

REQUEST FOR PROPOSALS

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BENITO

REGARDING:

DRUG COURT EVALUATION SERVICES, RFP # DC2025

PROPOSALS DUE:

June 6, 2025 NO LATER THAN **3:00** P.M. PACIFIC TIME

1.0 BACKGROUND INFORMATION

San Benito County (the “County”) and San Benito Superior Court (“Court”) provide a drug court program (“Drug Court”) authorized by the Comprehensive Drug Court Implementation Act of 1999 (Health and Safety Code section (“HSC”) 11970 et seq.).

The Drug Court is held every Wednesday at 9:00 in the San Benito Courthouse located in Hollister, California.

Pursuant to HSC 11972(a), the County and Court must ensure that the Drug Court is designed and operated in accordance with state and national guidelines, including the “Adult Treatment Court Best Practice Standards” (the “ATCBP Standards”).

The ATCBP Standards are available in PDF format on the All Rise website:
https://allrise.org/wp-content/uploads/2025/03/Adult-Treatment-Court-Best-Practice-Standards_4.1.25.pdf

2.0 DESCRIPTION OF SERVICES

The Court seeks the services of a person or entity to (i) assess the extent to which the Drug Court is designed and operated in accordance with the ATCBP Standards, and (ii) develop recommendations to bring the design and operation of the Drug Court closer to the best practices in the ATCBP Standards.

The following standards on the specified pages of the ATCBP Standards PDF are excluded from the scope of services, and should not be addressed in the assessment or recommendations:

- Judicial Education, page 4
- Judicial Term, page 4
- Judicial Decision Making, page 5
- Evaluator Competency and Objectivity, page 31

The selected person or entity will deliver the following deliverables as requested by the Court:

DELIVERABLE #	DESCRIPTION
1	Overall project plan and timeline.
2	Written report containing assessment and recommendations.

Following delivery of the deliverables, the selected person or entity will hold an interactive, in-person presentation of the assessment and recommendations, to take place in Hollister at a time agreed with the Court.

3.0 TIMELINE FOR THIS RFP

The Court has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the Court.

EVENT	DATE
Latest date and time proposal may be submitted ("Due Date and Time")	June 6, 2025 at 3:00 pm
Evaluation of proposals (<i>estimate only</i>)	June 9 - 10, 2025
Notice of Intent to Award (<i>estimate only</i>)	June 11, 2025
Execution of contract (<i>estimate only</i>)	June 19, 2025

4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Proposal Form	The person or entity submitting a proposal (the "Vendor") must complete and submit a completed Proposal Form.
Attachment 2: Contract	If selected, the Vendor must sign this Contract.
Attachment 3: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.

5.0 COMPLETION OF PROPOSAL

- 5.1 The proposal (on the Proposal Form) must be fully completed and signed. The signature must be from an authorized representative of the Vendor.
- 5.2 Vendor's proposal may be deemed non-responsive and rejected if it lacks any required information or signature.
- 5.3 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.

6.0 SUBMISSION OF PROPOSALS

- 6.1 The Vendor must submit a scanned copy of its completed and signed Proposal Form to the Court **via email**.
- 6.2 A scanned copy of the completed and signed proposal must be received by the Court by the Due Date and Time.

Vendors must send the scanned copy of their completed and signed proposal to **admin@sanbenito.courts.ca.gov**. Proposals sent to any other email address may not be considered.

Vendors must include the words “**RFP Number DC2025**” in the subject line of the email with the scanned copy of their completed and signed proposal.

- 6.3 Late proposals will not be accepted. The Court is not responsible for delays in delivery, or for technical problems associated with email systems. Vendors are encouraged to call the Court to confirm receipt of the email before the Due Date and Time.

7.0 OFFER PERIOD

A Vendor’s proposal is an irrevocable offer for ninety (90) days following the Due Date and Time. 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 evaluated, each proposal will be checked for the presence or absence of the required contents. If a proposal is missing any of the required contents, the Court may reject the proposal.

The Court will evaluate complete 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 on its website at www.sanbenito.courts.ca.gov.

CRITERION	MAXIMUM NUMBER OF POINTS
Experience on similar assignments	20
Experience of staff to be assigned to the project	10
Quality of Work Plans	30
Cost	30
Acceptance of the terms and conditions in the Contract	10

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 Vendor 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 Vendor 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. Vendors are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

10.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

The Court has waived the DVBE incentive in this solicitation.

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). Failure of a Vendor 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 May 30, 2025. The deadline for the Court to receive an award protest is 5 business days after the Court posts the intent to award. Protests must be sent to:

Superior Court of California, County of San Benito
ATTN: Nancy Iler
450 Fourth Street
Hollister, CA 95023