

**Request for Proposals**

**For an**

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

**Issued By:** Louisiana Commission on Law Enforcement  
and Administration of Criminal Justice (LCLE)  
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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. This study is the third 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. This request is for the third in a series of studies assessing DMC in Louisiana. The first study focused both on the statewide issues and the major metropolitan parishes in the state: East Baton Rouge, Jefferson, Orleans, Caddo, Calcasieu, Lafayette, Rapides and Ouachita. The second study focused on the State as a whole, as well as a detailed examination of the next tier of parishes: Bossier, Webster (26<sup>th</sup> Judicial District Court [JDC]); Livingston, Tangipahoa, St. Helena (21<sup>st</sup> JDC); St. Tammany, Washington (22<sup>nd</sup> JDC); Lafourche (17<sup>th</sup> JDC); Plaquemines (25<sup>th</sup> JDC); St. Bernard (34<sup>th</sup> JDC); Ascension, Assumption, St. James (23<sup>rd</sup> JDC); Iberia, St. Martin, St. Mary (16<sup>th</sup> JDC); Terrebonne (32<sup>nd</sup> JDC); East Carroll, Madison, Tensas (6<sup>th</sup> JDC).

This study will concentrate on the statewide issues and the third tier of parishes in North Louisiana: Claiborne, Bienville, Jackson (2<sup>nd</sup> JDC); Lincoln, Union (3<sup>rd</sup> JDC); Morehouse (4<sup>th</sup> JDC); West Carroll, Richland, Franklin (5<sup>th</sup> JDC); Catahoula, Concordia (7<sup>th</sup> JDC); Winn (8<sup>th</sup> JDC); Natchitoches (10<sup>th</sup> JDC); Sabine (11<sup>th</sup> JDC); Caldwell (37<sup>th</sup> JDC); Red River (39<sup>th</sup> JDC); and Desoto (42<sup>nd</sup> JDC).

## 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 or waiver 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 recommend 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.

The first and second studies primarily addressed the assessment phase (2) of the overall process; however, it also involved 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 review the findings of the first two studies, assess the current situation relative to the data supporting the identification of DMC in the parishes under examination and develop any additional recommendations, including refinement of the recommendations from the first two studies, 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 1 Identification and Phase 5 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 create the groundwork for the subsequent planning by the JJDP Advisory Board and lay the foundation 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	August 3, 2012
Questions prior to Proposer's Conference Due	August 8, 2012
Proposers' Conference (non-mandatory)	August 13, 2012
Last Day to Submit Questions and Comments on the RFP	August 16, 2012
Questions and Answers Released	August 20, 2012
Proposals Due	September 4, 2012
Selection Made	September 13, 2012
Contract Signed and Planning Meeting	September 18, 2012

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  
P.O. Box 3133 (602 N. 5<sup>th</sup> Street)  
Baton Rouge, Louisiana 70821-3133  
Telephone: (225) 342-1729  
Facsimile: (225) 342-1824  
E-Mail: [carle.jackson@lcle.la.gov](mailto:carle.jackson@lcle.la.gov)

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. CDT, 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. CDT 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 criminal or juvenile justice 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 communications from any other individuals are not binding to the State.

### **1.5 Non-Mandatory Proposers' Conference**

Interested parties are encouraged to attend the Proposers' Conference on August 13, 2012. The Proposers' Conference will be conducted in the 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 August 8, 2012. After the Proposers' Conference, questions relative to this RFP will be accepted until close of business on August 16, 2012. 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, [www.lcle.la.gov](http://www.lcle.la.gov), by close of business August 20, 2012. 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. Part 2, the substantive proposal, should be formatted according to the outline developed in Section 3 below. Part 3 shall contain Financial Stability 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 the date specified in Section 1.3.

### **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, the Proposer must 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 shall also be 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 Determination of Responsibility**

Determination of the Proposer's responsibility relating to this RFP shall be made according to the standards set forth in LAC 34:136. The LCLE must find that the selected Proposer:

Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance;

Has the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them;

Is able to comply with the proposed or required time of delivery or performance schedule;

Has a satisfactory record of integrity, judgment, and performance; and is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Proposers should ensure that their proposals contain sufficient information for the State to make its determination by presenting acceptable evidence of the above to perform the contracted services.

### **1.10 RFP Addenda**

LCLE reserves the right to change the schedule of events or revise any part of the RFP by issuing an addendum to the RFP at any time.

### **1.11 Waiver of Administrative Informalities**

The LCLE reserves the right, at its sole discretion, to waive minor administrative informalities contained in any proposal.

