca.gov) . The subject line of the email must include the RFP title and number.
- B. The proposal must be signed by an authorized representative of the Prospective Bidder.

4.3 Late proposals will not be accepted.

## 5.0 QUESTIONS

5.1 Interested parties may submit a request for clarifications, modifications, or questions to the Court using the Question and Answer Form, provided in **Attachment 10**. Requests shall be submitted via email to [bidquestions@alameda.courts.ca.gov](mailto:bidquestions@alameda.courts.ca.gov) no later than the date specified in the RFP timeline. Please indicate the RFP number and title in the subject line of the email. Contact with the Court shall be made only through the email address.

5.2 The Court will not accept telephone calls related to the RFP. All communications must be made with the Question and Answer Form.

## 6.0 PROPOSAL CONTENTS

6.1 Technical Proposal. The following information must be included in the technical proposal. A proposal lacking any of the following information may be deemed non-responsive.

- A. Completed Technical Proposal Template (**Attachment 14**)
- B. **Resume:** Describing the individual's background and experience, as well as the individual's ability and experience in coordinating a Homeless and Caring Court, or similar assignments. If available, the Prospective Bidder may provide examples of relevant documents and reports in an appendix to their proposal.
- C. Acceptance of Terms and Conditions.
  - i. On **Attachment 3**, the Prospective Bidder must check the appropriate box and sign the form. If the Prospective Bidder marks the second box, it must provide the required additional materials. An "exception" includes any addition, deletion, or other modification.

- ii. If exceptions are identified, the Prospective Bidder must also submit (a) a red-lined version of the Terms and Conditions that implements all proposed changes, and (b) a written explanation or rationale for each exception and/or proposed change.
  - iii. **Note: A material exception to a Minimum Term may render a proposal non-responsive. The Court, in its sole discretion, will determine what constitutes a material exception.**
- D. Certifications, Attachments, and other requirements.
- i. The Prospective Bidder must complete the General Certifications Form (**Attachment 4**) and submit the completed form with its proposal.
  - ii. If Contractor is a California corporation, limited liability company (“LLC”), limited partnership (“LP”) or limited liability partnership (“LLP”), proof that Contractor is in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor conducts or will conduct (if awarded contract) intrastate business in California, proof that Contractor is qualified to do business and in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor does not (and will not if awarded the contract) conduct intrastate business in California, proof that the Contractor is in good standing in its home jurisdiction.
  - iii. Copies of the Prospective Bidder’s (and any subcontractors’) current business licenses, professional certifications, or other credentials.
  - iv. The Prospective Bidder must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (**Attachment 7**) and submit the completed certification with its bid.
  - v. The Prospective Bidder must complete the Darfur Contracting Act Certification (**Attachment 5**) and submit the completed certification with its proposal.
  - vi. The Prospective Bidder must complete the Contact Sheet (**Attachment 11**) and submit with its proposal.

- vii. The Prospective Bidder must complete the Reference Check Form (**Attachment 12**) and submit with its proposal. A minimum of two references is required.
- viii. Financial Stability. The Court reserves the right to request Prospective Bidder's proof of financial stability. The Court may request this information at any time during the solicitation process.

6.2 Cost Proposal. The following information must be included in the Cost Proposal Template (**Attachment 15**).

- A. Detailed line-item budget showing total cost of the proposed services.
- B. "Not to Exceed" total for all work and expenses payable under the contract, if awarded.

**NOTE:** It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code.

## 7.0 OFFER PERIOD

A Prospective Bidder's proposal is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this period, the Court reserves the right to negotiate extensions to this period.

## 8.0 EVALUATION OF PROPOSALS

At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents.

- 8.1 Evaluation Committee. The Court will conduct a comprehensive and impartial evaluation of proposals received in response to this RFP. All proposals received from Contractors will be reviewed and evaluated by a committee of qualified personnel ("Evaluation Committee"). The name, units, or experience of the individual members will not be made available to any Contractor.
- 8.2 Requests for Additional Information. The Court reserves the right to seek clarification or additional information from any Contractor throughout the solicitation process. The Court may require a Contractor's representative to answer questions throughout the evaluation process with regard to the Contractor's proposal. Failure of a Contractor to demonstrate that the claims made in its proposal are in fact true may be sufficient cause for deeming a proposal non-responsive.

- 8.3 **Evaluation Criteria.** The Court will evaluate the proposals on a 100-point scale using the criteria set forth in the table below. Award, if made, will be to the highest-scored proposal.

