

Superior Court of California, County of San Benito

QUESTIONS AND ANSWERS 1

RFP Number: JDR2017

Juvenile Dependency Representation

June 23, 2017

Q1: What insurance is required?

A1: Please refer to Exhibit A, section A.7(a) of the Contract. Commercial general liability, professional liability, and commercial automobile liability policies are required. In addition, a workers compensation / employer's liability policy is required if you have employees.

Q2: How does the Court plan to transfer existing cases from the former attorney, to the newly appointed counsel? If a protocol is not in place, will the selected attorney be consulted about the transition?

A2: If a new attorney is selected, the Court will direct the former attorney to transfer all client files directly to the newly appointed counsel. The Court expects any newly appointed counsel and the former attorney to consult and closely cooperate to ensure a successful transition of cases.

Q3: Is the Court going to pay the same flat fee for existing cases (i.e. cases that are transitioned from current juvenile counsel) as it is for new cases?

A3: Please refer to section 5.0 of the RFP and Exhibit C, section C.1 of the Contract. The Court will pay a flat rate for all juvenile dependency representation provided by the newly appointed counsel, including both existing cases and new cases. Please note that the flat rate is not adjusted up or down if the number of cases increases or decreases.

Q4: On Exhibit D, form 4 of the Contract we are asked to classify employees. Where would paralegals fall?

A4: For the avoidance of confusion, please note that you are not required to submit the reports in Exhibit D of the Contract as part of your proposal. The newly appointed counsel will need to submit the reports after the services commence in January 2018.

The Court is required by the Judicial Council of California to collect the information on the forms in Exhibit D. The Court has sought guidance from the

Judicial Council with regard to the classification of paralegals on form 4, but has not yet received an answer. The Court will post the answer to this question once the Court receives guidance from the Judicial Council.

Q5: I have limited office hours at our Hollister Office and want to make sure that so long as I am accessible during the week, I fulfill the “facilities plan” requirement. In other words, I intend to have fixed office hours to meet children one time per week and of course, by appointment on other days.

A5: Please refer to Exhibit A, section A.2(b) of the Contract, which requires the newly appointed counsel to “provide its own office space within the city limits of Hollister, California for the purpose of meeting and/or interviewing clients. The office space shall be available Monday through Friday by appointment, except for holidays.” So long as your office space is in Hollister and is available Monday through Friday by appointment, the facilities requirement is met.

Q6: I understand that the technical proposal and the cost proposal must be in separate sealed envelopes. Do I have to mail the two envelopes to the Court separately? And what about the electronic version on CD-ROM or memory stick—does that need to be mailed separately?

A6: No, you can mail one large envelope (or package) containing all three items: (i) the sealed envelope containing the technical proposal, (ii) the sealed envelope containing the cost proposal, and (iii) the CD-ROM or memory stick with the electronic version.

Q7: Do the documents on the CD-ROM or memory stick have to be in Word and Excel for the Court’s use?

A7: Please refer to section 7.2(c) of the RFP. The documents on the CD-ROM or memory stick may be in Word, Excel, or PDF (portable document format). The Court does not require a modifiable version of the documents.

Q8: Is the submission of the reports contained in the Exhibit D of the Contract mandatory?

A8: Yes, the submission of the reports on the specified forms is mandatory. Please refer to Exhibit B, section B.6 of the Contract.