### **1.12 Proposal Rejection/RFP Cancellation**

Issuance of this RFP in no way constitutes a commitment by LCLE to award a contract. LCLE reserves the right to accept or reject, in whole or part, all proposals submitted and/or to cancel this announcement if it is determined to be in the State's best interest.

### **1.13 Withdrawal of Proposal**

A Proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the Proposer must be submitted to the RFP Coordinator.

### **1.14 Ownership of Proposal**

All materials submitted in response to this request shall become the property of State. Selection or rejection of a proposal does not affect this right.

### **1.15 Proprietary Information**

Only information that is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Records Act, R.S. 44:1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

### **1.16 Errors and Omissions in Proposal**

LCLE will not be liable for any errors in proposals. LCLE reserves the right to make corrections or amendments due to minor errors identified in proposals by LCLE or the Proposer. The LCLE, at its option, has the right to request clarification or additional information from the Proposers.

### **1.17 Contract Award and Execution**

LCLE reserves the right to enter into a contract without further discussion of the proposal submitted based on the initial offers received. LCLE also reserves the right to enter into discussions with Proposers and to request those susceptible for award to make a presentation to the Evaluation team. Such presentations will be scored according to criteria A and B in Section 5.4. A maximum of up to ten (10) additional points may be awarded in each criterion. These points will be added to the original set of scores to determine the successful proposer.

The RFP and proposal of the selected Proposer shall become part of any contract initiated by the LCLE.

The selected Proposer shall be expected to enter into a contract that is substantially the same as the sample contract included in Attachment B. In no event shall a Proposer submit its own standard contract terms and conditions as a response to this RFP. The Proposer should submit with its proposal any exceptions or exact

contract deviations that its firm wishes to negotiate. Negotiations may begin with the announcement of the selected Proposer.

If the contract negotiation period exceeds 30 days or if the selected Proposer fails to sign the final contract within ten (10) business days of delivery, LCLE may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

### **1.18 Code of Ethics**

Proposers are responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics is the only entity, which can officially rule on ethics issues.

### **1.19 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.

The reports produced during the first study are available for viewing at the LCLE office. As the second study is currently being conducted, only those reports submitted and accepted by LCLE will be available for viewing at the LCLE office. Arrangements for viewing can be made through the LCLE contact person.

### **1.20 Definitions**

Shall, Must, or Will	Denotes mandatory language; a requirement that must be met without alteration
Should, Can, or May	Denotes desirable, non-mandatory language

## **2.0 Statement of Work**

Note: 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. Failure to address one or more of the Phases indicated shall disqualify the Proposer as nonresponsive.

The DMC Assessment to be developed by the Contractor must address each of the Phases described below.

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

A comprehensive review of the report and recommendations resulting from the first study shall be undertaken as a starting point in the assessment of the DMC identification data and data sources in the parishes under examination. The existing DMC identification data and data sources are 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.

The Contractor shall:

- a. Assess the adequacy of data currently used for the identification of DMC within the specified parishes, and develop recommendations for any necessary improvements, including any refinements to the statewide recommendations of the first and second studies;
- b. Survey and assess data sources available in the specified parishes 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 as well as any refinements to the statewide recommendations contained in the report from the first and second studies;
- c. Describe the juvenile justice process in each jurisdiction under study, identifying the contacts who have the data necessary to support the Relative Rate Index (RRI) and the assessment process;
- d. Collect DMC identification data required by the Relative Rate Index for each parish identified for study for calendar years 2011 and 2012;
- e. Collect DMC identification data required for the statewide Relative Rate Index;

- f. Utilizing the existing DMC identification data available *in the specified parishes*, 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);
- g. Utilizing the existing DMC identification data available *statewide*, identify points within the Juvenile Justice System where DMC is occurring, utilizing the definitions provided by OJJDP.

Deliverable: The Contractor shall submit a report assessing the current state of DMC identification and potential monitoring data in the specified parishes, containing specific recommendations for the improvement of data collection methods to better accomplish these purposes as well as recommendations for the refinement of the recommendations developed in the first and second study. The report shall include the Relative Rate Indexes (RRI) for the specific parishes identified for study and, using the data available, statewide. Data qualifications shall be clearly identified for each RRI table.

