

REQUEST FOR INFORMATION



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN FRANCISCO**

REGARDING:
Child Waiting Room

RESPONSES DUE:
Ongoing

1.0 BACKGROUND INFORMATION

The Judicial Branch Entity (“JBE”) Superior Court of California, County of San Francisco (“Court”) has one location requiring a child care waiting room. The purpose of the Children’s Waiting Room (CWR) is to provide a safe place for children while their parents attend to Court matters. Furthermore, it is the Court’s intention to protect children from the difficult and often stressful atmosphere surrounding Court proceedings, and to reduce noise disruption in the courtroom.

The JBE intends to award a one-year contract with two (2) one-year options.

2.0 INVITATION TO RESPOND

You are invited to respond with information to assist the Court in identifying prospective child care center service vendors.

3.0 DESCRIPTION OF SERVICES

Highly qualified vendors shall have expertise in providing CWR services located at the Civic Center Courthouse, 400 McAllister Street, San Francisco, California 94102, in accordance with the specifications below.

3.1 Scope of Work

General responsibilities:

- A. Provide unlicensed childcare services operating on a drop-in basis, free of charge to those having business in the Courthouse;
- B. Serve all children up to age 16;
- C. Provide age appropriate materials, such as books, games, and toys;
- D. Maintain a safe environment and hygienic play areas and nap/rest areas;
- E. Provide light, pre-packaged snacks and drinks as needed;
- F. Ensure that all individuals assigned to work in the CWR satisfy the training requirements for pediatric first aid and CPR for child care providers set forth in California Code of Regulations §10000.17, including annual re-certification; and
- G. Develop procedures, subject to Court approval, to assure that children and their parents/guardians are appropriately identified during the time the child is in the Center.

Additional requirements:

- A. CWR staff model professional, courteous, and impartial behavior towards all users of the CWR, Court staff, and Judicial Officers;
- B. CWR staff must receive a LiveScan Department of Justice background check, at the Court’s expense;

- C. Establish a procedure acceptable to the Court to ensure that all of the Contractor's employees, volunteers, consultants, sub-Contractors or agents described in the Child Abuse Reporting Act, Section 11164, et seq. of the Penal Code, shall report all known or suspected child abuse or neglect to a child protective agency as defined in Penal Code Section 11165.9;
- D. CWR staff can be volunteers but shall not be utilized as the primary caregiver, and volunteers shall always be under the supervision of proper Contractor Management or Staff;
- E. CWR operates Monday through Friday from 8:00 A.M.–4:30 P.M., except Court observed holidays. The CWR may close for a one-hour lunch period;
- F. Provide 1 staff for 5 children and 2 staff for up to 14 children; and
- G. Maintain records of CWR use.

4.0 RFI REQUIREMENTS

The Court requests that interested vendors present information on their resources, capabilities, experience, and qualifications.

5.0 RESPONSE FORMAT

The following is an outline for responding to this RFI. This outline is intended to minimize the effort of the respondent and structure the responses for ease of analysis by the Court. Please adhere to this format without compromising your response.

5.1 Profile

Describe your company, including its:

- Name and address;
- Contact name, phone, email;
- History;
- Geographic service area;
- Staffing resources;
- Capabilities;
- Qualifications;
- Services offered; and
- Other information you deem relevant.

5.2 Experience and Staffing

- A. Consistent with the **Description of Services** listed above, describe your company's experience for child care services in public buildings and government buildings.
- B. Explain how you propose to provide the necessary supervision duties at each facility and include a description of the classifications and the number of staff intended to provide services.

6.0 ADDITIONAL INFORMATION

A. Disclaimer–No Solicitation

This RFI is issued to gather information and is intended for planning purposes only. This RFI does not constitute a solicitation. A response to this RFI is not an offer and cannot be accepted by the Court to form a binding contract. The Court shall have no obligation to, and will not, reimburse respondents (or their agents, contractors or brokers) for any expenses associated with responding to this RFI. Responses to this RFI will not be returned. The Court shall have no obligation to respond in any manner to a submission.

B. Confidential or Proprietary Information

The Court is bound by California Rule of Court 10.500 with respect to public access and disclosure of judicial administrative records. Rule 10.500 is posted online at: http://www.courts.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10_500.

While Respondents may note or mark portions of the information submitted in response to this RFI indicating that the information contains material that is confidential and/or proprietary, if the Court receives a request for public access to material submitted in response to this RFI, the Court will determine, in its sole opinion, whether marked material is exempt from disclosure under rule 10.500 or other applicable law. If the Court, in its sole opinion, finds or reasonably believes that the material so marked is exempt from disclosure, that material will not be disclosed. If the Court finds or reasonably believes that the material so marked is **not** exempt from disclosure, the Court will contact the respondent with a request to substantiate its claim for confidential treatment but may disclose the information pursuant to rule 10.500 and other applicable law regardless of the marking or notation seeking confidential treatment.

C. Closing Date for Submission and Contact Information

The closing date for submissions is ongoing until the court has received enough interest. Then an RFP will be advertised and posted.

All communication with the Court must be in writing, include the RFI number, and must be directed to the Court's single Point of Contact (POC) for this RFI at the following e-mail address:

Superior Court of California, County of San Francisco
solicitations@sftc.org
Subject Line: RFI-38-21-003 (Question or Submission)

Interested parties must not contact any other Court staff or other judicial branch entity regarding this RFI except as provided above. Submissions should provide straightforward and concise responses to the requests for information set forth in this RFI.

D. Information Exchange

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Following review of the submitted material, your company may be contacted and asked to participate in an information exchange with the Court. The objective will be to gain further understanding of your company's proposed approach.

E. Statement of Limitations

The Court represents that this RFI, submissions from respondents to this RFI, and any relationship between the Court and respondents arising from or connected or related to this RFI, are subject to the specific limitations and representations expressed below, as well as the terms contained elsewhere in this RFI. By responding to this RFI, respondents are deemed to accept and agree to this Statement of Limitations. By submitting a response to this RFI and without the need for any further documentation, the respondent acknowledges and accepts the Court's rights as set forth in the RFI, including this Statement of Limitations.

This RFI does not create an obligation on the part of the Court to enter into any retention or agreement, nor to implement any of the actions contemplated herein, nor to serve as the basis for any claim whatsoever for reimbursement for any costs for efforts associated with the preparation of responses submitted to this RFI.

The submission of an RFI response is not required to make any legal services provider eligible to participate as outside counsel in any legal matter under for a judicial branch entity, nor does submission of a response preclude respondents from participation. A submission does not constitute a contract for services.

To the best of the Court's knowledge, the information provided herein is accurate. Notwithstanding, the Court makes no representations or warranties whatsoever with respect to this RFI or any legal matters managed by the Court, including representations and warranties as to the accuracy of any information or assumptions contained in this RFI or otherwise furnished to respondents by the Court.

Notwithstanding anything else in this RFI, the Court has the right to:

- change any of the dates, schedule, deadlines, process, and requirements described in this RFI;
- supplement, amend or otherwise modify this RFI; and
- elect to cancel or to not proceed with this RFI

for any reason whatsoever, without incurring any liability for costs or damages incurred by any interested parties or potential interested parties.

The Court has the right to require clarification or accept or request new or additional information from any or all interested parties without offering other interested parties the same opportunity, and to interview any or all interested parties. The Court may independently verify any information in any submission.

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The Court reserves the right to amend or modify one or more provisions of this RFI by written notice posted online <https://www.sfsuperiorcourt.org/> prior to the closing date.