

ATTACHMENT 2 CONTRACT TERMS

EXHIBIT D – WORK TO BE PERFORMED

1.0 SCOPE OF SERVICES

- 1.1. **TERM.** Services are expected to be performed by the Contractor from the date of the execution of the contract through **October 31, 2007.**
- 1.2. **COURT RECRUITMENT AND TRAINING:** This RFP seeks a contractor to develop, submit, and initiate execution of a recruitment plan for the California Drug Court Cost Study DC-CSET Statewide Launch. Contractor will then train recruited courts on DC-CSET, through written materials, phone, and web-based trainings.
 - 1.2.1 **Contacts and Recruitment.** Contractor will recruit at least 35-40 drug courts to participate in Statewide Launch.
 - 1.2.2 **Scheduling.** Contractor will provide AOC with a schedule of trainings and update it on an on-going basis. A total of four trainings will be conducted at AOC facilities in: San Francisco (1 training), Sacramento (1 training), and Burbank (2 trainings).
 - 1.2.3 **Facilitating.** Contractor will travel with one or more AOC staff to the training sites. It is expected that the training process will cluster counties so that the trainings are geographically accessible. Contractor will facilitate each 3-hour training session and ensure that a usable tape is made. The AOC will provide taping equipment.
 - 1.2.4 **Notes.** Contractor will provide brief (1-2 pages) notes on any questions or concerns that arise during the training.
- 1.3. **SUPPLEMENTAL CURRICULUM MATERIALS AND CURRICULUM REVIEW:** The contractor will develop and submit supplemental curriculum materials for DUI Courts in Schools for grades 7-12, and review and critique existing curriculum.
 - 1.3.1 **Logistics.** Contractor will align supplemental curriculum materials with California’s educational standards.
 - 1.3.2 **Critique.** Contractor will review and critique “How to Manual” and curriculum, developed by an AOC Education Specialist. Will ensure that curriculum is aligned with California educational standards.

1.4 **CONFIDENTIALITY.** The contractor must agree to observe rigorous measures for the protection of subject confidentiality and anonymity. All tapes, transcripts, participant lists and informed consent forms are confidential and must be returned with the final deliverables. The contractor is to retain no information about any participant’s identity, location, or interview status.

1.5 **DELIVERABLES AND DUE DATES:** The contractor will be asked to do the following, by the dates listed to the right of each deliverable: (All dates subject to negotiation prior to execution of a contract.)

1.5.1

First Deliverable:		Due Date
Work to be Done	Develop, submit and initiate execution a recruitment plan for the California Drug Court Cost Study DC-CSET Statewide Launch. Recruitment plan should include target number of courts, number of anticipated contacts with the court and proposed venues that will be used for outreach (e.g. Drug court coordinators email list, etc.).	
Deliverable 1 is due	Upon completion and Acceptance of Deliverable 1, as defined in <i>this Attachment 2 Contract Terms, Exhibit D – Work to be Performed</i> , the Contractor shall submit an invoice for Deliverable 1.	Dec. 31, 2007

1.5.2

Second Deliverable:		Due Date
Work to be Done	Develop and submit a training plan, training agenda and supporting materials for the California Drug Court Cost Study DC-CSET.	
Deliverable 2 is due	Upon completion and Acceptance of Deliverable 2, as defined in <i>this Attachment 2 Contract Terms, Exhibit D – Work to be Performed</i> , the Contractor shall submit an invoice for Deliverable 2.	Feb. 29, 2007

1.5.3

Third Deliverable:		Due Date
Work to be Done	Recruit and assist in training at least 35- 40 drug courts and submit in writing an interim progress report that documents the training activities to date, the number of courts trained and location and dates of the training. A total of four trainings will be conducted at the AOC facilities in: San Francisco (1 training), Sacramento (1 training) and Burbank offices (2 trainings). The Contractor’s written materials must be consistent with the AOC Style Guide and the California Style Manual standards for internal and external written communications are to be delivered in print format.	
Deliverable 3 is due	Upon completion and Acceptance of Deliverable 3, as defined in <i>this Attachment 2 Contract Terms, Exhibit D – Work to be Performed</i> , the Contractor shall submit an invoice for Deliverable 3.	Jan. 30, 2008

1.5.4

Fourth Deliverable:		Due Date
Work to be Done	Submit in writing a final report that documents the recruitment and training activities. Report should include lists and contact information for the courts recruited and trained for the project and should document all other training and recruitment activities. Report also should include any supplemental training activities developed for the training.	
Deliverable 4 is due	Upon completion and Acceptance of Deliverable 4, as defined in <i>this Attachment 2 Contract Terms, Exhibit D – Work to be Performed</i> , the Contractor shall submit an invoice for Deliverable 4.	Oct. 31, 2008

1.5.5

Fifth Deliverable:		Due Date
Work to be Done	Develop and submit supplemental curriculum materials for DUI Courts in Schools for grades 7-12 to include, among many topics, the effects of drugs on the brain and body. Supplemental materials must be aligned with California's education standards.	
Deliverable 5 is due	Upon completion and Acceptance of Deliverable 5, as defined in <i>this Attachment 2 Contract Terms, Exhibit D – Work to be Performed</i> , the Contractor shall submit an invoice for Deliverable 5.	April 30, 2008

1.5.6

Sixth Deliverable:		Due Date
Work to be Done	<p>Develop and submit a review and critique of the DUI Court in Schools "How to Manual" and curriculum, developed by the Education Specialist. Critique and review curriculum and manual for readability and consistency. Review curriculum for alignment with California Education standards.</p> <p>Submit in writing an interim report on March 30, 2008 curriculum alignment with the standards.</p> <p>Consultant will attend training for courts implementing the DUI Courts in Schools project January 17-18, 2008 in San Francisco.</p>	
Deliverable 6 is due	Upon completion and Acceptance of Deliverable 6, as defined in <i>this Attachment 2 Contract Terms, Exhibit D – Work to be Performed</i> , the Contractor shall submit an invoice for Deliverable 6.	June 30, 2008