



REQUEST FOR PROPOSALS

ADMINISTRATIVE OFFICE OF THE COURTS (AOC)

RFP - THE CALIFORNIA PAROLEE REENTRY EVALUATION PROJECT, CFCC-201102-RB

**PROPOSALS DUE:
MAY 4, 2012 NO LATER THAN 3:00 P.M. PACIFIC TIME**

1. BACKGROUND INFORMATION

1.1. Judicial Council of California – AOC. The Judicial Council of California, chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system. The California Constitution directs the council to improve the administration of justice by surveying judicial business, recommending improvements to the courts, and making recommendations annually to the Governor and the Legislature. The council also adopts rules for court administration, practice, and procedure, and performs other functions prescribed by law. The AOC is the staff agency for the council and assists both the council and its chair in performing their duties.

1.2. The California Parolee Reentry Evaluation Project.

California initiated the Parolee Reentry Court Program in 2009 as part of Senate Bill 18, sec. 49 in an effort to reduce recidivism among parolees with a history of substance abuse and/or mental illness. The reentry court programs, which employ a collaborative justice court model, are designed to divert eligible parole violators from returning to prison by providing enhanced supervision and services. The AOC is required by the legislature to evaluate California's six pilot reentry court programs located in the following counties: Alameda, Los Angeles, San Diego, San Francisco, San Joaquin, and Santa Clara.

Key indicators of program effectiveness include lower recidivism rates as compared to parolees on "business as usual" parole, cost savings, and improvements on various social outcomes including education, employment, and housing. To measure reentry court's influence on recidivism, arrest and revocation data will be collected for all reentry court participants and compared to similar parolees under "parole as usual circumstances." In addition to analyzing recidivism, the evaluation will analyze costs and savings associated with reentry courts as well as outcomes related to education, employment, family reunification, housing, and access to substance abuse and mental health treatment services. Parolee characteristics and their correlation with recidivism and other outcomes will be studied in order to identify participant subgroups who benefit most from this type of intervention.

The project will employ a multi-method, quasi-experimental design and will use various qualitative and quantitative measures to examine the effectiveness of California's reentry courts. The six reentry courts currently submit the following data on all court participants to the AOC on a quarterly basis: program entry information, which includes demographics, previous treatment utilization information, and information related to the parole violation that resulted in program entry; criminal history; and program activities, including treatment access and program sanctions. It is estimated that roughly 1,000 parolees will participate in the six reentry court programs during the evaluation period. The comparison group will have an equal number of parolees. Because each reentry court varies in terms of eligibility criteria and program operations, a separate comparison group must be created for each reentry court program. Data on the comparison group will come from the California Department of Corrections and Rehabilitation (CDCR).

The AOC has received funding from The California Endowment to hire a contractor to assist in the reentry court evaluation. The dollar value for this RFP is estimated to be in the range of \$80,000 to \$100,000 for the selected contractor to assist with the research design, quantitative data collection, data management and analyses for the evaluation, including a cost analysis, of California’s pilot parolee reentry courts. Services are estimated to be provided between May 2012 and June2014.

1.3. Website. For additional information about this solicitation, including electronic copies of the solicitation documents, see the California Courts Website located at www.courts.ca.gov/rfps.htm (“Courts Website”).

2. DESCRIPTION OF SERVICES AND DELIVERABLES

The AOC seeks the services of a person or entity with expertise in social science and/or criminal justice research with 5-10 years of professional experience in program evaluation. The applicant should be familiar with collaborative justice/problem solving courts and should have experience in gathering and synthesizing information from multiple datasets. The selected person or entity will provide the AOC with the Deliverables set forth in Table 1, below.

Table 1: Deliverables, Deliverable Descriptions, and Due Dates

Deliverable No.	Deliverable Description	Due Date
1	Submit a report that outlines: <ul style="list-style-type: none"> • Selection criteria for comparison group. (Contractor will work with AOC evaluation team and CDCR to determine selection criteria for comparison group for each of the six reentry courts.) • Cost analysis design that considers court costs and costs and savings associated with recidivism outcomes. 	August 30, 2012
2	Submit a data collection protocol report that outlines: <ul style="list-style-type: none"> • Data elements and data sources. Examples of likely elements include arrests, jail days, prison days, parole violations, and service utilization data. • Methods for data transfers. Include proposed methods for assuring data quality and maintaining data confidentiality. 	Nov 30, 2012
3	Collect data from multiple data sources and submit dataset in SPSS.	July 1, 2013

