



**WASHINGTON
COURTS**

ADMINISTRATIVE OFFICE OF THE COURTS

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NOTICE OF BID OPPORTUNITY SUPPLEMENTAL JUDICIAL EDUCATION TRAINING AOC 2024-0903

ISSUE DATE: September 3, 2024

DEADLINE TO SUBMIT QUESTIONS: September 10, 2024

DEADLINE FOR SUBMISSIONS: September 17, 2024

The Washington State Administrative Office of the Courts' ("AOC") is soliciting proposals from qualified individuals interested in providing supplemental judicial education training. The training is to focus on court room management techniques and best practices for Washington Superior Court judicial officers.

SCOPE OF WORK:

The AOC is seeking a qualified individual or business ("Vendor") who will work with an advisory committee from the Washington Superior Court Judges' Association ("SCJA") to develop curriculum and content for:

- A web-based, self-paced, training module on court room management; specific to the needs and practices of Washington Superior Court judicial officers, and
- An in-person two-hour educational session on court management best practices to be held at the SCJA's Spring Conference, April 2025.

In addition, the successful Vendor will have extensive experience in successfully implementing education on courtroom management best practices specific to the management of family courts, and domestic violence hearings and trials, which may include, but are not limited to court management of:

- pro se litigants
- parties with mental health issues
- presentation of social media and other evidence
- trauma-impacted parties
- judicial demeanor
- de-escalation
- procedural fairness

The curriculum and programming must meet the Washington Courts' requirements for Continuing Judicial Education (CJE/s) credits.

- Coordinate with an SCJA Judicial Education advisory committee to produce approved curriculum and course content specific to the needs of Washington Superior Court judicial officers
- Develop a stand-alone web-based, self-paced training program for judicial officers on court room management of family court and domestic violence hearings and trials. The product must be configured in such a manner as to be able to be posted on an existing judicial education web platform at the Washington State Administrative Office of the Courts. Technical specifications will be provided to the successful bidder. Product is to be delivered by March 30, 2025.
- Develop programming for an in-person training session with structured, hands-on activities to expand on the web training and provide opportunities for Q&A between subject matter experts and practitioners to be presented at the April 2025 Superior Court Judges' spring conference.
- Combined hours of the self-paced training program and in-person training session is not to exceed 6 hours.
- Secure speaker(s) – for the in-person training with subject-matter expertise on court room management in family law and domestic violence hearings and trials.
- Create resource materials, such as model policies, practices, and bench cards, to supplement the online-training course and in-person education session.

EXPECTED PERIOD OF PERFORMANCE:

Regardless of the date of execution of any resulting contractual agreement flowing from this Solicitation, the period of performance is expected to be September 1, 2024, through June 20, 2025.

COMPENSATION:

The AOC anticipates the contract value cannot exceed \$30,000.

VENDOR'S PROPOSAL:

The Vendor's Proposal should be brief, but address and/or provide:

- (1) The Vendor's interest in performing the work;
- (2) The Vendor's experience in delivering similar services;
- (3) The Vendor's proposed work plan and description of deliverables;
- (4) The Vendor's proposed schedule to accomplish the deliverables;
- (5) The names and contact details for at least three (3) professional references who can validate the Vendor's experience in offering services of similar scope and nature to the ones included in this Solicitation. The list should include the agency or business name and complete contact information of the client and a point of contact at that agency or business;

NOTE:

Each interested Vendor must have proposal responses signed by an authorized representative of the responding Vendor.

Proposals must be electronically submitted to Nancy Coverdell at Procurements@courts.wa.gov by the closing date and time with the Subject Line: "Proposal for Supplemental Judicial Education Training."

Should you have any questions about the specifications in this solicitation, please contact the Solicitation Coordinator, Nancy Coverdell at Procurements@courts.wa.gov.

Thank you for your interest in this bid opportunity.