

RFP Title: *Courthouse Clinic Evaluator*
RFP Number: *24-R002*

REQUEST FOR PROPOSALS

*SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN
MATEO*

REGARDING:

Courthouse Clinic Evaluator

PROPOSAL DUE:

January 5th, 2024 NO LATER THAN 12 P.M. PACIFIC TIME

RFP Number	Title	Issued	Due Date and Time
24-R002	Courthouse Clinic Evaluator	December 19 th , 2023	January 5 th , 2024 @ 12:00pm
Program Manager		Contact Information	
Sean Noland		snoland@sanmateocourt.org	
Contract Officer		Contact Information	
Cesia Velazquez Berg		procurement@sanmateocourt.org	

Proposer’s Information:

Firm Address	
TIN	
Phone	
Email	

In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, at the price set, delivered or furnished to designated points within the time specified. It is understood and agreed that with respect to all terms and conditions accepted by the court the items or services offered and accompanying attachments shall constitute a contract.

Vendor’s Legally Authorized Representative:

Printed Name

Title

Signature

Date

1. BACKGROUND INFORMATION

Courts across the state of California struggle to find qualified forensic evaluators to conduct psychological evaluations of mentally ill defendants. This presents a challenge in protecting the Constitutional rights of increasing numbers criminal defendants who may be incompetent to stand trial. In an effort to remediate the limited evaluative capacity in San Mateo County, the San Mateo Superior Court (“Court”) conducted a six-month Courthouse Clinic Pilot Program (“Pilot”).

The San Mateo courthouse clinic (“Clinic”) required a forensic evaluator who reported to the Redwood City Hall of Justice one afternoon every two weeks to conduct up to three evaluations. The results of the Pilot showed improved ability to evaluate out of custody defendants who are often difficult to work with in the community. The Pilot also showed results in fewer missed appointments and faster report submissions.

The Court has therefore determined the Pilot was successful and is now requesting proposals for a longer-term contract. Pursuant to state procurement guidelines the Court is issuing this Request for proposals for a qualified forensic evaluator to serve as its Courthouse Clinician (“Vendor”) under the same terms as the Pilot.

2. DESCRIPTION OF SERVICES AND DELIVERABLES

- a. The Vendor shall perform up to three evaluations per Clinic every other week and submit completed forensic evaluation reports to the Court within three weeks following the date of each clinic. Evaluations must conform to the standards set forth in California Penal Code Section 1369 *et seq*, Rule 4.130 of the California Rules of Court, and the San Mateo Superior Court Forensic Evaluation Policy and Procedures Manual (“P&P Manual”)¹.
- b. The Court will pay for three hours of work per Clinic with the expectation that will be sufficient time to complete up to three client interviews.
- c. The Clinic will coincide with the Misdemeanor Mental Competency Calendar known as the “1370 Calendar”. The 1370 Calendar is regularly held Mondays beginning at 1:30pm. In the event the 1370 Calendar moves to another day, the Clinic will be rescheduled to coincide.
- d. Reports must be in PDF format and submitted to the Court via email. The email address is doctoreval@sanmateocourt.org.
- e. The Vendor is responsible for obtaining the necessary collateral information to conduct the evaluation which may include correctional health records.
- f. Extensions may be requested to complete reports when necessary. Requests for extensions must be submitted to doctoreval@sanmateocourt.org at least one day prior to the report due date.
- g. The Vendor may cancel a Clinic date with two weeks prior notice to the Court. The Vendor will not be paid a standby fee for canceled Clinic appearances.
- h. The Vendor may be called to testify before the Court regarding any evaluation conducted. The Court provides remuneration for testimony as outlined in the P&P Manual.
- i. The Vendor must be able to obtain and maintain clearance to perform evaluations in the jails from the San Mateo County Sheriff’s Office. The clearance process involves a criminal background check. Clearance must be renewed on an annual basis.
- j. The Clinics shall take place in up to three locations:
 - The Redwood City Hall of Justice: 400 County Center, Redwood City California, 94063,
 - The Maguire Correctional Facility: 300 Bradford St, Redwood City, CA 94063, and
 - The Maple Street Correctional Center: 1300 Maple St Redwood City, CA 94063.

¹ <https://sanmateo.courts.ca.gov/system/files/criminal/forensicevaluationpoliciesprocedures.pdf>

3. TIMELINE FOR THIS RFP

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

EVENT	DATE
RFP issued	December 19th, 2023
Deadline for questions	December 29, 2023
Questions and answers posted	January 2, 2024
Latest date and time proposal may be submitted	January 5, 2024
Anticipated interview dates (<i>estimate only</i>)	Week of January 8, 2024
Evaluation of proposals (<i>estimate only</i>)	Week of January 8, 2024
Notice of Intent to Award (<i>estimate only</i>)	January 12, 2024
Negotiations and execution of contract (<i>estimate only</i>)	January 16, 2024
Contract start date (<i>estimate only</i>)	January 16, 2024
Contract end date (<i>estimate only</i>)	January 15, 2025

4. RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
Attachment 2: JBE Standard Terms and Conditions	If selected , the person or entity submitting a proposal (the “Proposer”) must sign a JBE Standard Form agreement containing these terms and conditions (the “Terms and Conditions”).
Attachment 3: Proposer’s Acceptance of Terms and Conditions	On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions. Note: A material exception (addition, deletion, or other modification) to a Minimum Term will render a proposal non-responsive. The JBE, in its sole discretion, will determine what constitutes a material exception.
Attachment 4: General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
Attachment 5: Darfur Contracting Act Certification	The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 6: Payee Data Record Form	This form contains information the JBE requires in order to process payments and must be submitted with the proposal.