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4	<p>Submit a data analysis summary report.</p> <ul style="list-style-type: none"> • The report shall address the following research questions: <ul style="list-style-type: none"> ➤ How do parolee reentry court participant recidivism and revocation rates compare to the recidivism rates of a business as usual comparison group? ➤ What are the costs and savings associated with recidivism outcomes? ➤ Which participant characteristics help predict recidivism and revocation outcomes? (e.g., age, race, education, criminal history, previous foster care placement)? • The report shall present findings and describe methods and statistical tests used to analyze data. 	August 1, 2013
5	Submit an updated SPSS dataset.	January 15, 2014.
6	<p>Submit an updated data analysis summary report.</p> <ul style="list-style-type: none"> • The report shall address the following research questions: <ul style="list-style-type: none"> ➤ How do parolee reentry court participant recidivism and revocation rates compare to the recidivism rates of a business as usual comparison group? ➤ What are the costs and savings associated with recidivism outcomes? ➤ What components of parolee reentry court programs appear to be most effective at reducing recidivism and parole revocations (e.g., availability of community services, program length, program capacity, assessment tools and protocols, use of flash incarceration)? ➤ Which participant characteristics help predict recidivism and revocation outcomes? (e.g., age, race, education, criminal history, previous foster care placement)? ➤ Do reentry court participants improve on education, employment, housing, family relations, substance abuse, and mental health outcomes? If so, to what extent? ➤ Are there community level factors that have a relationship with reentry court program outcomes? • The report shall present findings and describe methods and statistical tests used to analyze data. 	February 3, 2014.

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Deliverable No.	Deliverable Description	Due Date
7	Submit a progress report that documents the progress made toward achieving each of the deliverables.	The last day of each calendar quarter

3. TIMELINE FOR THIS RFP

The AOC has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the AOC.

Table 2: Events and Dates

EVENT	DATE
RFP issued	April 20, 2012
Deadline for questions to solicitations@jud.ca.gov	April 25, 2012
Questions and answers posted (<i>estimate only</i>)	April 27, 2012
Latest date and time proposal may be submitted	3:00 p.m. Pacific time May 4, 2012
Notice of Intent to Award (<i>estimate only</i>)	May 11, 2012
Contract start date (<i>estimate only</i>)	June 1
Contract end date (<i>estimate only</i>)	June 30, 2014

4. RFP ATTACHMENTS

The following attachments are included as part of this RFP:

Table 3: Attachments and Descriptions

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
Attachment 2: AOC Standard Terms and	If selected, the person or entity submitting a proposal (the “Proposer”) must sign an AOC Standard Form agreement containing

ATTACHMENT	DESCRIPTION
Conditions	these terms and conditions (the “Terms and Conditions”). <u>The provisions marked with an (*) within the Terms and Conditions are minimum contract terms and conditions (“Minimum Terms”).</u>
Attachment 3: Proposer’s Acceptance of Terms and Conditions	On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions.
Attachment 4: Payee Data Record Form	This form contains information the AOC requires in order to process payments and must be submitted with proposal.
Attachment 5: Darfur Contracting Act Certification	Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 6: No Conflict of Interest Certification	Proposer must complete the No Conflict of Interest Certification and submit the completed certification with its proposal.
Attachment 7, Reference Form	Proposer must complete the Reference Form to list its references and submit it with its proposal.

5. SUBMISSIONS OF PROPOSALS

5.1. Proposals should provide straightforward, concise information that satisfies the requirements of Section 6 (“Proposal Contents”). Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.

5.2. The Proposer must submit its proposal in the following manner:

- 5.2.1. One (1) original and 3 hard copies of the entire proposal. The original must be signed by an authorized representative of the Proposer.
- 5.2.2. One (1) CD or DVD containing all parts of the proposal in Word, PDF or other format acceptable to the AOC.
- 5.2.3. The proposal must be contained in a sealed envelope with the RFP title and number clearly marked on the outside.

5.3. Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

Administrative Office of the Courts
Attn: Nadine McFadden, RFP CFCC-201102-RB
455 Golden Gate Avenue
San Francisco, CA 94102

5.4. Late proposals will not be accepted.

5.5. Only written proposals will be accepted. Proposals must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Proposals may not be transmitted by fax or email.

6. PROPOSAL CONTENTS

The following information must be included in the proposal. A proposal lacking any of the following information may be deemed non-responsive. The proposal must be double-spaced, using a standard 12-point font with at least 1-inch margins, and must not exceed 20 pages. All pages are to be numbered.

6.1. Technical Proposal.

- 6.1.1. Proposer's name, address, telephone and fax numbers, and federal tax identification number. Note that if Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.
- 6.1.2. Name, title, address, telephone number, and email address of the individual who will act as Proposer's designated representative for purposes of this RFP.
- 6.1.3. Description of contractor competencies relevant to the project, familiarity with evaluation topic, and experience on similar assignments.
- 6.1.4. Describe the management structure and staffing for the project. For each key staff member: a resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities.
- 6.1.5. Complete Attachment 7, Reference Form, and provide the information requested for a minimum of 4 clients for whom the Proposer has conducted similar services. The AOC may check references listed by Proposer.
- 6.1.6. Proposed methods to complete the work. Include proposed methods for accomplishing all deliverables in Table 1 of this RFP, including the following:
 - 6.1.6.1. Describe proposed data elements, data sources, and data collection strategies.
 - 6.1.6.2. Describe procedures for data analysis and proposed statistical analyses to address each of the research questions listed in Section 2.
 - 6.1.6.3. Describe all databases to be developed and discuss potential problems. Include proposed methods for assuring data quality and maintaining confidentiality.

