

Ingham County Request for Proposals
Sobriety Court Program Process and Outcome Evaluations
Packet #240-19

ADDENDUM NO. 2

The following clarifications, modifications and/or revisions to the above project shall be considered a part of the original specifications:

1. What is the desired funding range per year for the evaluation? It would be helpful in planning to understand the financial limitations of the annual evaluation funding, as there are many suggested evaluation components that could be added to the basic process and outcome requirements of this RFP to make the findings more meaningful and useful.

Answer: We are relying on the expertise of those submitting proposals to determine scope and breadth of these evaluations. Those submitting proposals should feel free to attach various price tags to evaluation components as they see fit. However, this RFP has been specifically designed to enhance creativity of proposals rather than limiting it.

2. Can a tutorial and training on DCCMIS and DCAS be provided to the evaluation team upon award of an evaluation contract? The RFP states that a tutorial may be provided prior to proposal submission, but with limited time available in the next month, our team would be interested in receiving the tutorial after the contract is awarded.

Answer: Yes, the tutorial can be provided upon award of an evaluation contract.

3. Are there expected regular in-person meetings that the evaluation team will be attending? There is no mention in the RFP of regularly scheduled meetings (e.g., monthly, quarterly) that the evaluation team would be expected to be at either to observe or to report current findings.

Answer: There are near weekly team meetings and court sessions (48 of 52 weeks). Attendance at some would be necessary to gain an understanding of the program and to evaluate the processes, but attendance at all meetings would not be mandatory. Meeting attendance and frequency was anticipated as a mutual decision made by the judge, chief probation officer, and contractor upon award of the contract. Again, we are relying on the expertise of those submitting proposals to determine the scope and breadth of these evaluations.

4. How will the Court expect evaluation findings to be shared? It is assumed that an annual written report is expected, but are there additional reporting expectations such as presentations at meetings, presentations at conferences, articles written, etc.?

Answer: We don't know yet, because the answer will depend on the nature of the findings. We anticipate this will be a mutual decision made by the judge, chief probation

officer, and contractor upon receipt of the findings. There will be periodic updates/presentations to the Ingham County Board of Commissioners. The nature and scheduling of these updates will be determined by the judge and chief probation officer in coordination with the secretary of the board.

5. The RFPs propose three year contracts. Do either of the courts have a target date for attempting SCAO certification? If yes, are the target dates during or after the three contracts? What I am really asking is what is the real timeline for getting an evaluation completed? Are the courts seeking three evaluations, one each year with recommendations for improvement, or one evaluation that takes three years? That is a big difference in hours of labor and deliverables. I am assuming that the courts are requesting one evaluation a year, each building on the year before.

Answer: SCAO provisional certification has already been awarded, and a site visit for continued certification is expected in the next two years. We will not be notified of the site visit until approximately three months prior, and have not received notification yet. However, while the evaluation is a best practice, it is not a *required* practice for certification. We had envisioned a three year process leading to one final report, but would consider alternatives proposed by the contractor.

6. Both RFPs refer to matched datasets for non-problem solving court participants from the Michigan State Court Administrative Offices to ensure mastery of the data sets prior to analysis and that any applicant may request and be provided a tutorial on these systems prior to proposal submission. How quickly can this be arranged given any further questions are due by 11/21 and proposals 12/3/2019?

Answer: The matched datasets would be provided by SCAO once the project is underway. The deadline for proposal submission is being extended to December 18, 2019, to allow for tutorials if requested. To request a tutorial contact Da'Neese Wells, Chief Probation Officer and Specialty Courts Coordinator. Ms. Wells can be reached at dwells@Ingham.org or by calling 517-676-8424.

7. The RFPs also require the vendor to have experience with 3 comparable evaluations equal in scope in the past 5 years. Do these need to be specifically evaluations with other Problem Solving Court specialty courts?

Answer: No.

8. Does the Sobriety Court have dates set with the State Court Administrator's Office for the certification review? If yes, what are the dates?

Answer: SCAO provisional certification has already been awarded, and a site visit for continued certification is expected in the next two years. We will not be notified of the site visit until approximately three months prior, and have not received notification yet. However, it should be noted that while the evaluation is a best practice, it is not a *required* practice for certification.

9. What is the frequency of Sobriety Court status hearings? What is the day of the week/time of day that the Sobriety Court status hearings generally occur?

Answer: The status review hearings occur most weeks, on Wednesdays at 10am (48 of 52 weeks).

10. Do the Sobriety Court team meetings occur immediately prior to the status hearings? If not, what is the day of the week/time of day that the Sobriety Court team meetings occur?

Answer: The team meets immediately prior to the status hearings, at 9:30am.

11. When was the last time the 55th District Court's Sobriety Court had a process and/or outcome evaluation completed? Who completed that evaluation? Are the results available to inform the proposed evaluation process?

Answer: This will be the first process and outcome evaluation of the program. Progress reporting is completed annually by the chief probation officer, and those results will be available.

12. It is noted that the length of the contract is three years with the option to renew for an additional two-year period. Should the budget proposal cover the entire three-year term of contract or be presented as an annual budget?

Answer: We are relying on the expertise of those submitting proposals to determine scope and breadth of these evaluations. Those submitting proposals should feel free to state all funding requirements as they see fit. However, this RFP has been specifically designed to enhance creativity of proposals rather than limiting it.

13. Tab V For each person providing services for RFP, is the CV considered part of the 2 pages or in addition to the 2 pages. If the CV is longer than 2 pages, can it be added to the appendices?

Answer: Curriculum vitae and resumes that are longer than two pages may be included in Tab V.

14. Would it be possible to either interview or conduct surveys with sobriety court program participants, and if so, would monetary incentives for participation be permissible?

Answer: Interviews and surveys may be permissible with the consent of the participants. Monetary incentives had not been considered, but may be possible.

15. What is the budget the County of Ingham has set to complete these evaluations?

Answer: We are relying on the expertise of those submitting proposals to determine scope and breadth of these evaluations. Those submitting proposals should feel free to attach various price tags to evaluation components as they see fit. However, this RFP has been specifically designed to enhance creativity of proposals rather than limiting it.

Please acknowledge your receipt and understanding of the aforementioned Addendum by signing below and returning it with the submittal of your proposal.

Signature

Date

Print Name

Title

Company Name

Phone #