

***Superior Court of California  
County of Monterey***



Superior Court of California,  
County of Monterey  
240 Church Street  
Salinas, CA. 93901

Request for Qualifications

**Family Court Services Liaison**

**RFQ No.: MCSC 12-01-FL**

Response Due By:

**August 13, 2012 by 2:00 p.m. (Refer to Section 2.1)**

## **Invitation to Respond:**

The Superior Court of California, County of Monterey is issuing this Request for Qualifications (RFQ) to solicit and contract with a liaison that will collect and provide the Court with relevant facts and information which will enable the Court to make findings and determine what will be in the best interests of the children in parenting time and custody disputes.

Further description of the required services, the referral process, information to be provided to the Court, and reporting requirements can be found in the **Scope of Services** section below.

Responses with listed qualifications and a letter of interest must be submitted to the Court by **August 13, 2012, no later than 2:00 p.m.**

## **Purpose:**

The Superior Court of California, County of Monterey desires to contract with highly qualified independent contractors who have expertise in providing services, perform fact gathering and documentation, and provide both oral and written reports relevant to child custody and visitation disputes as ordered by the Court.

## **General Description:**

The job of the Family Court Services Liaison is to provide the court with relevant detailed information the parties wish the court to be aware of and to enable the court to fact find and to make a determination as to the custodial or parenting time which will be in the best interest of the children. Should the court need an evaluation or recommendation from a court evaluator, the parties will be referred to an evaluator pursuant to California Rules of Court 5.220.

The Liaison works under the direction of the Presiding Family Law Judge and is expected to communicate with the Director of Operations for the Civil Division, for any operational needs or concerns.

The required minimum qualifications, education and training are listed below:

**Minimum Qualifications:**

1. Must meet all training, continuing education and experience requirements as specified in California Rules of Court 10.777, including any Domestic Violence Training.
2. Attend a 12 hour domestic violence training annually.
3. Attend training in sexual assault crimes.
4. Attend, complete and provide proof of attendance of sexual harassment training every two (2) years.
5. Prior experience working for the Probation Department, Child Protective Services, District Attorney's Office or as peace officer or private contractor in an investigator capacity.
6. Training in Domestic Violence. Liaison must possess a keen understanding of the issues underlying family violence and have sensitivity as to how to ascertain the necessary facts.
7. Insurable for liability worker's compensation and professional liability insurance, including property damage. Bonded, minimum amount of \$1,000,000.00.
8. Ability to prepare written reports with sufficient detail to enable the court to have pertinent information to make custody and visitation orders which will be in the child's best interests.
9. Must complete the CLETS certification training in order to interpret criminal rap sheets.
10. Ability to interpret drug and alcohol test results.
11. Bilingual skills in Spanish are highly desirable but not required.
12. Hold and maintain a valid California driver's license
13. Required to use privately-owned vehicle.
14. Pass a detailed background/criminal history check. Contractor is responsible for payment of fees associated with the background check.

**Education and Experience:**

The Court requires contractor to have the following education and experience.

**Education:**

Bachelor of Arts or Bachelor of Science degree in a science, social science, behavioral science, human services, liberal arts, or nursing from an accredited educational institution.

And

**Experience:**

Have a minimum of five years employment experience performing casework or investigations in a legal, financial, law enforcement, probation, or social services setting; and

Have employment or training experience involving working with children, and domestic violence and substance abuse issues.

**Knowledge and Abilities:****Knowledge of:**

- a) California court system and the procedures used in Family Law and Guardianship.
- b) California codes of law and rules of court, particularly in family and probate guardianship code and procedures.
- c) Functions and operations of the State Judicial System.
- d) Court procedures; legal and medical terminology and documents
- e) Principles of interviewing and investigation techniques.
- f) Cross-cultural issues.
- g) Substance abuse issues.
- h) Courtroom etiquette and procedures.

**Ability to:**

- a) Effectively interview children and adults.
- b) Interview a variety of individuals in a variety of settings including homes, institutions, and other locations.
- c) Understand, interpret and apply provisions of the California Codes, Judicial Council and Superior Court rules and procedures.
- d) Understand complex issues involving families and children.
- e) Establish, maintain, and foster positive and harmonious working relationships with psychologists, marriage and family therapists, mediators, Department of Social Services, law enforcement agencies, schools, and health providers during the course of work.
- f) Interpret and report to the court on information gathered from various sources, analyze problems and documents.
- g) Gather facts and report to the Court within court-imposed time limits. Work efficiently and effectively within the time limits prescribed by the court.
- h) Write comprehensive, factually accurate reports, plan and organize work to meet deadlines.
- i) Communicate clearly and concisely, both orally and in writing.
- j) Travel for the purpose of fact gathering, record collecting, interviewing and inspection.
- k) Effectively communicate with people of diverse socio-economic backgrounds and temperaments.
- l) Prioritize case work.
- m) Work closely with and be a productive part with the Family Court Services staff.

- n) Meet continuing education requirements annually and submit proof to the Court.

