

# ONGOING REQUEST FOR QUALIFICATIONS (RFQ)

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SUPERIOR COURT OF CALIFORNIA  
COUNTY OF FRESNO

**REGARDING:**

**Ongoing RFQ for Family Court Services Provider's Referral List  
RFQ #10-2015-FCS Ongoing**

**RESPONSES DUE:**

As posted in the Ongoing Applications Review Schedule posted on the following webpage:

[http://www.fresno.courts.ca.gov/family/family\\_court\\_services](http://www.fresno.courts.ca.gov/family/family_court_services)

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RFQ SCHEDULE		DATES (Calif. Time)
	As posted in the following webpage: <a href="http://www.fresno.courts.ca.gov/family/family_court_services">http://www.fresno.courts.ca.gov/family/family_court_services</a>	Ongoing

## 1.0 Introduction

This ongoing Request for Qualification (RFQ) is the means for Service Providers ("Providers") to submit their applications to the Superior Court of California, County of Fresno ("Court") for the services described in this document. The ongoing RFQ and all associated documents and addenda are available in electronic form at:

[http://www.fresno.courts.ca.gov/family/family\\_court\\_services](http://www.fresno.courts.ca.gov/family/family_court_services)

## 2.0 Purpose of this Ongoing RFQ

The Court currently has a referral list of Providers which is provided to court users as the need arises for the services listed below. This ongoing RFQ is being issued to gather information and identify qualified providers to add to the current referral list. Providers who are interested and capable of providing the following services are encouraged to apply:

- Co-Parenting and Conjoint Parenting Classes
- Supervised Visits and/or Supervised Exchanges
- Drug and/or Alcohol Assessments; and
- Drug Testing and Collection

Responses received by the deadlines posted on the Ongoing Applications Review Schedule (Ongoing Schedule) will be reviewed to determine if Providers are approved to become court-certified. Only court-certified Providers will be added to the Court referral list.

Court users will be encouraged to use the providers on the list.

Please be advised all costs associated with the use of providers will be the responsibility of court users and not of the Court. The Court does not guarantee any amount of work to providers on the referral list.

**2.1 Approved Applications.** Providers who respond, meet all the requirements and are approved by the Court will be notified of their approval and will be required to sign a Family Court Services Provider Court-Certification Form (Court-Certification Form) prior to inclusion on the referral list. A sample of the Court-Certification Form is attached as Attachment A.

Once providers are placed on the referral list, the Court reserves the right to disqualify providers and remove them from the list if it is determined the provider has failed to comply with the terms and conditions of the Certification Form. If, for any reason, a provider is removed from the list, the provider will have a period of ninety (90) days to remedy the cause for removal. At the end of the ninety (90) day period, the Court will determine if the Provider will be added once again to the referral list or if they will need to reapply and wait for future consideration.

**2.2 Non-Approved Applications.** Providers not approved will be notified of their non-approval along with the reason. Providers will have the option to resubmit their application in accordance to the Ongoing Schedule.

**2.3 Late Applications.** Responses received after an ongoing RFQ deadline will be kept on file by the Court until the next quarterly application review date (please see Section 2.4 for the Ongoing Schedule).

**2.4 Ongoing Applications Review Schedule.** Applications will be reviewed by the Court on a quarterly basis as posted on the Ongoing Schedule. The Ongoing Schedule is available on the Fresno Superior Court, Family Court Services page.

The link to the page is:

[http://www.fresno.courts.ca.gov/family/family\\_court\\_services](http://www.fresno.courts.ca.gov/family/family_court_services)

This schedule may be modified from time to time. For the most accurate schedule please send an email to [fcsproviderlist@fresno.courts.ca.gov](mailto:fcsproviderlist@fresno.courts.ca.gov) with the subject heading "Future Application Review Schedule".

Providers must use the response format outlined in this ongoing RFQ for consideration. No other information or forms will be accepted.

All services completed as a result of this ongoing RFQ shall be in accordance with the requirements expressed in this document and with the Court-Certification Form applicable to the services, including but not limited to compliance with all currently applicable local, state and federal codes and regulations.

### **3.0 Scope of Services**

The Court is requesting applications for providers who are interested and qualified in providing court users with one or more of the following services:

**3.1 Co-Parenting and Conjoint Parenting Classes.** Classes assisting parents in developing and utilizing effective communication and co-parenting skills to reduce parental conflict.

Note: The Court will NOT be accepting applications for Parenting Classes. Due to the large number of Parenting Classes available in the Central Valley the Court does not require facilities to be court-certified for this service.

**3.2 Supervised Visits and/or Supervised Exchanges.** Providing Supervised Visitation and/or Exchange services between parent and child(ren) in compliance with the California Rules of Court – Standard 5.20.

**3.3 Drug and/or Alcohol Assessments.** Providing substance abuse evaluations, including drug/alcohol testing and recommendations on level of treatment

needed.

**3.4 Drug Testing and Collection.** Providing drug testing, including a random drug testing program in a SAMSHA certified Lab, to provide the Court with reliable results in a timely manner.