If a contract will be awarded, the Court will post an intent to award notice at <https://www.alameda.courts.ca.gov/general-information/contract-opportunities>

CRITERION	MAXIMUM NUMBER OF POINTS
<b>Experience and Qualifications (Resume &amp; Technical Proposal Template Questions 1-3)</b>	<b>40</b>
<b>Proposed Methodology (Technical Proposal Template Questions 4-10)</b>	<b>25</b>
<b>Acceptance of the Terms and Conditions</b>	<b>5</b>
<b>Cost Proposal</b>	<b>30</b>
<b>DVBE Incentive</b>	<b>5</b>

Although some factors may be weighted more than others, all are considered necessary, and a proposal must be technically acceptable in each area to be eligible for award. With regard to cost, the Court reserves the right, in its sole discretion, to reject any proposal whose price is outside the competitive range.

## 9.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

**PROPOSALS ARE SUBJECT TO DISCLOSURE PURSUANT TO APPLICABLE PROVISIONS OF THE CALIFORNIA PUBLIC CONTRACT CODE AND RULE 10.500 OF THE CALIFORNIA RULES OF COURT.** The Court will not disclose (i) social security numbers, or (ii) balance sheets or income statements submitted by a Prospective Bidder that is not a publicly-traded corporation. All other information in proposals will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” or otherwise, and regardless of any statement in the proposal (a) purporting to limit the Court’s right to disclose information in the proposal, or (b) requiring the Court to inform or obtain the consent of the Prospective Bidder prior to the disclosure of the proposal (or portions thereof). Any proposal that is password protected, or contains portions that are password protected, may be rejected. **Prospective Bidders are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.**

## **10.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE**

Qualification for the DVBE incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a proposal non-responsive.

Eligibility for an application of the DVBE incentive is governed by the Court's DVBE Rules and Procedures. Prospective Bidder will receive a DVBE incentive if, in the Court's sole determination, Prospective Bidder has met all applicable requirements. If Prospective Bidder receives the DVBE incentive, a number of points will be added to the score assigned to Prospective Bidder's proposal. The number of points that will be added is specified in Section 8.3 above.

To receive the DVBE incentive, at least 3% of the contract goods and/or services must be provided by a DVBE performing a commercially useful function. Or, for solicitations of non-IT goods and IT goods and services, Prospective Bidder may have an approved Business Utilization Plan ("BUP") on file with the California Department of General Services ("DGS").

If Prospective bidder wishes to seek the DVBE incentive:

1. Prospective Bidder must complete and submit with its proposal the Bidder Declaration (**Attachment 8**). Prospective Bidder must submit with the Bidder Declaration all materials required in the Bidder Declaration.
2. Prospective Bidder must submit with its proposal a DVBE Declaration (**Attachment 9**) completed and signed by each DVBE that will provide goods and/or services in connection with the contract. If Prospective Bidder is itself a DVBE, it must complete and sign the DVBE Declaration. If Prospective Bidder will use DVBE subcontractors, each DVBE subcontractor must complete and sign a DVBE Declaration. NOTE: The DVBE Declaration is not required is Prospective Bidder will qualify for the DVBE incentive using a BUP on file with DGS.

Failure to complete and submit these forms as required will result in Prospective Bidder not receiving the DVBE incentive. In addition, the Court may request additional written clarifying information. Failure to provide this information as requested will result in Prospective Bidder not receiving the DVBE incentive.

If Prospective Bidder receives the DVBE incentive: (i) Prospective Bidder will be Required to complete a post-contract DVBE certification if DVBE subcontractors are used; (ii) Prospective Bidder must use any DVBE subcontractor(s) identified in its proposal unless the Court approves in writing the substitution of another DVBE; and (iii) failure to meet the DVBE commitment set forth in its proposal will constitute a breach of contract.

## 11.0 PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contracting Manual (see [www.courts.ca.gov/documents/jbcl-manual.pdf](http://www.courts.ca.gov/documents/jbcl-manual.pdf)). Failure of a Prospective Bidder to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive and will result in rejection of the protest. The deadline for the Court to receive a solicitation specifications protest is the proposal due date. Protests must be sent to the Court address listed below via certified mail including signature required upon delivery. Personal and hand delivery of Protests will not be accepted.

Superior Court of California, County of Alameda  
Finance and Facilities Division  
Attention: Protest Hearing Officer  
RFP SC 6666.2023.3.CF  
1225 Fallon Street, Room 210  
Oakland, CA 94612

The deadline to submit an Award Protest is five (5) business days after the Court posts the Intent to Award. Protests must be sent to the Court address listed below via certified mail including signature required upon delivery. Personal and hand delivery of Award Protests will not be accepted.

Superior Court of California, County of Alameda  
Finance and Facilities Division  
Attention: Protest Hearing Officer  
RFP SC 6666.2023.3.CF  
1225 Fallon Street, Room 210  
Oakland, CA 94612