

# **Request for Proposals**

**For an**

## **Assessment Study of Disproportionate Minority Contact with The Louisiana Juvenile Justice System**

**Issued By: Louisiana Commission on Law Enforcement  
and Administration of Criminal Justice (LCLE)  
1885 Wooddale Boulevard - 12th. Floor  
Baton Rouge LA 70806  
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**Response Due: 15 February 2010**

**129PUR201001**

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**Request for Proposals**  
**For an**  
**Assessment Study of Disproportionate Minority Contact with**  
**The Louisiana Juvenile Justice System**

**1.0 Introduction**

**1.1 Purpose**

The Louisiana Commission on Law Enforcement (LCLE) is soliciting proposals to conduct an assessment study of specified aspects of disproportionate minority contact within the state juvenile justice system, both statewide and in the state's four major metropolitan parishes—East Baton Rouge, Jefferson, Caddo, and Orleans, and as many of the other metropolitan parishes as have the necessary data readily available (as determined by LCLE) Calcasieu, Lafayette, Ouachita, and Rapides. This study is part of the state's effort to comply with the requirements of the Juvenile Justice and Delinquency Prevention Act (JJDP Act) of 1974 as amended, with special reference to the amendments of 2002 redefining the disproportionate minority contact (DMC) requirements. Compliance with the JJDP Act's requirements is a condition of the state's receipt of Title II Formula Block Grant funds under the act.

**1.2 Background**

As part of Louisiana's eligibility to receive Title II Formula Block Grant funds under the JJDP Act, the State must comply with four core requirements of the Act. One of these requirements is to undertake efforts designed to identify, assess, and ultimately reduce the disproportionate number of minority youth who come into contact with the Juvenile Justice System (from Arrest through Correction, including transfer to adult court jurisdiction). Pursuant to section 223(a)(22) of the JJDP Act, States must address specific delinquency prevention and system improvement efforts to reduce the rate of contact with the juvenile justice system of a specific minority group (or groups), if that rate is significantly greater than the rate of contact for whites or for other minority groups. The analysis should be conducted separately for each minority group within the State or locality that represents at least 1% of the total youth population at risk. For purposes of

this statutory mandate, majority population is defined as white (non Hispanic). Minority populations are defined as non-white and grouped as: American Indian or Alaska Native; Asian; Black or African-American; Hispanic or Latino; Native Hawaiian or Other Pacific Islander; and Other. These six racial/ethnic categories serve as a minimum standard and permit additional categories provided they could be aggregated to the standard categories. States and localities are encouraged to address specific subgroups (e.g., the Filipinos or Samoans officially classifies as Other Pacific Islanders) if their State and local circumstances indicate that such groups may be affected by DMC.

Contact refers both to the initial legal encounters with law enforcement (arrest) and to ongoing contact through actions within the juvenile justice system such as diversion, detention, referral to juvenile court, filing of petitions, adjudication as delinquent, placement on probation, placement in secure juvenile corrections, transfer to adult court, and other such processes unique to the States and localities.

The Office of Juvenile Justice and Delinquency Prevention has recommended a five stage approach to this effort:

1. Identification: Determine the extent, if any, to which DMC exists;
2. Assessment: Assess the reasons for DMC and its implications;
3. Intervention: Develop and implement intervention strategies to address these identified reasons;
4. Evaluation: Evaluate the effectiveness of the chosen interventions strategies; and
5. Monitoring: Track changes in DMC trends and adjust intervention strategies as needed.

This RFP primarily addresses the assessment phase (2) of the overall process; however, it will involve aspects of phases 1-Identification, 3-Intervention, and 5-Monitoring as noted below.