Providers responding to this ongoing RFQ must meet the minimum qualifications for the type of service they are interested in providing. To determine the minimum requirements, please refer to Attachment A.

#### **4.0 Responding to this Ongoing RFQ**

The ongoing RFQ and schedule are subject to change, and the Court does not send notifications of changes to this ongoing RFQ or the schedule to prospective Providers and is not responsible for failure of any Provider to receive notification of any change in a timely manner. Providers are advised to visit the Court website [http://www.fresno.courts.ca.gov/family/family\\_court\\_services](http://www.fresno.courts.ca.gov/family/family_court_services) frequently to check for changes and updates to the ongoing RFQ, including the schedule.

Prospective Providers should take the following actions according to the specified timelines in order to participate in this process:

**4.1 Submit Questions (Optional).** Any questions to be answered must be submitted in writing and emailed to [fcsproviderlist@fresno.courts.ca.gov](mailto:fcsproviderlist@fresno.courts.ca.gov). Pay particular attention to correct identification and citation of areas of the ongoing RFQ about which you raise questions.

**4.2 Preparing and Packing Your Response.** Responses should provide straightforward, concise information that satisfies the requirements noted in this ongoing RFQ. Expensive binding, color displays and the like are discouraged. Emphasis should be placed on a brevity, conformity to the Court's instructions, selection criteria of this ongoing RFQ, and completeness and clarity of content. Organizing responses using the order suggested below will not only help each Provider achieve the proper emphasis, but will also facilitate review and evaluation.

Please provide three (3) printed copies of the response. Supplemental materials are not necessary and if provided will be reviewed at the Court's discretion.

A. **Programs/Services List Application.** Please complete the Programs/Services List Application and indicate the service(s) your organization provides. Only one Programs/Services List Application is required for each Provider regardless of the number of services the organization is applying for. Please go to

[http://www.fresno.courts.ca.gov/family/family\\_court\\_services](http://www.fresno.courts.ca.gov/family/family_court_services)

and use the link under the Ongoing RFQ FCS Providers, titled Attachment C – Programs/Services List Application to complete and print the application. Responses to questions by Providers shall be answered in accordance with Page 7, Section 4.4(B) of this ongoing RFQ.

- B. **Supplemental Program Application(s).** Please complete a Supplemental Program Application for each service your organization is applying for:
- a. **Co-Parenting and Conjoint Parenting Classes** - Please go to [http://www.fresno.courts.ca.gov/family/family\\_court\\_services](http://www.fresno.courts.ca.gov/family/family_court_services) and use the link under the Ongoing RFQ FCS Providers, titled Attachment D1 – Co-Parenting and Conjoint Parenting Classes Supplemental Application to complete and print the application.
  - b. **Supervised Visits and/or Supervised Exchanges** - Please go to [http://www.fresno.courts.ca.gov/family/family\\_court\\_services](http://www.fresno.courts.ca.gov/family/family_court_services) and use the link under the Ongoing RFQ FCS Providers, titled Attachment D2 – Supervised Visits and/or Supervised Exchanges Supplemental Application to complete and print the application.
  - c. **Drug and/or Alcohol Assessments** – Please go to [http://www.fresno.courts.ca.gov/family/family\\_court\\_services](http://www.fresno.courts.ca.gov/family/family_court_services) and use the link under the Ongoing RFQ FCS Providers, titled Attachment D3 – Drug and/or Alcohol Assessments Supplemental Application to complete and print the application.
  - d. **Drug Testing and Collection** - Please go to [http://www.fresno.courts.ca.gov/family/family\\_court\\_services](http://www.fresno.courts.ca.gov/family/family_court_services) and use the link under the Ongoing RFQ FCS Providers, titled Attachment D4 – Drug Testing and Collection Supplemental Application to complete and print the application.
- C. **Provider’s Acceptance of Court-Certification and Minimum Requirements** (Attachment B). Providers must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions by completing this form.

Note: A material exception to a minimum term may render a provider unacceptable for placement on the referral list.

**4.3 Disclaimer.** Responses to this ongoing RFQ will not be returned. A response to this ongoing RFQ is not an offer and cannot be accepted by the Court to form a binding contract. Providers are solely responsible for all expenses associated with responding to this ongoing RFQ.

- A. **CONFIDENTIAL OR PROPRIETARY INFORMATION.** The Court's policy is to follow the intent of the California Public Records Act (PRA). If the information submitted contains material noted or marked as confidential and/or proprietary that, in the Court's sole opinion, meets the disclosure exemption requirements of the PRA, then that information will not be disclosed pursuant to a written request for public documents. If the Court does not consider such material to be exempt from disclosure under the PRA, the material may be made available to the public, regardless of the notation or markings. If a firm is unsure if its confidential and/or proprietary material meets the disclosure exemption requirements of the PRA, then it should not include such information in its response.

#### 4.4 Contact, Questions and Submittal Information

- A. **Court Contact.** The contact for this ongoing RFQ is:

Cheryl Scott, Family Court Services Manager  
[fcsproviderlist@fresno.courts.ca.gov](mailto:fcsproviderlist@fresno.courts.ca.gov)

Contact with the Court shall be made only through this email address; telephone calls will not be accepted.

