

Request for Proposals

For A Dependency Case Improvement Project Manager at Thurston County Family and Juvenile Court

RFQ 2018

Thurston County, Tumwater, WA

1. Background Purpose

Thurston County Family and Juvenile Court received a technical assistance grant from the National Council of Juvenile and Family Court Judges (NCJFCJ) for our partners and our court to make system improvements in dependency cases. These system improvements include time specific calendaring, trauma informed practices and implementation of the enhanced resource guidelines while handling dependency cases. In the Spring of 2017 NCJFCJ completed their initial assessment of our dependency work, and a team traveled to Reno for an “all sites” meeting with existing and new grant recipients from courts from around the country. In October 2017, a trauma audit was conducted by experts from the NCJFCJ and in April of 2018, a team traveled to Austin, Texas to visit a Model Court. From the Austin visit—and also from our monthly dependency team meetings, our Executive team meetings and conversations with our Technical Assistance providers--we are already learning valuable lessons and information that we plan and hope to incorporate into the changes we look forward to creating here to improve our work for the families we serve. The Court has an engaged team; Dependency Transformation Advisory Group (DTAG), of dependency leaders comprised of elected officials and stakeholder groups. The project is intended to be a collaborative multidisciplinary effort to make certain every child has a safe, permanent, healthy home in a timely manner, while strengthening families and ensuring fairness and procedural protections for all.

2. Project Goal

Thurston County Family and Juvenile Court seeks an independent contractor to act as a project manager to assist the Court in meeting its goal for dependency case improvements by implementing the enhanced resource guidelines, time specific calendaring, trauma informed practices, and recommendations from the stakeholders.

3. Project Objectives: Develop and Provide Project Management

The Project Manager will be responsible for developing and providing ongoing planning, monitoring, controlling, and reporting of project performance across projects through March 2019. The Project Manager shall develop and coordinate its project management efforts and reporting with the efforts of the DTAG team. The PM shall provide sufficient project management services to:

1. Assist the DTAG team in creating a project organization, including structure, roles, and responsibilities to implement the NCJFCJ recommendations.
2. Ensure that the Court and Stakeholders have a clear project work breakdown structure and schedule with deadlines.
3. Ensure that all project work is delivered according to the work breakdown structure (schedule).
4. Respond to reasonable inquiries about project status.
5. Conduct frequent Workgroup meetings, including taking minutes and distributing minutes.
6. Support Sub-Committee work and produce and distribute minutes.
7. Produce written semimonthly Status Report.
8. Keep Statistics/Data gathering.
9. Set/Coordinate meetings.
10. Conduct check-ins with the Court and stakeholders regarding the Schedule.

4. Evaluation Criteria

In determining the most responsive proposal, the following elements will be given consideration:

- Qualifications and experience of project manager that will be assigned to this project. (40%)
- Cost of the proposed work. (35%)
- Quality and completeness of the proposal content. (15 %)
- Experience and knowledge of family and juvenile court systems and services specifically within Washington State. (10 %)

Following receipt of proposals, the Court may request clarification and/or additional information regarding qualifications or technical or contractual matters and may interview the proposers. The Court may investigate, as necessary, to determine the ability of the proposing firm to meet the Program Manager needs of the Court, and verify the representations made in the selection process. Based on an evaluation of the proposals and information obtained, negotiations will be initiated with a preferred contractor.

5. Information Required

Please include the following information in your response:

- A. A description of the individual and/or firm's background and qualifications to include a brief statement of interest, stating why you or your firm should be considered for this project. This section should be no longer than three pages.
- B. An cost estimate for the proposed work to include any travel, per diem, and applicable local taxes.
- C. Three references for past projects worked on by your firm, please list:
 - Organization Name
 - Reference name and telephone number

- Brief description of project, final product and cost of project

All proposals and materials submitted are considered public records subject to public disclosure.

6. Submission of Proposals

- A. By no later than 4:00 p.m. PDT on June 28, 2018, submit three (3) copies of requested information to:

Pamela Hartman Beyer, Court Administrator
 Thurston County Superior Court
 2000 Lakeridge Drive SW, Bldg 2
 Olympia, WA 98502-6045

- B. No information other than that set forth in this document and its attachments will be available prior to submitting responses.
- C. Responses received after the deadline will not be considered. Oral, faxed or e-mailed responses will not be accepted.

7. Approximate Schedule and Process

Target Date(s)

Advertisement of RFP	June 22, 2018
Proposals received no later than 4:00 p.m. PDT	June 28, 2018
Team Review of All Proposals	June 29, 2018
Selection of Finalist	June 29, 2018
Negotiate Contract	July 2, 2018
Execute Contract	July 9, 2018
Kick-Off Meeting	Week of July 9, 2018
Final Contract Completion/Close-out	March 31, 2019

8. Costs of Presentation

Cost incurred in preparing and presenting the proposal or included in any other manner by the proposer in responding to this RFP may not be charged to Thurston County.

9. Contract and Negotiation

A contract will be offered to the preferred proposer based on the criteria detailed in Section 4 of the RFP. Thurston County will require the selected proposer to sign a Professional Services Contract for services rendered under this project. Incorporated by reference into the contract will be all of the information presented in or with the proposer’s response.

“The work will be awarded through a contract in substantially the form attached hereto. By submitting a proposal, each proponent certifies it is able to meet all requirements of the proposed contract attached.”

If a contract is not successfully negotiated within ten (10) days following notification, the Court may terminate negotiations with that proposer and proceed to negotiate with the next highest evaluated proposer.

10. Nondiscrimination

Thurston County hereby notifies all proposers that it will affirmatively ensure that all will be afforded full opportunity to submit proposals in response to this Request for Proposals and will not discriminate on the basis of race, color, creed, ethnicity, religion, national origin, age, sex, marital status, veteran or military status, sexual orientation or the presence of any disability. Implementation of this policy shall be consistent with RCW 49.60.400.

11. Procedures When Only One Proposal Is Received

In the event only a single responsive proposal is received, the Court reserves the right to conduct an analysis of all evaluation criteria submitted in such proposal. The sole Proposer shall provide such information, data and other documentation as deemed necessary for such analysis. The Court reserves the right to reject such proposal.

12. Cancellation or Rejection of Proposals

The Court retains the right to cancel this RFP, reject any or all proposals for good cause, or reject a proposal not accompanied by any data required by this Request for Proposal or a proposal in any way materially incomplete or irregular. In the event of a cancellation, or if all proposals are rejected, all proposers will be notified by mail, facsimile or electronic means.

13. Withdrawal or Modification

The Consultant has no right to withdraw or modify the proposal for any reason whatsoever after the deadline to submit a proposal, unless the award of the Contract is delayed for a period exceeding forty-five (45) calendar days from the deadline to submit proposals.