

Restorative Practices Program Development & Implementation
RFP SC 1701.2024.2.JG

Pre-Proposal Conference

January 23, 2024



Objectives

Introduction

- Introductions
- Background Information

Statement of Work

- Conducting Assessments and Creating Policies
- Restorative Practices Program Development
- Structure to Implement Restorative Practices
- Qualifications

RFP Process and Timeline

- Proposal Development
 - Technical Proposal
 - Cost Proposal
 - Certifications, Attachments, and other Requirements
- RFP Timeline
- Prospective Bidder's Responsibilities
- Submissions

Evaluations

- Scoring process
- Intent To Award
- Questions

Introduction

Court Personnel

Glenys Rogers, Director, Human Resources

Charlotte Marin, Director, Family Division

Shamont Hussey, Supervisor, Family Court

Eduardo Sanchez, Procurement and Contract Analyst

Poornima Ashok, Management Analyst

Jenny Buentello-Gilligan, Fiscal Services Specialist

Background information

The Superior Court of California, County of Alameda is one of 58 superior courts in the State of California. The Court operates ten facilities within the County of Alameda and employs over 600 employees stationed across courthouses with varying worksite locations.

The Court is requesting proposals from a qualified and extensively trained Restorative Practices Contractor who has demonstrated success in conducting restorative conversations, in implementing successful restorative practices programs and policies, and has provided effective train-the-trainer services and post-implementation program support as needed.

Statement of Work

The Court seeks proposals from a qualified and extensively trained Restorative Practices Contractor.

Conducting Assessments and Creating Policies

- Conduct a full assessment and analysis of the Court's organizational and policy infrastructure
- Determine what is needed to fulfill the Court's programmatic requirements
- Develop and customize a Restorative Practices program policy
- Provide a detailed analysis report supporting the Restorative Practices Court policy recommendations.
- Create a training plan and training materials to implement the program

Restorative Practices Program Development

- Consult Court's Project Manager and understand how the court works and its role and structure to develop a plan that can be practically implemented at court.
- Develop a program that serves as Informal Dispute and conflict resolution by way of the restorative practice methodology
- Identify the roles and responsibilities of each party involved in restorative conflict resolution

Structure to Implement Restorative Practices

- Develop a plan and timeline to implement the program in all court locations listed in the RFP
- In-person training must be provided for the court staff who will serve as Restorative Practices facilitators
- Identify any new issues while implementing the program and offer solutions to address those issues
- Post-implementation support consultation may be needed to deal with challenges the Court may come across

Qualified Prospective Bidders will demonstrate:

- Successful implementation of Restorative Practices in government organizations
- Highly experienced in the train-the-trainer module of the program delivery
- Preserving and maintaining a high level of confidentiality. A professional license is highly desirable
- Providing timely deliverables and maintaining cost-effectiveness

Proposal Development

Technical Proposal Attachment 13

The Prospective Bidder's name, business address, telephone and fax number, and federal tax identification number

Certifications, Attachments, and other requirements

Contact information of the Prospective Bidder's designated representative for purposes of this RFP

A resume for each key staff member

Provide detailed responses in Attachment 13

Contact information of a minimum of three (3) clients for whom the Prospective Bidder has conducted similar services.

Cost Proposal Attachment 14

A time calculation based on estimated hours and hourly rate for each deliverable.

Hourly rate for post-implementation support.

A "not to exceed" total for all work and expenses payable under the contract, if awarded (including travel expenses to different court locations).

Identify and describe any and all other fee-based related services that are available from your organization.



RFP Checklist

Attachments

- ☐ Acceptance of the Terms and Conditions (Attachment 3)
- ☐ General Certifications Form (Attachment 4)
- ☐ Darfur Contracting Act Certification (Attachment 5)
- ☐ Payee Data Record Form (Attachment 6)
- ☐ Unruh Civil Rights Act (Attachment 7)
- ☐ Bidder Declaration, DVBE Incentive (if applicable, Attachment 8)
- ☐ DVBE Declaration (If applicable, Attachment 9)
- ☐ Contact Sheet (Attachment 11)
- ☐ Reference Check Form (Attachment 12)

Required Documents – Technical Proposal and Cost Proposal

Technical Proposal (RFP Section 7.1)

- ☐ Technical Proposal Questionnaire Attachment 13
- ☐ Acceptance of the Terms and Conditions (section 7.1.g)
- ☐ Certifications, Attachments and Other Requirements (section 7.1.h)

Cost Proposal (RFP Section 7.2)

- ☐ Cost Proposal Template (Attachment 14)

RFP Timeline

RFP Issue Date	January 16, 2024
Pre-Proposal Conference	January 23, 2024, 10:00am-11:00am Pacific Time
Deadline for Questions	January 30, 2024
Questions and Answers posted (<i>estimate only</i>)	February 1, 2024
Proposal Due	February 27, 2024, No later than 2:00pm Pacific Time
Evaluation of Proposals (<i>estimate only</i>)	February 29, 2024 – March 21, 2024
Interviews	March 11, 2024 – March 15, 2024
Notice of Intent to Award (<i>estimate only</i>)	March 22, 2024
Negotiations and Execution of Contract (<i>estimate</i>)	March 25, 2024 – April 19, 2024
Contract Duration	May 1, 2024 – April 30, 2025

Prospective Bidder's Responsibilities



Review this presentation, along with requirements and key dates. This presentation will be available on the Court site where the RFP is located.