For several years, the LCLE has collected and reported data as required by OJJDP relative to the identification of DMC in the State's Juvenile Justice System. The data used for this purpose has been derived from state and local information systems and, where necessary, were manually collected from various source documents. This is an extremely labor intensive effort as the

various automated and manual information systems involved were independently developed and for purposes other than DMC reporting. Primarily, these systems were developed to support the operational needs of their various agencies. Because these systems were developed to support specific agency needs within their own unique operating environments, they do not share a common data dictionary, set of business rules, or reports. Consequently, the DMC data collection activities required significant extra effort to gather the information requested and to ensure data quality; even then, the data collected often represented a best effort approximation of the DMC categories sought by the federal requirements. One aspect of this RFP then, will be to assess the current situation relative to the data supporting the identification of DMC and recommendations for the development of a systematic method of obtaining the data necessary, minimizing the impact of data collection on the operational agencies, to support both the Phase I Identification and Phase V Monitoring functions.

Phase 3, Intervention is also directly connected to the Assessment process. Where Identification provides the common understanding of where DMC occurs as a technical matter, Assessment looks to answer the question of why. As DMC is a highly complex issue, involving many aspects, an informed stakeholder process must guide the Assessment. The identification of the underlying issues related to DMC, and the development of a common understanding of those issues through the Assessment process creates the groundwork for the subsequent planning by the JJDP Advisory Board and lays the basis for the development of programs to be implemented. The success of the Identification Phase is strongly related to the quality of the Assessment process, and its ability to create a common understanding among the stakeholders.

### **1.3 Schedule of Events**

The DMC Assessment procurement and development schedule is based on the needs of the JJDP Advisory Board. The fixed dates reflect several time frames. The desired date for delivery of the completed Analysis reflects the time frame, which would be most beneficial to the JJDP Advisory Board, and is provided for purposes of initial project planning only. Program funding availability, contract negotiations, or the work of various advisory committees may require changes in the desired dates.

|   |                  |
|---|------------------|
| Request for Proposals (RFP) Released                    | 7 January 2010   |
| Proposers' Conference                                   | 14 January 2010  |
| Last Day to Submit Questions and Comments<br>on the RFP | 18 January 2010  |
| Questions and Answers Released                          | 22 January 2010  |
| Proposals Due   | 15 February 2010 |
| Selection Made  | 1 March 2010     |
| Contract Signed and Planning Meeting                    | 4 March 2010     |

The State of Louisiana reserves the right to change this schedule of RFP events, as it deems necessary.

#### **1.4 Contact Person**

Written questions regarding RFP requirements or Scope of Work must be submitted to the RFP coordinator as listed below.

The RFP coordinator for this procurement within the LCLE is:

Carle Jackson  
Criminal Justice Policy Advisor  
Louisiana Commission on Law Enforcement  
1885 Wooddale Boulevard, Suite 1230  
Baton Rouge, Louisiana 70806-1555  
Telephone: (225) 925-4440  
Facsimile: (225) 925-1998

The state will consider written inquiries and requests for clarification of the content of this RFP received from potential Proposers. Written inquiries must be received by 5:00 p.m. CST, on the date specified in the Schedule of Events. The State reserves the right to modify the RFP should a change be identified that is in the best interest of the State. Official responses to all questions submitted by potential Proposers will be posted by 5:00 p.m. CST on the date specified in the Schedule of Events.

Any and all contact by Proposers or representatives of the Proposers with employees or officials of any State agency, or any local law enforcement

agency in Louisiana relative to this procurement or the DMC Assessment project must be made through this person. Proposers who are contacted by an employee or official of a state or local agency in Louisiana relative to this procurement or the DMC Assessment project must report that contact to the LCLE contact person named above. Only Carle Jackson has the authority to officially respond to Proposer's questions on behalf of the State. Any communication from any other individuals is not binding on the State.

## **1.5 Proposers' Conference**

Interested parties are encouraged to attend the Proposers' Conference on 14 January 2010. The Proposers' Conference will be conducted in the 7<sup>th</sup> Floor Conference Room of the LCLE, at the address listed in Section 1.4 above, on the date specified at 2:00 p.m. Prior to the Proposers' conference, Proposers should submit questions in writing to the contact person by the close of business on 12 January 2010. After the Proposers' Conference, questions relative to this RFP will be accepted until close of business on 18 January 2010. All questions submitted after the Proposers' Conference must be submitted in writing in order to be considered. All questions must be addressed to the contact person indicated above in order to be considered. Answers to the questions properly submitted will be posted on the LCLE website by close of business 22 January 2010. Questions and answers will also be posted to LaPac. It is the responsibility of potential Proposers to check the web site prior to submitting their proposal to verify that they have the most recent updates (i.e. questions and answers, addendums, additional information, etc.).