- B. **Questions.** Providers may submit questions via email to [fcsproviderlist@fresno.courts.ca.gov](mailto:fcsproviderlist@fresno.courts.ca.gov). Please indicate the ongoing RFQ number and title in the subject line. Once submitted, questions become part of the procurement file and are subject to disclosure. Providers are accordingly cautioned not to include any proprietary or confidential information in questions. Questions will be answered 15 days prior to the due dates listed on the Ongoing Schedule. For example: Questions received February 15, 2016 through May 31, 2016 will be answered by June 15, 2016. Please see Section 2.4 Ongoing Applications Review Schedule for the Applications Received Period and Application Review Dates. Without disclosing the source of the question or request, a copy of the past and current questions and the Court's responses is available on the Fresno Superior Court, Family Court Services page. The link to the page is: [http://www.fresno.courts.ca.gov/family/family\\_court\\_services](http://www.fresno.courts.ca.gov/family/family_court_services).
- C. **Submittal Information.** All submissions shall be sent by email and hard copy by dates listed on the Ongoing Schedule to the Court Contact. Emails MUST contain "Ongoing RFQ for FCS Providers" in the email subject line. Hardcopy materials shall be sent to:

Superior Court of CA, County of Fresno  
Attn: Cheryl Scott, Family Court Services Manager  
Ongoing RFQ for FCS Providers  
1130 O Street

Fresno, CA 93721

Incomplete responses may be rejected without review. For responses received after the deadline please see Section 2.3 Late Applications.

## 5.0 Selection Process

5.1 An evaluation panel composed of Court staff will review and score the responses, based on the selection criteria listed in Section 6.0.

5.2 The selected Providers will be notified of their approval via an email from the Court's [fcsproviderlist@fresno.courts.ca.gov](mailto:fcsproviderlist@fresno.courts.ca.gov) email box.

## 6.0 Evaluation Process

The Court will evaluate responses using the following criteria:

Points	Criteria	Maximum of 100 points
20	Business hour availability to court users.	
20	Licensing and certifications	
20	Knowledge and experience	
20	Facility Policy and Procedures	
20	Other	

## 7.0 Proposed Certification Terms

7.1 Certification of successful Providers will be signed by the parties on a Court-Certification Form, a sample of which is included as Attachment A to this ongoing RFQ.

7.2 The Court reserves the right to modify or update the Court-Certification Form in the interest of the Court, in whole or in part at any time up to the time of signature by the Provider. By submitting for this ongoing RFQ, the prospective Provider acknowledges that a) the Provider will provide the services required in the certification, and b) has no objection to the certification form.

## 8.0 Administrative Rules Governing Request for Qualifications

8.1 **Knowledge of Requirements.** The Provider shall carefully review all documents referenced and made a part of the solicitation document to ensure that all information required to properly respond has been submitted or made available. Failure to examine any document, drawing, specification, or instruction will be at the Provider's sole risk.

Providers shall be responsible for knowledge of all items and conditions contained in their responses and in this ongoing RFQ, including any Court issued clarifications, modifications, amendments, or addenda. The Court will provide notice to perspective Providers by posting addenda and clarifications to the Court website; however, it is the Provider's responsibility to ascertain that the response includes all addenda issued prior to a response due date.

## **8.2 Errors in the RFQ.**

- A. If, before a response due date and time, a Provider discovers any ambiguity, conflict, discrepancy, omission, or error in the ongoing RFQ, the Provider must immediately notify the Court via email to [fcsproviderlist@fresno.courts.ca.gov](mailto:fcsproviderlist@fresno.courts.ca.gov) and request modification or clarification of the ongoing RFQ. Without disclosing the source of the request, the Court may modify the ongoing RFQ before a response due date and time by releasing an addendum to the solicitation.
- B. If a Provider fails to notify the Court of an error in the ongoing RFQ known to the Provider, or an error that reasonably should have been known to the Provider, before a response due date and time the Provider shall respond at its own risk. Furthermore, if the Provider is approved for Court-Certification, the Provider shall not be entitled to any compensation or time by reason of the error or its later correction.

## **8.3 Addenda**

- A. The Court may modify the ongoing RFQ before a response due date and time listed in the timeline of the ongoing RFQ by issuing an addendum. It is each Provider's responsibility to inform itself of any addendum prior to its submission of a response.
- B. If any Provider determines that an addendum unnecessarily restricts its ability to respond, the Provider shall immediately notify the Court via email to [fcsproviderlist@fresno.courts.ca.gov](mailto:fcsproviderlist@fresno.courts.ca.gov) no later than one day following issuance of the addendum.

## **8.4 Withdrawal and Resubmission/Modification of Responses.**

A Provider may withdraw its response at any time before a deadline for submitting responses by notifying the Court in writing of its withdrawal. The notice must be signed by the Provider. The Provider may thereafter submit a new or modified response, provided that it is received at the Court no later than a response due date and time. Modifications offered in any other manner, oral or written, will not be considered. Responses cannot be changed or withdrawn after a response

due date and time.