**Scope of Services:**

**As ordered by the Court, the Family Court Services Liaison, shall provide the following services:**

- 1) Interview litigants, children, attorneys, family members, witnesses, law enforcement personnel, teachers, counselors, health care providers and other interested parties to gather information.
- 2) Appear as directed at the Law and Motion and Domestic Violence Restraining Order Calendars and present an oral report with sufficient facts and details to enable the court to make a custody and visitation order which will be in the child's best interests.
- 3) Prepare written reports with sufficient facts and details to enable the court to make a custody and visitation order which will be in the child's best interests. The written report must be provided to the court 10 days prior to the next court hearing.
- 4) The report shall include the following information:
  - i) The identity of the witnesses and the outcome of the interviews;
  - ii) Any reports that were reviewed and relied upon;
  - iii) Any observations based on interviews or site-visits;
- 5) Meet with litigants at time of hearing(s) on cases previously identified by the judicial officer and/or additional cases where the parties request immediate assistance in resolving a serious factual dispute.
- 6) Coordinate for an immediate urinalysis as stipulated to by the parties where drug abuse is alleged.
- 7) Obtain and interpret drug and alcohol test results.
- 8) Review and interpret criminal rap sheets.
- 9) Conduct unannounced inspections of a parent's residence or children's residence, observing and reporting to the court on the following:
  - i) How many occupants reside in the home;
  - ii) The criminal history of any occupant;
  - iii) Whether there was food available in the home;
  - iv) Whether the child had a bedroom and/or his/her own bed in the home;
  - v) The safety of the neighborhood, as appropriate;
  - vi) Whether the residence appeared to be in a state of neglect;
  - vii) Whether there is presence of excessive use of alcohol or prohibited drugs;
- 10) Obtain records from law enforcement and other agencies as part of a criminal background check to determine a parent's compliance with supervised visitation orders, or to otherwise present facts requested by the court.
- 11) Obtain school, medical and employment records when authorized by the parties or as ordered by the court.
- 12) Conduct school visits, to include interviews with teachers, counselors and other school personnel where appropriate.
- 13) Travel out of county when necessary.

- 14) Participate and attend meetings with mediators, court staff and judicial officers as scheduled by the Court.
- 15) Locate guardians in probate guardianship cases and contact them regarding court dates if requested by the court.
- 16) Conduct updated fact gathering for the probate court in selected guardianship cases.

### **Referral Process:**

Referrals ordered by the Court and appearances at the Family Law and Motion and Domestic Violence Restraining Order Calendars will be disseminated to the Liaisons on a rotational basis.

Preference for referrals will be given to the Spanish speaking Liaison for litigants who are Spanish speaking only.

Referrals will be assigned on an alternating basis and depending on the availability and workload of the Liaison.

Each Liaison will work independently on every referral ordered by the Court. The Liaison will not assign any Services to a sub-contractor.

### **Payments By the Court:**

Court agrees to compensate Contractor as follows:

1. **Compensation:** The Court will pay the contractor at a rate of \$75 per hour for services. Payments will be made for authorized services that have been completed and reported on a prorated hourly basis (see Cost Per Minute Sheet – **Exhibit A**) in accordance with the following requirements:
  - a. **Interview Fee:** This includes fact gathering, interviews, and written report(s): \$75 per hour prorated up to \*4 hours per referral or as ordered by the Court. (\*see Extraordinary Services)
  - b. **Court Appearance Fee:** This includes compensation for appearing at all court appearances, oral reports presented to the court and facts gathered during time in court will be paid at \$75 per hour prorated.
  - c. **Extraordinary Services:** Court will compensate Liaison for interview and related services that are in excess of 4 hours at the same rate of \$75 per hour prorated; however, Contractor must obtain prior approval from the Presiding Family Law Judicial Officer and submit a declaration and court order in advance of the services being provided. Extraordinary Services not approved in advance by court order will only be compensated up to

two hours, and only in the event of exigent matters requiring your immediate attention to fulfill your duty.

2. **Expenses:** Contractor shall pay all expenses incidental to the performance of the duties of Contractor. Amounts paid by Court under section 1 above constitute the sole compensation to Contractor for the Services under this Agreement. The Court will not provide additional compensation for costs associated with travel or any other expenses incurred by Contractor in the provision of Services, including, but not limited, to costs for of maintaining credentials or of training required by statute or of continuing education or reference materials.
3. **No other Compensation or Reimbursement:** The Court will not provide additional compensation for costs associated with travel or any other expenses incurred by Contractor in the provision of Services, including, but not limited to, the costs of maintaining credentials or of training required by statute or of continuing education or reference materials.

**Submittal Information:**

Hard copy responses (no fax or email submissions will be considered) must be delivered by **August 13, 2012, no later than 2:00 p.m.** to:

**Minnie Monarque  
Director of Civil and Family Law Division  
Superior Court of California, County of Monterey  
1200 Aguajito Road  
Monterey, CA 93940**

**RESPONSE FOR:**

**Family Court Services Liaison**

**EXHIBIT A**  
**COST PER MINUTE AT AN HOURLY RATE OF \$75.00**

<b>MINUTES</b>	<b>AMOUNT</b>	<b>MINUTES</b>	<b>AMOUNT</b>
1	1.25	31	38.75
2	2.50	32	40.00
3	3.75	33	41.25
4	5.00	34	42.50
5	6.25	35	43.75
6	7.50	36	45.00
7	8.75	37	46.25
8	10.00	38	47.50
9	11.25	39	48.75
10	12.50	40	50.00
11	13.75	41	51.25
12	15.00	42	52.50
13	16.25	43	53.75
14	17.50	44	55.00
15	18.75	45	56.25
16	20.00	46	57.50
17	21.25	47	58.75
18	22.50	48	60.00
19	23.75	49	61.25
20	25.00	50	62.50
21	26.25	51	63.75
22	27.50	52	65.00
23	28.75	53	66.25
24	30.00	54	67.50
25	31.25	55	68.75
26	32.50	56	70.00
27	33.75	57	71.25
28	35.00	58	72.50
29	36.25	59	73.75
30	37.50	60	75.00