## **1.6 Format**

The Proposal shall be submitted in three parts. Part 1 shall contain cost data. Proposers must break down their cost by project phase. The Proposer must divide each phase into major tasks and provide a manpower cost for each major task, broken down on basis of personnel utilized, estimated man-hours, cost per man-hour, and total task cost. Part 2, the substantive proposal, must be formatted according to the outline developed in Section 5 below. Part 3, Financial Stability, must include appropriate information as indicated in Section 3.4 below.

## **1.7 Response Costs - Response Submission**

The LCLE, its boards, councils or any agent or representative, are not responsible for any costs related to preparing responses to this RFP. Responses to this RFP must be received by the LCLE contact person at the LCLE on or before the close of business (5:00 p.m.) on 15 February 2010.

## **1.8 Subcontracting Information**

The LCLE shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables specified in the RFP and proposal. This general requirement notwithstanding, Proposers may enter into subcontractor arrangements, however, should acknowledge in their proposals total responsibility for the entire contract.

If the Proposer intends to subcontract for portions of the work, the Proposer should identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. Information required of the Proposer under the terms of this RFP is also required for each subcontractor. The prime contractor shall be the single point of contact for all subcontract work.

Unless provided for in the contract with the LCLE, the prime contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the LCLE.

## **1.9 Disproportionate Minority Contact: Technical Assistance Manual**

A copy of the current *Disproportionate Minority Contact: Technical Assistance Manual* is available for your review at: [http://www.ncjrs.gov/html/ojjdp/dmc\\_ta\\_manual/](http://www.ncjrs.gov/html/ojjdp/dmc_ta_manual/)

This manual contains current information relative to the DMC requirement and the Assessment process. It is also available in hard copy from LCLE upon request.

Additional information regarding the current curriculum is available at the LCLE offices by appointment only during regular business hours. Arrangements for viewing can be made through the LCLE contact person.

## **2.0 Statement of Work**

In order to allow maximum flexibility to Proposers in submitting a high quality DMC Assessment proposal, project requirements have been expressed in terms of four phases, which must be accomplished in order for the Assessment process to achieve its full potential in assisting in the mitigation of DMC within the Louisiana juvenile justice system. The DMC Assessment to be developed under this procurement must address each of the phases described below. Failure to address one or more of the phases indicated shall disqualify the Proposer as nonresponsive.

### **1. Phase I: Assess the Data and Data Sources:**

A comprehensive review of the existing DMC identification data and data sources is the first phase in the Assessment process. This step is necessary to understand the data sources and the available DMC identification data that will be immediately available for use in the development of the specific Assessment process in Phase II.

- a. Assess the adequacy of data currently used for the identification of DMC within the Louisiana juvenile justice system, and the development of recommendations for any necessary improvements;
- b. Survey and assess data sources available in Louisiana at the state or local level that can be used for the identification of DMC or the monitoring of DMC intervention efforts, and make recommendations relative to their use for these purposes;
- c. Utilizing the existing DMC identification data available in Louisiana, identify points within the juvenile justice system where DMC is occurring, utilizing the definitions provided by the Office of Juvenile Justice and Delinquency Prevention (OJJDP);

**Deliverable:** A report assessing the current state of DMC identification and potential monitoring data in Louisiana, containing

specific recommendations for the improvement of data collection methods to better accomplish these purposes.

2. Phase II: Identify research objectives and define the research aspects of the Assessment Process:

This Phase actually builds two major aspects of the overall Assessment process. First, it identifies the areas (decision points) of the juvenile justice system on which to focus the Assessment research efforts, and develops the hypotheses relative to why DMC is occurring at those points that will structure the research. Second, by involving the stakeholders in the design process, utilizing a data based Briefing Book to serve as the common basis for discussion among Stake Holders, the JJDP Advisory Board, and LCLE relative to DMC in general and the Assessment process in particular, the basis is formed for a common understanding of DMC in the Louisiana juvenile justice system, and ultimately for a consensus as to interventions. The end result of this phase is the Final Assessment Research program.