### **8.5 Errors in the Response**

If errors are found in a response, the Court may reject the response.

### **8.6 Right to Reject Responses**

- A. Before a response due date and time, the Court may cancel the ongoing RFQ for any or no reason. After a response due date, the Court may reject all responses and cancel the ongoing RFQ if the Court determines that awarding the Court-Certification is not in the best interest of the Court.
- B. The Court may or may not waive an immaterial deviation or defect in a response. The Court's waiver of an immaterial deviation or defect shall in no way modify the ongoing RFQ or excuse a Provider from full compliance with ongoing RFQ specifications. Until a Court-Certification resulting from this ongoing RFQ is signed, the Court reserves the right to accept or reject any or all of the items in the response, to approve the Court-Certification in whole or in part and/or negotiate any or all items with individual Providers if it is deemed in the Court's best interest. A notice of intent to certify does not constitute a Court-Certification, and confers no right of Court-Certification on any Provider.
- C. The Court reserves the right to issue similar ongoing RFQs in the future. The ongoing RFQ is in no way an agreement, obligation, or contract and in no way is the Court or the State of California responsible for the cost of preparing the response.
- D. Providers are specifically directed NOT to contact any Court personnel or consultants for meetings, conferences, or discussions that are related to the ongoing RFQ at any time between release of the ongoing RFQ and any Court-Certification. Unauthorized contact with any Court personnel or consultants may be cause for rejection of the Provider's response.

### **8.7 Evaluation Process.**

- A. An evaluation team will review all responses that are received by the appropriate deadline to determine the extent to which they comply with ongoing RFQ requirements.
- B. Responses that contain false or misleading statements may be rejected if in the Court's opinion the information was intended to mislead the evaluation team regarding a requirement of the ongoing RFQ.
- C. During the evaluation process, the Court may require a Provider's representative to answer questions with regard to the Provider's response. Failure of a Provider to demonstrate that the claims made in its response are in fact true may be sufficient cause for deeming a response non-responsive.

### **8.8 Disposition of Materials**

All materials submitted in response to the ongoing RFQ will become the property of the Court and will be returned only at the Court's option and at the expense of the Provider submitting the response.

### **8.9 Payment**

- A. There are no Court payments associated with this ongoing RFQ. Any payment provisions will be strictly between Providers and court users.

### **8.10 Award and Execution of Court-Certification**

- A. Execution of Court-Certification, if made, will be in accordance with the ongoing RFQ to a responsible Providers submitting a response compliant with all the requirements of the ongoing RFQ and any addenda thereto (including any administrative or technical requirements), except for such immaterial defects as may be waived by the Court.
- B. A Provider submitting a response must be prepared to use a Court-Certification form rather than its own contract form.
- C. The Court will make a reasonable effort to execute any Court-Certification based on the ongoing RFQ within forty-five (45) days. However, exceptions taken by a Provider may delay execution of a Court-Certification.
- D. Upon approval of the Court-Certification, the Court-Certification shall be signed by the Provider in original contract counterparts and returned, along with any required attachments, to the Court no later than ten (10) business days of receipt of the Court-Certification form. Court-Certifications are not effective until executed by both parties. Any work performed before receipt of a fully-executed Court-Certification form shall be at the Provider's own risk.

### **8.11 Failure to Execute the Court-Certification**

The period for execution set forth in Section 8.10 ("Award and Execution of Court-Certification") may only be changed by mutual agreement of the parties. Failure to execute the Court-Certification within the time frame identified above constitutes sufficient cause for voiding the Court-Certification.

### **8.12 News Releases**

News releases or other publicity pertaining to the execution of a Court-Certification may not be issued without prior written approval of the Court Public Services and Media Coordinator.

## ATTACHMENT A FAMILY COURT SERVICE PROVIDERS COURT-CERTIFICATION FORM

SUPERIOR COURT OF CALIFORNIA, COUNTY OF FRESNO

<b>FAMILY COURT SERVICES PROVIDER COURT-CERTIFICATION FORM</b>	CERTIFICATION NUMBER <b>[Number]</b>
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I. The Court hereby certifies the **[Service Provider name]** ("Provider") for the following services:

- |  |  |
|--|--|
| <input type="checkbox"/> Co-Parenting and Conjoint Parenting Classes<br><input type="checkbox"/> Supervised Visits and/or Supervised Exchanges | <input type="checkbox"/> Drug and/or Alcohol Assessments<br><input type="checkbox"/> Drug Testing and Collection Sites |
|--|--|

II. Effective Date: <b>[Date]</b> Renewal Options: Four one-year options	Expiration Date: June 30, <b>end of current FY</b> Final Option Expiration Date: June 30, <b>YYYY</b> .
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III. By signing this Certification the Provider acknowledges, agrees and understands the following:

