

# **SUPREME COURT OF APPEALS OF WEST VIRGINIA**

## **REQUEST FOR PROPOSAL**

*West Virginia Sexual Violence Benchbook*



**AMENDED**

**REQUEST FOR PROPOSAL ISSUED JULY 12, 2018**

**RESPONSES DUE AUGUST 6, 2018**

**ALL DETAILS ARE INCLUDED IN THE FOLLOWING PAGES**

**SUPREME COURT OF APPEALS OF WEST VIRGINIA  
REQUEST FOR PROPOSAL (“RFP”)**

**WEST VIRGINIA SEXUAL VIOLENCE BENCHBOOK  
Update and Revision**

**RFP PROCESS TIME FRAMES (AMENDED)**

**Request for Proposal Release Date:** July 20, 2018  
**Request for Proposal Due Date:** August 10, 2018  
**Proposal Award Date (projected):** September 1, 2018

**SUBMISSION OF PROPOSALS**

Prospective project awardees must submit complete proposal documents within the above-stated time frame and as follows:

Submit Complete Proposals to the Attention **EVAN LYNCH, JD**  
of: Director of Grants  
Supreme Court of Appeals of West Virginia  
1900 Kanawha Boulevard East  
Building 1, Room E-100  
Charleston, West Virginia 25305

Preferred Method of Submission: **ELECTRONIC**  
In Care of Thomas Hansen, Grants Manager  
thomas.hansen@courtswv.gov

The Court will also accept timely paper submissions in care of the address noted above.

Direct Questions about the Process to: **THOMAS HANSEN**  
thomas.hansen@courtswv.gov

**PROPOSAL AWARD PROCESS**

The Grants Division of the Supreme Court of Appeals of West Virginia will subject all proposals to thorough review based upon completeness, cost-effectiveness, knowledge base of responsible person(s), and projected quality of deliverables. The Director of Grants will select two (2) finalists, if supported by the number and quality of the proposal submissions. The two (2) finalists may be asked to produce additional information and/or submit to an interview process. The final selection of a successful proposal is subject to the recommendation of the Director of Grants and approval of the Supreme Court of Appeals of West Virginia (“Court”). The Director of Grants will notify the responsible party of the successful proposal. The Court will post the results of the award process on its website ([www.courtswv.gov](http://www.courtswv.gov)) which shall serve as notice concerning the process to all those submitting proposals.

## **PROPOSAL AWARD PROCESS**

(continued)

The person and/or entity submitting the successful proposal shall be required to enter into a contract with the Administrative Office of the Supreme Court of Appeals of West Virginia concerning the terms of engagement for provision of professional services required to timely produce the Project Deliverable as described in this Request for Proposal. The contract will reference all details concerning payment, quality, and other relevant terms and conditions of the engagement such as insurance coverage requirements. This is a work-for-hire project, meaning that the Court owns the finished product/Project Deliverable in entirety, as well as all unused elements of the production process. Work on the Project Deliverable shall not commence until the contract has been executed by the Court and person and/or entity submitting the successful proposal.

### **DESCRIPTION OF THE PROJECT**

The Grants Division of the Supreme Court of Appeals of West Virginia seeks proposals for the process of updating and revising its *West Virginia Sexual Violence Benchbook* (“the Project”). The Project requires extensive knowledge of the subject matter, including West Virginia law, statutes, rules, procedures, case law, and current developments.

The Project Deliverable will be an up-to-date resource manual for practitioners/users of varying disciplines, such as judges, attorneys, social workers, mental health professionals, agency administrators, and others, throughout the State of West Virginia (“Project Deliverable”). The Court will make the Project Deliverable readily available to these users, as well as members of the public, in various forms, including on the Court website.

The Project Deliverable must include all relevant statutory amendments and new legislation enacted through the 2018 sessions, as well as all relevant case law through the January 2018 term. The foundation for the Project Deliverable shall be the current *West Virginia Sexual Violence Benchbook*. The person and/or entity submitting the successful proposal is responsible for all research, creative organization, drafting, and editing essential to an acceptable finished product, the Project Deliverable.

### **COMPENSATION AWARD DETAILS**

The Project is funded through federal grant monies. Grant compensation parameters are set at

- \$80 (Eighty Dollars) per hour maximum for all work performed and
- \$8,000 (Eight Thousand Dollars) maximum for production of Project Deliverable.

Upon completion of the Project Deliverable, the Director of Grants shall review the submitted work product to ensure that it meets the Project specifications. Upon such review, including analyses of the invoice, the Director of Grants shall request that the Court issue payment, which will be no later than sixty (60) days from the date the person and/or entity responsible for the successful proposal submits the Project Deliverable in finished form along with the invoice for all work performed. In the event that the Director of Grants does not consider the Project Deliverable, i.e. work product submitted by the person and/or entity responsible for the successful proposal, to meet the standards of the Request for Proposal and contract, the resolution processes detailed in the contract shall apply, and the Court will only tender payment when and if the Director of Grants considers the Project Deliverable work product as acceptable.

## **PROJECT COMPLETION DEADLINE AND DELIVERABLE DUE DATES**

- Project Commencement Date: Immediately upon award and execution of the requisite contract.
- Project Completion Date: Project Deliverable due within six (6) months from award and/or no later than March 1, 2019, whichever date arrives first.

## **PROPOSAL COMPONENTS AND PROJECT DELIVERABLE REQUIREMENTS**

All proposals submitted in response to this RFP must include all of the following components in order for the Director of Grants to consider the submission complete:

1. Completed Cover Page that includes:
  - Reference to the **West Virginia Sexual Violence Benchbook Project**;
  - Name of the Person and/or Entity Responsible for the Proposal, who shall be considered responsible for the Project Deliverable finished work product;
  - Contact Information for the Primary Contact (mailing address, telephone, email);
  - Description of the Professional Credentials; and
  - Recitation of prior experience in producing similar work products.
2. Step by step plan with corresponding time frames for completion of the Project Deliverable;
3. A Projected Budget for completion of the Project Deliverable; and
4. A Narrative Discussion as to why the person and/or entity responsible for the Proposal holds the distinction of being the best choice for award of the Project.
5. The person and/or entity responsible for the successful proposal, and awarded the task of submitting the Project Deliverable finished work product, must follow the highest standards of legal work product creation and production, including:
  - complete and accurate research,
  - current and good form citations,
  - precise and current authority,
  - correct grammar throughout, and
  - sound organization of materials and appropriate appendices.

The Project Deliverable finished product must be delivered to the Director of Grants as follows:

- in digital form in a medium designated by the Director of Grants,
- in Word processing format,
- with all metadata, and
- in printed, tabbed, and appropriately indexed form.

The person and/or entity responsible for the successful proposal and submitting the Project Deliverable finished work product must represent that the Court unequivocally owns the Project Deliverable in every respect, and that the Project Deliverable does not violate the intellectual property right(s) of any third party. Other details concerning the engagement shall be forthcoming in the referenced contract governing the terms and conditions of the Project.

## **THE SUPREME COURT OF APPEALS OF WEST VIRGINIA**

This Request for Proposal is undertaken on behalf of the Supreme Court of Appeals of West Virginia, a unified Court System, and the highest appellate court in the state. The Court is committed to access to justice to all citizens of the State of West Virginia and is an affirmative action-equal employment opportunity employer.