In conjunction with major stakeholders (as identified by the JJDP Advisory Board) identify specific areas of DMC for assessment and develop the specific research proposal:

- a. Develop a Briefing Book containing the necessary Louisiana specific data (including but not limited to: crime data, system data, and other salient social/economic data) and other information to serve as the basis for discussion of the Assessment process;
- b. Develop and facilitate a process through which stakeholders utilizing the Briefing Book and additional data provided by the stakeholders identify areas of DMC within the Louisiana Juvenile Justice system for assessment and develop a set of hypotheses relative to the occurrence of DMC in those areas sufficient to focus the research phase of the Assessment process.
- c. Evaluate the feasibility of researching each area identified in b (above) by examining the data availability and adequacy to carry out the research required to properly assess each area identified by the stakeholders. Make an interim report to LCLE relative to the feasibility of each aspect of the Assessment process identified, along with preliminary feasibility recommendations.

- d. Make appropriate recommendations to the stakeholders based on their evaluation of DMC and the availability and quality of data necessary to define the research objectives of the Assessment process.
- e. Develop a research proposal to carry out the research objectives identified in d (above) prioritizing, if necessary, the areas identified by the stakeholders along with a justification for the ranking for use by the stakeholders and LCLE in approving or modifying the research proposal. LCLE in consultation with the stakeholders will make the decision relative to the research program.

Deliverables:

- Briefing Book to guide the JJDP Advisory Board and stakeholders through the design of the Assessment research process;
- Interim report to LCLE relative to the feasibility of each research aspect identified by the stakeholders.
- Recommendations along with justifications for the research proposal offered to LCLE and the stakeholders.
- Formal Research proposal with associated timelines and indicating the nature and level of involvement requested from LCLE and any state of local agency or Court.
- Final Research program will be those portions of the Formal Research proposal as approved by LCLE and agreed to, in relevant part, by all state and local agencies involved in its execution as well as the contractor.

3. Phase III: Data Collection, Research, and Analysis:

Phase III is the implementation of the Assessment Research project as agreed to by the parties involved. In this Phase the contractor will conduct the necessary data collection, research and analysis to accomplish the program outlined in the Final Research proposal.

Develop and Execute the DMC Assessment research program as developed in item 2 (above).

Deliverables:

- Assessment Report detailing the results of the research conducted, an assessment of the findings, and an analysis of the best practices to mitigate the DMC issues as described in the assessment data.
    - Interim report to LCLE for review and comment.
    - Final report to the stakeholders and JJDP Advisory Board as approved by LCLE.
4. Phase IV: Identification of next steps and Final Recommendations— Recommendation of promising DMC interventions based on the Assessment process data, best practices, and the discussions with the stakeholders, JJDP Advisory Board, and LCLE.

Phase IV is where the understanding of DMC within the Louisiana juvenile justice system developed through the Assessment process is combined with discussions of best practices and the input from the stakeholders, relative to what is already in place or planned for the near term, to develop a strategy to mitigate DMC. These discussions should be data based and priority driven. Included in this effort is a monitoring plan based on the findings and recommendations from Phase I.

The contractor will develop recommendations for intervention based on the Assessment data and best practices.

- a. Utilizing the Final Assessment Report, contractor meets with stakeholders and JJDP Advisory Board to develop strategies to alleviate the underlying causes of DMC as identified in the Assessment research based on best practices.
- b. Assist in the development of a monitoring plan for the identified interventions.

Deliverables:

- Monitoring Plan, including any necessary recommendations relative to state or local level information systems;
- Final Recommendations: Report on Strategies to mitigate DMC in the Louisiana juvenile justice system along with the identification of specific interventions that are both feasible and best address the issues identified in the Assessment Report.

## **2.1 Deliverable Due Dates**

Specific deliverable due dates will be determined during the planning of each Phase. The dates indicated below are the last day on which a deliverable for the Phase indicated will be due and accepted.