1. It meets all the Minimum Requirements set forth in Exhibit A – Minimum Requirements for the services marked in Section I above.
2. It has the authority to enter into and perform its obligations under this Certification, and Provider's signatory has authority to bind Provider to this Certification.
3. To assign only persons who have sufficient training, education, and experience to successfully perform the Provider's duties.
4. The Court will place the Provider's name on a court referral list to be provided to Family Court users as the need arises.
5. The Court is not responsible for any financial compensation and that all compensation agreements are between court users and the Provider.
6. The Court reserves the right to disqualify the Provider and remove them from the list if it is determined the provider has failed to comply with any part of his Certification Form. If, for any reason, a provider is removed from the list, the provider will have a period of ninety (90) days to remedy the cause for removal. At the end of which, the Court will determine if the Provider will be added once again to the referral list or if they will need to reapply and wait for future consideration.
7. The Court may terminate this Certification, in whole or in part, immediately for convenience upon thirty (30) days prior Notice.
8. Any notices shall be sent to the address noted on this certification.
9. It is responsible for any and all facilities, materials, and resources (including personnel, equipment and software) necessary and appropriate for performance of the services and to meet Provider's obligations under this Certification.
10. It is an independent Provider and no employer-employee, partnership, joint venture, or agency relationship exists.
11. It may not alter, add to, or otherwise modify this Certification unless it approved and signed by the Court's authorized representative.
12. It may not assign, subcontract or delegate its obligations under this Certification without the prior written consent of the Court and any attempted assignment, subcontract, or delegation is void.
13. All of the above is to remain true during the term of the Certification. If any of the above becomes untrue, the Provider acknowledges it shall promptly notify the Court.

COURT'S SIGNATURE	PROVIDER'S SIGNATURE
<b>Superior Court of California, County of Fresno</b>	<b>[Provider's name]</b>
BY (Authorized Signature) 	BY (Authorized Signature) 
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Sheran L. Morton, Court Executive Officer OR Cheryl Scott, Family Court Services Manager</b>	PRINTED NAME AND TITLE OF PERSON SIGNING <b>[Name and title]</b>
DATE EXECUTED	DATE EXECUTED
ADDRESS <b>1100 Van Ness Avenue Fresno CA 93724-0002</b>	ADDRESS <b>[Address]</b>

**Exhibit A**  
**PROVIDER MINIMUM REQUIREMENTS**

**I. CO-PARENTING AND CONJOINT PARENTING CLASSES**

1. Judges shall have the opportunity to order co-parenting and/or conjoint parenting classes for some parents to certified sources. To be certified for Family Court Services list of Co-Parenting and Conjoint Parenting Classes, providers must be willing to:
  - a. Have a standing schedule or a consistent type of schedule such as once a quarter
  - b. Have a minimum of 12 hours total for the entire class however configured
  - c. Provide any additional requested information about their classes and/or curriculum, such as curriculum used, list of topics covered, or provide copies of templates of pre/post knowledge surveys used
  - d. Be willing to have a court representative sit in unannounced on a class(es) as desired for observation
  - e. Provide a certificate of completion to participants
  - f. Provide an attendance list of court-ordered participants upon completion, such as Person A attended 8 of 10 sessions, Person B attended 6 of 10, etc.
  - g. Provide simple feedback as to the level of a court-ordered participant's level of engagement at the end of the entire class series to an email address provided; i.e., Person A was very engaged; Person B was not engaged and used cell phone during most of sessions; Person C was engaged but had difficulty retaining material, etc.
  - h. Provide annual quantitative results of all court-ordered participants to Family Court Services on pre/post knowledge scores and satisfaction surveys of all court-ordered participants
  - i. Provide description of grievance process
  - j. To update information annually as requested by the Court.
2. No on-line parenting classes are acceptable for the Co-Parenting/Parenting Class List.
3. Agrees to allow Site Visits (announced and unannounced) and understands Quality Control assessments will be performed by Court staff on an as needed basis in which the Court will consider information similar to that considered in the RFQ process as well as any information the Court receives regarding the provider in the past one year.
4. Understands that regardless of whether any information changes, each year quality review components continue as outlined in Item 1.

5. Understands that in case of court-certification suspension or termination, any parents already involved in sessions shall continue until the conclusion of the session.
6. Upon annual and/or a quality review, the court reserves the right to suspend or terminate the court-certification.
7. Understand applications are only being accepted for Co-Parenting Programs and not Parenting Programs.
8. Understand that Family Court Services lists and requirements are different from Dependency Court list and requirements.

## **II. SUPERVISED VISITS AND/OR SUPERVISED EXCHANGES**

1. All providers of supervised visitation must operate their programs in compliance with:
  - a. Family Code § 3200 and §3200.5
  - b. California Rules of Court – Standard 5.20. Uniform Standards of Practice of Supervised Visitation
2. The facility carries professional liability insurance that specifically covers supervised visitation services.
3. Background checks completed for all employees and monitored for offenses that may occur during their employment with the supervising agency.
4. Satisfy all training requirements, for all staff, as outlined in California Rules of Court, Standard 5.20. Uniform Standards of Practice of Supervised Visitation.
5. Advise the parties before commencement of supervised visits that no confidential privilege exists.
6. Provide documentation to the Courts regarding services provided when/if requested by the Court and/or the parties on the case.
7. Have and maintain a grievance process for clients.
8. Agrees to allow Site Visits (announced and unannounced) and understands Quality Control assessments will be performed by Court staff on an as needed basis in which the Court will consider information similar to that considered in the RFQ process as well as any information the Court receives regarding the provider in the past one year.