Review the entire RFP and complete Technical Proposal and all required attachments (See attachment 15 Check List)



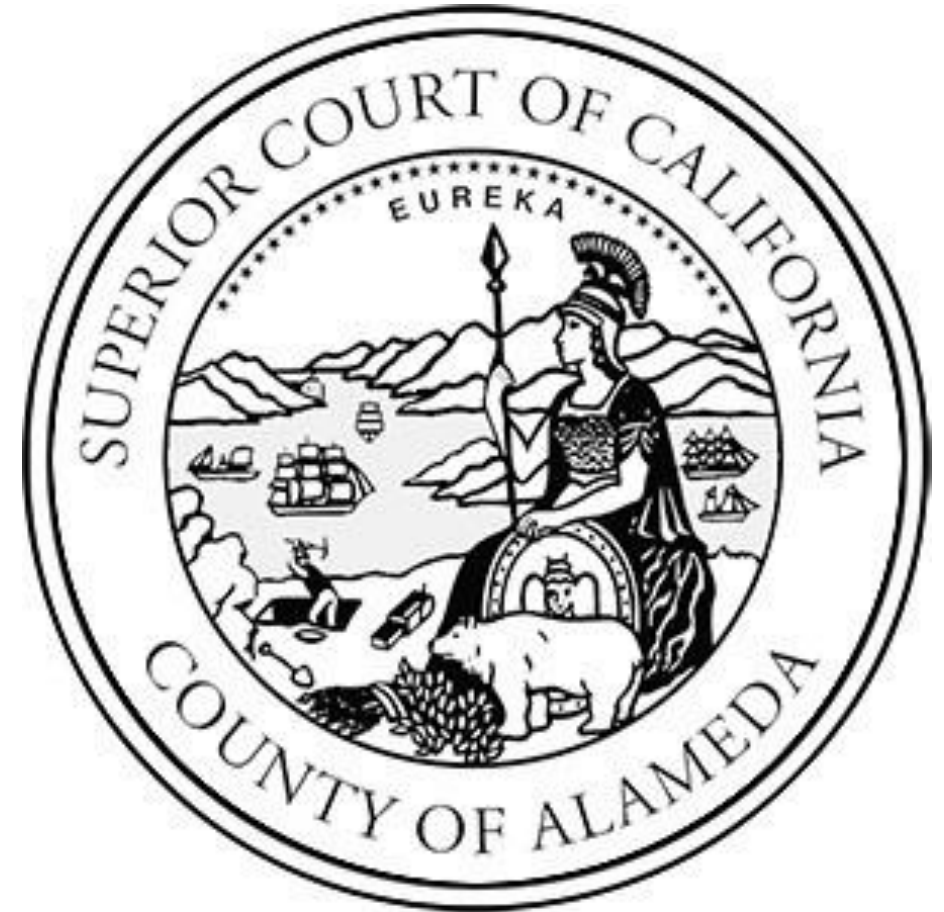
Complete Cost Proposal
(Attachment 14)



Submit finished proposal by the due date in the RFP timeline
(February 27, 2024, by 2:00pm)

Submissions

- The Prospective Bidder must submit its proposal in two parts: a completed technical proposal and a completed cost proposal template.
 - Proposals must be emailed to bidquestions@alameda.courts.ca.gov and received no later than February 27, 2024 by 2:00 PM Pacific Time.
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- Late proposals will not be accepted.
 - The Court will not accept proposals that are hand delivered or delivered by a carrier or mail service provider at this time.



Evaluation of Proposals

The Court will evaluate the proposals on a 100-point scale using the criteria listed in the RFP. Award, if made, will be to the highest-scored proposal.

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.

Score Card / Possible Points

Firm Experience: **20 points**

Key Personnel Experience: **26 points**

Implementation Plan and Timeline: **28 points**

Cost Effectiveness: **26 points**

Total: **100 points**

DVBE incentive: **5 points**



Intent to Award

- Intent to Award Notice: March 22, 2024
(*estimate only*)
- Notice of Intent to award posted on Court website:
<https://www.alameda.courts.ca.gov/general-information/contract-opportunities>
- Awarded bidder will be notified via email
- Court representative will contact vendor representative to begin contract negotiation and execution.

Questions