Phase I: All deliverables due no later than 2 April, 2010

Phase II: All deliverables due no later than 31 April, 2010

Phase III: All deliverables due no later than 6 August, 2010

Phase IV: All deliverables due no later than 1 September, 2010

## **3.0 Response to RFP**

Five copies of the Proposer's response must be provided to the LCLE contact person by the date and time indicated. All proposals become the property of the LCLE and will not be returned.

### **3.1 Proposal Certifications**

Each proposal must include the following, signed in original blue ink by the signatory of the proposal:

\_\_\_\_\_ certifies that this proposal was not prepared or developed using assistance or information illegally obtained.

\_\_\_\_\_ is solely responsible for this proposal meeting the requirements of the RFP.

\_\_\_\_\_ is solely responsible for its compliance with all applicable laws and regulations relating to the preparation, submission, and contents of this proposal.

These certifications should appear in Part 2 of the response to the RFP.

### **3.2 Response Format: Part 1, Cost Proposal**

The general format for Part 1, the financial proposal, is described in Section 1.7 above. If a Proposer wishes to propose alternative analytical methods, this must be presented in a separate section, and must contain a full statement of all costs involved as well as a cost-benefit justification for the conversion.

Proposers must provide a task-by-task cost analysis, which reflects the structure of work proposed in Part 2 of the response. Proposers must indicate key and lead personnel in each task by name, billing rate, and number of hours proposed to complete the task. Proposers must also stipulate that the key and lead personnel in each task as identified in the response will not be removed from the project without the prior approval of the LCLE.

### **3.3 Response Format: Part 2, Substantive Proposal**

In Part 2, Proposers must present their strategy for accomplishing the work under the RFP, responsive to all of the initiatives addressed above, and an appropriate approach to accomplishing the work in each initiative. Proposers may add such tasks, as they believe necessary to accomplish the purposes outlined in the RFP. However, in such cases the Proposer must indicate the reasons why such additions are necessary or desirable. Part 2, the substantive proposal, can be formatted at the Proposer's discretion, but it must address the following areas:

- Proposer's Qualifications
  - 1) A brief corporate history and corporate organization.
  - 2) Full resumes on all key personnel along with an explanation of their roles in the project. Resumes should support the role that each key individual will play in the project.
  - 3) Corporate experience in conducting similar Assessment research.
  - 4) A demonstration of the firm's understanding of the structure of the Louisiana juvenile justice system in general, as well as an

understanding of Disproportionate Minority Contact as an issue in any juvenile justice system.

5) References. Proposers must provide a list of states /agencies including contact persons, for whom similar work has been done.

- Project approach and organization

- 1) Project organization (personnel and responsibilities)

- 2) Approach to the project, and a task analysis appropriate to that approach.

- 3) Proposed work plan and timetable

### **3.4 Response Format: Part 3: Financial Stability**

Under separate cover, Proposers must submit evidence of financial resources, such as a financial statement - including a balance sheet and profit and loss statement - or other appropriate documentation, which would demonstrate the solvency of the Proposer to implement and complete this project.

### **4.0 Fiscal Funding**

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

## **5.0 Basis of Proposal Evaluation**

The LCLE reserves the right to accept or reject any and all proposals, and to waive any informality in any proposal submitted. The award shall be made in the best interest of the State of Louisiana based on the highest number of points awarded. Only proposals from responsible organizations or individuals, as determined by the state, shall be considered. The LCLE will select one or more proposals deemed fully qualified and best suited among those submitted, on the basis of the evaluation criteria described in Section 5.1 of this RFP. Award may be made on the basis of the initial offer, or the LCLE may enter into negotiations in an effort to arrive at the award determination. The resulting agreement shall be based on the submitted proposal and the negotiations concerning the proposal. Award shall be made to the responsible Proposer, whose proposal is determined to be the most advantageous to the state, taking into consideration price and the evaluation factors set forth in Section 5.1 of this RFP.

### **5.1 Evaluation Team**

The evaluation of proposals will be accomplished by an evaluation team, to be designated by the LCLE, which will determine the proposal most advantageous to the state, taking into consideration price and the other evaluation factors set forth in the RFP.