## **III. DRUG AND/OR ALCOHOL ASSESSMENTS**

1. Drug and alcohol assessment should also include recommendations on level of treatment needed.
2. Drug and alcohol assessment tool utilized must be provided, if requested by the Court.
3. Drug testing site must conform to drug test collection site standards and be HIPAA compliant.
4. Results of the drug assessment and tests are to be provided to the testing parent, the other parent, and the Court in a HIPAA compliant manner regarding security and confidentiality.
5. Agrees to allow Site Visits (announced and unannounced) and understands Quality Control assessments will be performed by Court staff on an as needed basis.

#### **IV. DRUG TESTING AND COLLECTION SITES**

1. Drug testing site must conform to drug test collection site standards and be HIPAA compliant.
2. Be willing to provide various frequency parameters for testing, including random testing (not on any regular schedule).
3. Be willing to have the other parent request a test, provided that a court case number is provided.
4. When a random test is to be done or in response to the other parent, the collection site is responsible to call and tell the person to be tested to come in.
5. Be willing to provide information to the Court or its representative on the meaning of test results, if needed or requested.
6. Results of the drug tests are to be provided to the testing parent, the other parent, and the Court in a HIPAA compliant manner regarding security and confidentiality.
7. Agrees to allow Site Visits (announced and unannounced) and understands Quality Control assessments will be performed by Court staff on an as needed basis in which the Court will consider information similar to that considered in the RFQ process as well as any information the Court receives regarding the provider in the past one year.

**ATTACHMENT B  
PROVIDERS'S ACCEPTANCE OF COURT-CERTIFICATION AND  
MINIMUM REQUIREMENTS**

**Instructions:** Mark the appropriate choice below and sign this attachment.

1. Provider accepts Attachment A: Family Court Service Providers Court-Certification Form without exception.

***OR***

2. Provider proposes exceptions or changes to Attachment A. Providers must also submit (i) a red-lined version of Attachment A that implements all proposed changes, and (ii) a written explanation or rationale for each exception or proposed change.

and

1. Provider meets all the minimum requirements as outlined in Attachment A: Family Court Service Providers Court-Certification Form without exception.

***OR***

2. Provider does not meet all minimum requirements as outlined in Attachment A: Family Court Service Providers Court-Certification Form.

BY ( <i>Authorized Signature</i> ) 
PRINTED NAME OF PERSON SIGNING
TITLE OF PERSON SIGNING

## ATTACHMENT C SAMPLE PROGRAMS/SERVICES LIST APPLICATION

The below is a sample of the Programs/Services List application. Please go to the link below to complete and print the application as designated on Section 4.2(A).

[http://www.fresno.courts.ca.gov/family/family\\_court\\_services](http://www.fresno.courts.ca.gov/family/family_court_services)

### California Superior Court, County of Fresno Family Court Services PROGRAMS/SERVICES LIST APPLICATION - COVER SHEET

**Thank you for your interest in being added to Fresno Superior Court's Approved Programs/Services list.**

Please complete the following and email your completed form and any attachments to [fcsproviderlist@fresno.courts.ca.gov](mailto:fcsproviderlist@fresno.courts.ca.gov). One cover sheet may be used for multiple programs, with each program you wish listed completing the separate "Additional Information" sheets as appropriate. For any questions, please email [fcsproviderlist@fresno.courts.ca.gov](mailto:fcsproviderlist@fresno.courts.ca.gov).

**Name:**

**Address:**

**Phone for List:**

**Website:**

**Contact Name:**

**Direct Phone/Cell (not on list):**

**Contact Email:**

**Services Offered:**     Parenting Class     Co-parenting Class     Conjoint Co-parenting Class  
 Supervised Visits     Supervised Exchanges     Other (List):

**Program Name (if applicable, complete additional info sheets for each program):**

**Target Group(s):**     Adults     Teens     Children

**Ages Served:**

**Business Hours:**

**Holiday Hours:**

**Sliding Fee Scale?**     Yes     No

**Insurance Accepted:**     Medi-Cal     Private Ins.     Cash Pay     Other:

**Evaluation Tool Used?**     Yes     No    Please attach templates of all utilized.

**Types (check all that apply):**     Participant Satisfaction Survey     Knowledge Pre/Post Tests

Other (Describe):

**Service/Program Description (Please describe in two to three sentences):**

**Staff Certifications/License Type Required/Utilized (Please attach copies of Certifications/Licenses business, professional, etc.):**

*For Family Services Court Use Only:*

**Date of Initial Request:**

**Site Visit Date:**

**Committee Review Date:**

**Status:**     Approved     Pending     Not Approved

**Follow-up/Notes:**

**Annual Review Date:**

**ATTACHMENT D1  
SAMPLE CO-PARENTING AND CONJOINT  
PARENTING CLASSES SUPPLEMENTAL APPLICATION**

The below is a sample of the Supplemental Co-Parenting and Conjoint Parenting Classes application. Please go to the link below to complete and print the application as designated on Section 4.2(B).

