



Superior Court of California County of Contra Costa

***Request for Proposals # 2402-01:* Temporary Child Support Commissioner**

Half Day (Up to Four Hours): \$400.00

Full Day (Up to Eight Hours): \$800.00

1.0 BACKGROUND INFORMATION

The Superior Court of Contra Costa County (Court) is posting a Request for Proposals for temporary child support commissioners to hear Title IV-D child support cases at the Spinetta Family Law Center located in Martinez, CA.

2.0 DESCRIPTION OF REQUIRED SERVICES

The Court is seeking temporary commissioners to fill in for the Child Support Calendar in Department 52 at the Spinetta Family Law Center on an on-call basis as needed by the Court. Under the authority of the Supervising Family Law Judge and the direction of the Presiding Judge, the temporary commissioner performs various subordinate judicial duties as prescribed by law or conferred by the Court. The temporary commissioner will hear Title IV-D child support cases filed by the local child support agency, including support actions or proceedings in which enforcement services are being provided pursuant to Family Code Section (FC) 17400, or for an order to establish, modify, or enforce child or spousal support, including actions to establish parentage. The temporary commissioner may also hear actions or proceedings filed by another party to modify or enforce a support order established by the local child support agency or for which FC 17400 enforcement services are being provided.

The temporary commissioner, where appropriate, will also do any of the following:

1. Review and determine ex parte applications for orders and writs.
2. Take testimony.
3. Establish a record, evaluate evidence, and make recommendations or decisions.
4. Enter judgments or orders based upon voluntary acknowledgements of support liability and parentage and stipulated agreements respecting the amount of child support to be paid.
5. Enter default orders and judgments pursuant to FC 4253.
6. In actions in which parentage is at issue, order the mother, child, and alleged father to submit to genetic tests.
7. Attend half or full day fully paid training/orientation program/conference, as needed.

If issues concerning custody, visitation, and protective orders are joined to a child support case, the temporary commissioner, where appropriate, will also do any of the following:

1. Refer the parents for mediation of disputed custody or visitation issues pursuant to FC 3170.

2. Accept stipulated agreements concerning custody, visitation, and protective orders and enter orders pursuant to the agreements.
3. Refer contested issues of custody, visitation, and protective orders to a judge or to another commissioner for hearing.

3.0 CONTRACT PERIOD

The initial contract period is one year with the option to annually renew for further period of up to two years.

4.0 PAYMENT RATE AND TERMS

The current rate offered by the Court for half day (up to 4 hours) is \$400.00, and for full day (up to 8 hours) is \$800.00. The contractor shall not charge, nor shall the Court pay, any overtime rate or any other expenses.

5.0 QUALIFICATIONS

The temporary commissioner must meet the following minimum qualifications:

- Possession of a valid California Motor Vehicle Driver's License;
- Citizenship in the United States;
- Residency in the State of California;
- Possession of a law degree from an accredited law school; and
- Active membership in good standing in the State Bar of California for a period of at least five (5) years prior to appointment, or in any state and California for a combined period of not less than ten (10) years, unless applicant was an inactive member due to previously holding the position of judge, referee, or commissioner.

The temporary commissioner should have knowledge and experience in the following areas:

- Judicial system in Contra Costa County and in the State of California;
- Trial and hearing procedures and rules of evidence;
- Legal principles and precedents as applied to judicial procedures;
- California Codes, including the Family Code and Code of Judicial Conduct; and
- Title IV-D Child Support Enforcement.

The temporary commissioner should have the ability to do the following:

- Respect and comply with the law, and should act at all times in the manner that promotes public confidence in the integrity and impartiality of the judiciary, and shall comply with the Code of Judicial Ethics;
- Read, understand, objectively examine, interpret and apply a variety of laws, rules and regulations;
- Direct and control courtroom proceedings in a decisive, orderly, and equitable manner;
- Communicate orally and in writing in a concise, effective and professional manner;
- Analyze and apply legal principles, facts, evidence and precedents to legal problems;
- Analyze complex information, relate it to the law, and reach a sound decision;
- Present statements of law, fact and argument clearly and logically in written and oral form;

- Conduct a courtroom in a fair, courteous, decisive, orderly, equitable and efficient manner as to promote respect for judicial process;
- Exercise appropriate judicial temperament and demeanor;
- Handle a large calendar caseload effectively and efficiently;
- Establish and maintain good relationships with judicial officers, attorneys, court staff and various governmental agencies; and
- Use personal computers and operate pertinent software programs.

6.0 PROPOSAL SUBMISSION:

This RFP is open until the Court's requirement for temporary child support commissioners is fulfilled. Proposer shall submit the following:

1. Completed Proposal Form attached to this RFP; and
2. Copy of California Motor Vehicle Driver's License.

Submit a PDF version of the completed Proposal Form and a copy or picture of your Driver's License to cccourtrfps@contracosta.courts.ca.gov. You may convert the completed form to PDF or print and scan the completed form. Please include the RFP number in the subject line. You will receive an email response acknowledging receipt of your proposal submission.

You can also submit your proposal documents by mail to:

Superior Court of California, County of Contra Costa
Attn: Procurement and Contracts RFP # 2402-01
PO Box 1509
Martinez, CA 94553

7.0 REQUIREMENTS BEFORE COMMENCEMENT OF SERVICE

Proposer will provide following certifications / documents before commencement of service:

- a. Darfur Contracting Act Certification;
- b. Proposer may not be currently under suspension or other disciplinary review by any local, state, or federal government agency;
- c. Proposer may not be tax delinquent with the State of California or Federal Government;
- d. Payee Data Record; and
- e. Proposer will clear Court ordered background check.

Court will provide formats for the above referred certifications for the proposer to agree and sign wherever they are available and applicable.

(End of RFP Document)