- 6.1.6.4. List major milestones and activities for each deliverable and create a timeline for completing individual tasks required for each deliverable.
- 6.1.7. Acceptance of the Terms and Conditions.
 - 6.1.7.1. On Attachment 3, the Proposer must either indicate acceptance of the Terms and Conditions or clearly identify exceptions to the Terms and Conditions. An “exception” includes any addition, deletion, qualification, limitation, or other change.
 - 6.1.7.2. If exceptions are identified, the Proposer must also submit a red-lined version of the Terms and Conditions that clearly tracks proposed changes, and a written explanation or rationale for each exception and/or proposed change.
- 6.1.8. Proposer must properly complete and include the following certifications, attachments, and other requirements in its proposal:
 - 6.1.8.1. Attachment 3: Proposer’s Acceptance of the RFP’s Contract Terms, and a redlined Attachment 2, if applicable.
 - 6.1.8.2. Attachment 4: Payee Data Record Form
 - 6.1.8.3. Attachment 5: Darfur Contracting Act Certification.
 - 6.1.8.4. Attachment 6: No Conflict of Interest Certification
 - 6.1.8.5. If Proposer is a corporation, proof that Proposer is in good standing and qualified to conduct business in California.
 - 6.1.8.6. Attachment 7: Reference Form.
- 6.2. Cost Proposal. The following information must be included in the cost proposal. Note that the successful Proposer will be paid on a **firm-fixed price** per Deliverable basis.
 - 6.2.1. A detailed line item budget organized by Deliverable showing total cost of the proposed services. The budget should contain the following categories: Position/classification titles funded; salary rates or ranges; percentage of time devoted to work; fringe benefits; operating expenses; travel and per diem expenses; overhead or indirect costs; and other costs.
 - 6.2.2. A full explanation of all budget line items in a narrative entitled “Budget Justification.”

6.2.3. A “not to exceed” total for all work and expenses payable under the contract, if awarded.

NOTE: It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code.

7. OFFER PERIOD

A Proposer's proposal is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this ninety (90) day period, the AOC reserves the right to negotiate extensions to this period.

8. EVALUATION OF PROPOSALS

At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents.

The AOC will evaluate the proposals on a 100 point scale using the criteria set forth in the table below. Award, if made, will be to the highest scored proposer.

CRITERION	MAXIMUM NUMBER OF POINTS
Quality of work plan submitted: (Section 6.1.6, 6.1.8, and 6.2). Soundness of methodology and analytic and technical approach. Feasibility of proposed project and awareness of challenges. Adequacy of the plan to manage the project, including how various tasks are subdivided.	30
Experience on similar assignments: (Section 6.1.1, 6.1.2, 6.1.3, 6.1.4, 6.1.5, and Attach 7). Demonstrated ability of proposed organization and staff to manage the project. Previous experiences of proposed staff. Credentials of staff to be assigned to the project: Qualifications and experience of proposed staff.	20
Cost: (Section 6.2). Proposed budget and budget justification that are cost-effective and complete. Appropriateness of the budget relative to the level of effort.	30
Acceptance of the Terms and Conditions:	10

CRITERION	MAXIMUM NUMBER OF POINTS
(Section 6.1.7, and Attachment 3). <u>Proposed exceptions to a Minimum Term will render a proposal non-responsive.</u>	
Ability to meet timing requirements to complete the project: (Section 6.1.6.4).	10

9. CONFIDENTIAL OR PROPRIETARY INFORMATION

One copy of each proposal will be retained by the AOC for official files and will become a public record. California judicial branch entities are subject to rule 10.500 of the California Rule of Court, which governs public access to judicial administrative records (see www.courtinfo.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10_500).

If information submitted in a proposal contains material noted or marked as confidential and/or proprietary that, in the AOC’s sole opinion, meets the disclosure exemption requirements of Rule 10.500, then that information will not be disclosed upon a request for access to such records. If the AOC finds or reasonably believes that the material so marked is **not** exempt from disclosure, the AOC will disclose the information regardless of the marking or notation seeking confidential treatment.

10. DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS

The AOC has waived the inclusion of DVBE participation in this solicitation.

11. PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contract Manual (see www.courts.ca.gov/documents/jbcl-manual.pdf). Failure of a Proposer to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive, and will result in rejection of the protest. The deadline for the AOC to receive a solicitation specifications protest is **latest date and time a proposal may be submitted as set forth in Section 3, Timeline For This RFP**. Protests should be sent to:

AOC – Business Services
ATTN: Protest Hearing Officer
455 Golden Gate Avenue, Seventh Floor
San Francisco, CA 94102