[http://www.fresno.courts.ca.gov/family/family\\_court\\_services](http://www.fresno.courts.ca.gov/family/family_court_services)

**California Superior Court, County of Fresno  
Family Court Services  
CO-PARENTING AND CONJOINT PARENTING CLASS  
ADDITIONAL INFORMATION**

**Name of Class:** \_\_\_\_\_  
**Class Location:** \_\_\_\_\_  
**Total Class Hours and Frequency (ex: 12 hours total, series starts quarterly):** \_\_\_\_\_  
**Individual Class session hours (i.e., 1 hour session for 12 weeks, held every other week):** \_\_\_\_\_  
**Class Start/End Times:** \_\_\_\_\_  
**Any Pre-requisites for Attendance? Yes  No  If yes, describe:** \_\_\_\_\_  
**Cost/Fee Schedule:** \_\_\_\_\_  
**Class Contact Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Phone for Publication:** \_\_\_\_\_ **Direct Phone or Cell:** \_\_\_\_\_  
**How do parents find out when the next class starts?** \_\_\_\_\_  
**Name of Curriculum (if standardized):** \_\_\_\_\_  
**Please list or attach topics covered:** \_\_\_\_\_  
**Please describe grievance process for parents:** \_\_\_\_\_  
**Please indicate if you are able to provide the following to the Court:**  
 Pre and post test results  
 Certificate of Completion for Parents  
 Attendance summary on number of classes attended for each court-ordered participant  
 Feedback to Court on level of engagement by participant overall in sessions electronically  
 Annual satisfaction survey results and any comments made by court participants  
 Accommodate unannounced court-approved class observer  
**Comments on any of the above:** \_\_\_\_\_

**ATTACHMENT D2**

## SAMPLE SUPERVISED VISITS AND/OR SUPERVISED EXCHANGES SUPPLEMENTAL APPLICATION

The below is a sample of the Supplemental Supervised Visits and/or Supervised Exchanges application. Please go to the link below to complete and print the application as designated on Section 4.2(B).

[http://www.fresno.courts.ca.gov/family/family\\_court\\_services](http://www.fresno.courts.ca.gov/family/family_court_services)

### California Superior Court, County of Fresno Family Court Services SUPERVISED VISIT and/or SUPERVISED EXCHANGES ADDITIONAL INFORMATION

**Name of Site Location(s):** [Click here to enter text.](#)

**Site Location Address (if different from cover sheet):** [Click here to enter text.](#)

**Hours and Days available for supervised visits:** [Click here to enter text.](#)

**Hours and Days available for supervised exchanges:** [Click here to enter text.](#)

**Costs/Fee Schedule:** [Click here to enter text.](#)

**Provide/Require the parties to participate in an Orientation:** Yes  No  **If yes, describe:** [Click here to enter text.](#)

**Any Pre-requisites?** Yes  No  **If yes, describe:** [Click here to enter text.](#)

**Contact Name:** [Click here to enter text.](#)

**Email:** [Click here to enter text.](#)

**Phone for Publication:** [Click here to enter text.](#)

**Direct Phone or Cell:** [Click here to enter text.](#)

**What type of training, topics, and for how many hours are provided for those supervising?** (May attach separate sheet) [Click here to enter text.](#)

**Please describe grievance process for parents** (May attach separate sheet): [Click here to enter text.](#)

#### **For Supervised Visit Programs:**

**Does your program...**

- Follow all Standard 5.20 - Uniform Standards of Practice for Providers of Supervised Visitation requirements of the California Rules of Court, revised January 1, 2014?
- Completed background checks for all employees?
- Use "professional providers" and follow all required qualifications?
- Use "therapeutic providers" and follow all required qualifications?
- State in writing and inform participants of safety procedures in advance?
- Have an intake procedure that includes a written contract outlining the terms and conditions of the visitation signed by the parties?
- Advise the parties before commencement of supervised visits that no confidential privilege exists?
- Obtain during intake and keep on file copies of any protective order, current court orders, report of any written records of allegations of domestic violence or abuse and an account of the child's health needs if the child has a chronic health condition?
- Have written procedures to follow if a child is abducted during supervised visitation?
- Suspend or terminate supervised visitation if you determine that risk factors are present that place in jeopardy the safety and welfare of the child or provider?
- Staff maintain neutrality and avoid conflict of interest
- Staff speaks languages of the parties. Please list languages spoken: [Click here to enter text.](#)
- Staff allow no discussion of the court case or the possible future outcome?
- Have private child friendly places for visits? Indicate how many: [Click here to enter text.](#)
- Have a formula to determine your children to provider ratio? [Click here to enter text.](#)
- Maintain & disclosing your visitation/exchange records? [Click here to enter text.](#)

Comments on any of the above: [Click here to enter text.](#)

**ATTACHMENT D2 (Continued)**  
**SAMPLE SUPERVISED VISITS AND/OR**  
**SUPERVISED EXCHANGES SUPPLEMENTAL APPLICATION**

**Does your program provide any of these specialized services<sup>xxx</sup>**

- Specialized training with drug/alcohol recognition
  - Breathalyzer Testing
- Off-Site Visitation Locations
- Extended Visits
- Open Holidays
- CPR, AED, Child & Adult First Aid Certified Staff
- Experience with Special Needs Children
  - Autism
  - ADD/ADHD
  - Developmental Delays
  - Other:
- Other:

I declare that the foregoing information, as provided in this entire form, is true and correct under penalty of perjury.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

**ATTACHMENT D3  
SAMPLE DRUG AND/OR ALCOHOL ASSESSMENTS SUPPLEMENTAL APPLICATION**

The below is a sample of the Supplemental Supervised Visits and/or Supervised Exchanges application. Please go to the link below to complete and print the application as designated on Section 4.2(B).