### **5.2 Administrative and Mandatory Screening**

All proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Proposals that are not in compliance will be rejected from further consideration.

### **5.3 Clarification of Proposals**

The LCLE reserves the right to seek clarification of any proposal for the purpose of identifying and eliminating minor irregularities or informalities.

### **5.4 Evaluation Criteria**

The following criteria, and the importance given to each section as indicated by a percentage point total, will be used to determine which proposal will be accepted:

A. Proposer's Qualifications (Total of 35 points)

1. Experience of key personnel.
2. Experience of firm in the assessment of criminal justice issues and the related analyses.
3. Qualifications of key personnel to perform assigned tasks.

B. Project Approach and Organization (Total of 35 points)

1. Soundness of project methodology.
2. Compatibility of plan with desired timetable.
3. Feasibility of work plan.
4. Frugality of demands on LCLE staff time as well as that of other state or local agencies or Courts.

C. Total Cost (Total of 30 points)

The low cost proposal will receive 30 points. All other proposals will be rated by multiplying the maximum possible points (30) by a fraction that consists of the low cost as the numerator and the proposed cost as the denominator.

The Evaluation Team will compile the scores and make a recommendation to the head of the agency on the basis of the responsive and responsible Proposer with the highest score.

## **5.5 Announcement of Contractor**

The State will notify the successful Proposer and proceed to negotiate terms for final contract. Unsuccessful Proposers will be notified in writing accordingly. The award of a contract is subject to the approval of the Division of Administration, Office of Contractual Review.

## **6.0 Sample Contract**

A sample of the type of contract normally used by the LCLE is attached to, and becomes part of, this RFP (SEE ATTACHMENT B). The actual contract awarded in this project will be the result of negotiations between the chosen Proposer and the LCLE. However, Proposers may expect the final version to contain many of the standard clauses as stated in the sample provided for review.

## **7.0 Successful Contractor Requirements**

### **7.1 Corporation Requirements**

If the contractor is a corporation not incorporated under the laws of the State of Louisiana, the contractor shall have obtained a certificate of authority pursuant to R. S. 12:301-302 from the Secretary of State of Louisiana.

If the contractor is a for-profit corporation whose stock is not publicly traded, the contractor shall ensure that a disclosure of ownership form has been properly filed with the Secretary of State of Louisiana.

### **7.2 Billing and Payment**

Billing and payment terms shall be negotiated with the successful Proposer.

### **7.3 Confidentiality**

All financial, statistical, personal, technical and other data and information relating to the State's operation which are designated confidential by the State and made available to the contractor in order to carry out this contract, or which become available to the contractor in carrying out this contract, shall be protected by the contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the State. The identification of all such confidential data and information as well as the State's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the State in writing to the contractor. If the methods and procedures employed by the contractor for the protection of the contractor's data and information are deemed by the State to be adequate for the protection of the State's confidential information, such methods and procedures may be used, with the written consent of the State,

to carry out the intent of this paragraph. The contractor shall not be required under the provisions of the paragraph to keep confidential any data or information, which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract, or is rightfully obtained from third parties.

Under no circumstance shall the contractor discuss and/or release information to the media concerning this project without prior express written approval of the Louisiana Commission on Law Enforcement.

## ATTACHMENT A

### Core Requirement of JJDP Act

In the JJDP Act of 2002, Congress required that States participating in the Formula Grants Program “address juvenile delinquency prevention efforts and system improvement efforts designed to reduce, without establishing or requiring numerical standards or quotas, the disproportionate number of juvenile members of minority groups, who come into contact with the juvenile justice system” (see section 223(a)(22)).

For purposes of this requirement, OJJDP has defined minority populations as American Indian and Alaska Native, Asian, Black or African American, Hispanic or Latino, and Native Hawaiian or other Pacific Islanders.

States participating in the Formula Grants Program address DMC on an ongoing basis by moving through the following phases:

- Identification. To determine the extent to which DMC exists.
- Assessment. To assess the reasons for DMC, if it exists.
- Intervention. To develop and implement intervention strategies to address these identified reasons.
- Evaluation. To evaluate the effectiveness of the chosen intervention strategies.
- Monitoring. To note changes in DMC trends and to adjust intervention strategies as needed.