5. PAYMENT INFORMATION

Vendor shall submit invoices to the Court within two weeks of each courthouse clinic appearance. Invoices must be sent to collabcourts@sanmateocourt.org.

The vendor may contest the claimed damages, in writing, to the court procurement officer, within ten business days of being notified.

Procurement Officer
Superior Court of California, San Mateo County
Finance Division
400 County Center, 4th Floor
Redwood City, CA 94063
procurement@sanmateocourt.org

6. SUBMISSIONS OF PROPOSALS

6.1 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.

6.2 The Proposer must submit its proposal in two parts, the technical proposal and the cost proposal.

a. The Proposer must submit **one (1) original and 1 copy** of the technical proposal. The original must be signed by an authorized representative of the Proposer. The original technical proposal (and the copies thereof) must be submitted to the JBE in a single sealed envelope, separate from the cost proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.

b. The Proposer must submit **one (1) original and 1 copy** of the cost proposal. The original must be signed by an authorized representative of the Proposer. The original cost proposal (and the copies thereof) must be submitted to the JBE in a single sealed envelope, separate from the technical proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.

c. In addition, the Proposer might submit an electronic version of the entire proposal on via email. The files must be in PDF and might be sent to the Contractor Officer email address.

6.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

Superior Court of California, San Mateo County
Attention: Finance Division - Procurement
400 County Center, 4th Floor
Redwood City, CA 94063

6.4 Late proposals will not be accepted.

6.5 Only written proposals will be accepted. Proposals must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Proposals may not be transmitted by fax or email.

7. PROPOSAL CONTENTS

7.1 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. The Proposer's name, address, telephone and fax numbers, and federal tax identification number. Note that if the Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.
- b. Name, title, address, telephone number, and email address of the individual who will act as the Proposer's designated representative for purposes of this RFP.
- c. For each key staff member: a resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities.
- d. Names, addresses, and telephone numbers of a minimum of **1** client for whom the Proposer has conducted similar services. The JBE may check references listed by the Proposer.
- e. Acceptance of the Terms and Conditions.
 - i. On Attachment 3, the Proposer must check the appropriate box and sign the form. If the Proposer 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 Proposer must also submit (i) a red-lined version of the Terms and Conditions that implements all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.
- f. Certifications, Attachments, and other requirements.
 - i. The Proposer must complete the General Certifications Form (Attachment 4) and submit the completed form with its proposal.
 - ii. The Proposer must complete the Darfur Contracting Act Certification (Attachment 5) and submit the completed certification with its proposal.
 - iii. 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 the 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 Contractor is in good standing in its home jurisdiction.

7.2 Cost Proposal. The following information must be included in the cost proposal.

- a. A detailed line item budget showing total cost of the proposed services.
- b. A full explanation of all budget line items in a narrative entitled "Budget Justification."

c. A “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.

8. OFFER PERIOD

A Proposer'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 JBE reserves the right to negotiate extensions to this period.

9. EVALUATION OF PROPOSALS

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

The JBE 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 JBE will post an intent to award notice at Superior Court of California, County of San Mateo Website, www.sanmateocourt.org.

CRITERION	MAXIMUM NUMBER OF POINTS
Quality of work plan submitted	<i>20</i>
Experience on similar assignments	<i>10</i>
Cost	<i>30</i>
Credentials of staff to be assigned to the project	<i>10</i>
Acceptance of the Terms and Conditions	<i>10</i>
Ability to meet timing requirements to complete the project	<i>20</i>

10. INTERVIEWS

The JBE may conduct interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The interviews may be conducted by video conference. If conducted in person, interviews will likely be held at the JBE’s offices. The JBE will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The JBE will notify eligible Proposers regarding interview arrangements.

11. CONFIDENTIAL OR PROPRIETARY INFORMATION

PROPOSALS ARE SUBJECT TO DISCLOSURE TO THIRD PARTIES AND MEMBERS OF THE PUBLIC PURSUANT TO APPLICABLE LAWS, INCLUDING PUBLIC DISCLOSURE PURSUANT TO RULE 10.500 OF THE CALIFORNIA RULES OF COURT. Except as required by law, the JBE will not disclose (i) social security numbers, or (ii) balance sheets or income statements submitted by a Proposer that is not a publicly-traded corporation. All other information in proposals may be disclosed in response to applicable public records requests, or as otherwise required by law.

Such disclosure may be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” “copyright ©,” or otherwise, and regardless of any statement in the proposal (a) purporting to limit the JBE’s right to disclose information in the proposal, or (b) requiring the JBE to inform or obtain the consent of the Proposer 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. Submission of any proposal pursuant to this RFP constitutes acknowledgment and consent by the Proposer to the potential public disclosure of its proposal content, pursuant to this Section 11. **Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.**

12. DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

The Court has waived the DVBE incentive in this solicitation

13. 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 Proposer 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 JBE to receive a solicitation specifications protest is: December 29, 2023.

Protests must be submitted either by mail to

Superior Court of California, San Mateo County
Attention: Finance Division - Procurement
400 County Center, 4th Floor
Redwood City, CA 94063

Or electronically to the contract officer listed on the cover sheet.