[http://www.fresno.courts.ca.gov/family/family\\_court\\_services](http://www.fresno.courts.ca.gov/family/family_court_services)

**California Superior Court, County of Fresno  
Family Court Services  
DRUG AND ALCOHOL ASSESSMENT ADDITIONAL INFORMATION**

Name of Site: \_\_\_\_\_

1. Do you have more than one location? Yes  No  If yes, attach list of locations.

2. Bus Routes to your location (list) \_\_\_\_\_ Bus Stop Distance: \_\_\_\_\_

3. Do you have bilingual Staff? Yes  No

Languages Spoken on Staff: \_\_\_\_\_

Access to Language Line or for the Hearing Impaired? Yes  No

4. Cost/Fee Schedule: \_\_\_\_\_

**CATEGORY SPECIFIC INFORMATION – DRUG and ALCOHOL ASSESSMENT**

1. What is the average time to complete an assessment? \_\_\_\_\_

2. What assessment tool do your staff members utilize?  
\_\_\_\_\_

3. Do you provide treatment recommendations with your assessment? Yes  No  Not part of our usual practice, but we could to accommodate the court's needs

4. Do you have an Authorization to Release Information that could include the other parent and the Court? Yes  No  (Please attach a sample ROI utilized at your site.)

5. Do you have treatment providers on site or do you refer for treatment? Onsite treatment   
Refer to treatment

6. Does your staff witness participants supplying the specimen? Yes  No

7. What is the acceptable range of urine temperature your site accepts for specimens?

8. Please describe your communication method(s) on results for court clients:

Client Pick-up in Sealed Envelope and Signature required? Yes  No

Mailed to Client or Court in Sealed Envelope with Case Number marked confidential? Yes  No

Email Password Protected Scanned Document with confidentiality disclaimer in email? Yes  No

Utilize e-screen system or encryption system? Yes  No

Fax to Court? Yes  No

Other (please describe):  
\_\_\_\_\_

9. Are the labs utilized at your site SAMHSA Certified? All  None  Partial/Some

**ATTACHMENT D4  
SAMPLE DRUG TESTING AND COLLECTION SUPPLEMENTAL APPLICATION**

The below is a sample of the Supplemental Supervised Visits and/or Supervised Exchanges application. Please go to the link below to complete and print the application as designated on Section 4.2(B).

[http://www.fresno.courts.ca.gov/family/family\\_court\\_services](http://www.fresno.courts.ca.gov/family/family_court_services)

California Superior Court, County of Fresno  
Family Court Services  
**DRUG TESTING COLLECTION SITE ADDITIONAL INFORMATION**

- Name of Site: \_\_\_\_\_
1. Do you have more than one location? Yes  No  If yes, attach list of locations.
  2. Bus Routes to your location (list) \_\_\_\_\_ Bus Stop Distance: \_\_\_\_\_
  3. Do you have bilingual Staff? Yes  No   
Languages Spoken on Staff: \_\_\_\_\_  
Access to Language Line or for the Hearing Impaired? Yes  No
  4. Cost/Fee Schedule: \_\_\_\_\_

**CATEGORY SPECIFIC INFORMATION – DRUG TESTING**

1. What is the turn-around time average at your collection sites to receive results?  
24-35 hours  36-48 hours  49-72 hours  Other: \_\_\_\_\_
2. Separate refrigerator for specimens? Yes  No
3. Does your staff witness participants supplying the specimen? Yes  No
4. What is the acceptable range of urine temperature your site accepts for specimens? \_\_\_\_\_
5. Do you document client contact attempts for random testing? Yes  No
6. Can you accommodate same day random test requests and contact the person to come in for the test? Yes  No  Need more information
7. Do you have the ability to keep or are already keeping a Court Client Log? Yes  No
8. Please describe your communication method(s) on results for court clients:  
Client Pick-up in Sealed Envelope and Signature required? Yes  No   
Mailed to Client or Court in Sealed Envelope with Case Number marked confidential? Yes  No   
Email Password Protected Scanned Document with confidentiality disclaimer in email? Yes  No   
Utilize e-screen system or encryption system? Yes  No   
Other (please describe): \_\_\_\_\_
9. Are the labs utilized at your site SAMHSA Certified? All  None  Partial/Some
10. Please list all SAMHSA certified labs utilized and the location to which you send the specimen (city/state only): \_\_\_\_\_
11. Is there someone available to provide answers to Court questions when needed? Yes  No