Each State must report on its progress in its comprehensive JJDP 3-year plan and subsequent plan updates (in compliance with Section 223(a)(22)). OJJDP reviews the plan updates annually. Any State that fails to address the overrepresentation of minority youth in juvenile justice system contact stands to lose 20 percent of its Formula Grants allocation for the year.

Additional information is available at the Office of Juvenile Justice and Delinquency Prevention DMC website: <http://ojjdp.ncjrs.gov/dmc/index.html>

# ATTACHMENT B

## STATE OF LOUISIANA

### CONTRACT

Be it known, that on this *(Date)* day of *(month)*, 20 *(year)*, the *(Agency Name)* (hereinafter sometimes referred to as "State") and *(Contractor's name and legal address including Zipcode)* (hereinafter sometimes referred to as "Contractor") do hereby enter into contract under the following terms and conditions.

### Scope of Services

Contractor hereby agrees to furnish the following services:

*(If the Scope of Services is more lengthy than will fit here, it may be attached separately, referenced and incorporated herein. must include a description of the specific goals and objectives, deliverables, performance measures, and a monitoring plan.)*

### Payment Terms

In consideration of the services described above, state hereby agrees to pay the Contractor a maximum fee of \$\_\_\_\_\_.

Payment will be made only on approval of *(Name of authorized person)*.

If progress and/or completion to the reasonable satisfaction of the agency is obtained, payments are scheduled as follows:

*(include payment terms here)*

### Taxes

Contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this Contract and/or legislative appropriation shall be contractor's obligation and identified under Federal tax identification number \_\_\_\_\_.

### Termination for Cause

The State may terminate this Contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Contract; provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this contract; provided that the Contractor shall give the State written notice specifying the State's failure and a reasonable opportunity for the state to cure the defect.

### **Termination for Convenience**

The State may terminate the Contract at any time by giving thirty(30) days written notice to the Contractor. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

### **Remedies for Default**

Any claim or controversy arising out of this contract shall be resolved by the provisions of LSA - R.S. 39:1524 - 1526.

### **Ownership**

All records, reports, documents and other material delivered or transmitted to Contractor by State shall remain the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract. All records, reports, documents, or other material related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of State, and shall, upon request, be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract.

### **Nonassignability**

No contractor shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the State. This provision shall not be construed to prohibit the contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

### **Auditors**

It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all accounts of contractor which relate to this contract.

### **Term of Contract**

This contract shall begin on (*beginning date*) and shall terminate on (*ending date*).

### **Fiscal Funding**

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

### **Discrimination Clause**

The contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act

of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the day, month and year first written above.

IN WITNESS WHEREOF, the parties have executed this Agreement as of this day of (*enter date*).

WITNESSES SIGNATURES:

\_\_\_\_\_

\_\_\_\_\_

STATE AGENCY SIGNATURE:

By: \_\_\_\_\_

Title: \_\_\_\_\_

WITNESSES SIGNATURES:

\_\_\_\_\_

\_\_\_\_\_

CONTRACTOR SIGNATURE:

By: \_\_\_\_\_

Title: \_\_\_\_\_

# ATTACHMENT C

## CERTIFICATION STATEMENT

*The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.*

**OFFICIAL CONTACT.** The state requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below (Type or Print Clearly)

Date \_\_\_\_\_ Official Contact Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Facsimile Number with area code: \_\_\_\_\_

U.S. Mail Address: \_\_\_\_\_

Proposer certifies that the above information is true and grants permission to the State or Agencies to contact the above named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer certifies that:

1. The information contained in its response to this RFP is accurate;
2. Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified herein;
3. Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions and all other administrative requirements set forth in this RFP;
4. Proposer's quote is valid for at least 90 days from the date of the proposal's signature below;
5. Proposer understands that if selected as the successful Proposer, He/she will have ten business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.

Authorized Signature: \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

This form must be submitted along with the Proposal.