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

Phase II shall be built on the work completed during Phase I, particularly the Relative Rate Index tables built and any subsequent analysis developed to determine those decision points where DMC may be occurring. Phase II shall actually build two major aspects of the overall Assessment process. First, it shall identify the areas (decision points) of the Juvenile Justice System on which to focus the Assessment research efforts, and develop the hypotheses relative to why DMC is occurring at those points that will structure the research. Second, it shall involve the stakeholders in the design process, utilizing a data based Briefing Book to serve as the common ground for discussion among stakeholders, the JJDP Advisory Board, and LCLE relative to DMC in general and the Assessment process in particular. The purpose of the Briefing Books and subsequent discussions with the stakeholders shall be to develop a common understanding of DMC in the Louisiana Juvenile Justice System as demonstrated in the specific parishes under examination, and to ultimately provide a basis for a consensus as to interventions. The end result of this phase shall be the Final Assessment Research program.

The Contractor's assessment process shall include both qualitative and quantitative research methodologies. The Contractor shall provide a design with an initial qualitative aspect to establish the context for the assessment research that includes practitioners from each jurisdiction under study, a quantitative aspect including multivariate analysis sustainable by the data, followed with a final qualitative aspect to contextualize the quantitative findings. The Contractor's process should allow flexibility in the research design in order to accommodate data availability and other exigent research circumstances.

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

- a. Develop a Briefing Book for each Parish included in the study containing the necessary parish specific data, and detailed information (including but not limited to: crime data, system data, and other salient social/economic data), Relative Rate Index tables for 2011 and other information to serve as the basis for discussion of the Assessment process among local level stakeholders;
- b. Develop an Executive Summary Briefing Book containing state level information as well as summary information on each of the parishes, including the RRI tables for each parish for 2011. This document shall be designed for use by the JJDP Advisory Board in making state level policy and funding decisions relative to DMC;
- c. 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 within the specified parishes sufficient to focus the research phase of the Assessment process.
- d. 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.

- e. 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.
- f. 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.

The Contractor shall provide the following Deliverables:

- Local Level Briefing Book for each Parish to guide the local stakeholders through the DMC planning process and initiate efforts to effectively utilize the available data for local system improvement;
- Executive Summary 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 a detailed description of the methodologies to be utilized, identification of data sources along with an assessment of data availability and consistency across jurisdictions, associated timelines and indicating the nature and level of involvement requested from LCLE and any state or 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 shall be 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. The Contractor shall develop and execute the DMC Assessment research program as developed in item 2 (above).

The Contractor shall provide the following 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—Phase IV shall be the Contractor’s 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 shall be 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 shall be data based and priority driven. Included in this effort shall be 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 (data based where available).

- a. Utilizing the Final Assessment Report, Contractor shall meet with stakeholders and JJDP Advisory Board to develop strategies to alleviate the underlying causes of DMC as identified in the Assessment research and based on best practices.
- b. The Contractor shall assist in the development of a monitoring plan for the identified interventions.
- c. Upon submission of the deliverables, the Contractor will conduct a comprehensive briefing on the project to the JJDP Advisory Board and conduct debriefing sessions with the practitioners in each of the specified parishes.

The Contractor shall provide the following Deliverables:

- Monitoring Plan, including any necessary recommendations relative to state or local level information systems in the specific parishes under examination;
- 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 shall be the last day on which a deliverable for the Phase indicated will be due and accepted. Specific deliverable dates negotiated with the Contractor and accepted by LCLE must occur on or before the dates specified below.

Phase I: All deliverables due no later than March 13, 2013

Phase II: All deliverables due no later than March 15, 2013

Phase III: All deliverables due no later than June 7, 2013

Phase IV: All deliverables due no later than September 15, 2013

## **3.0 Response to RFP**

One original proposal must, and four copies of the Proposer's response should, 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 Cost proposal, is described below. 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 break down their cost by project phase as described in Section 2 (Statement of Work). 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. Additionally, the Proposer must provide a cost per deliverable as described in Section 2. Proposers must indicate key and lead personnel in each task by name.

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.

Proposers should provide cost information using Attachment D.

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

In Part 2, Proposers should 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, and it should 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 proposer'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 should 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) Proposer's approach to the project, and a task analysis appropriate to that approach. The proposal MUST address each of four phases of the project, identifying all tasks that will be performed in order to complete the phase. In Phase II, the proposer's research proposal should include both qualitative and quantitative methodologies. Preferably the Proposer should offer a design with an initial qualitative aspect to establish the context for the assessment research that includes practitioners from each jurisdiction under study, a quantitative aspect including multivariate analysis sustainable by the data, followed with a final qualitative aspect to contextualize the quantitative findings. The Proposer should maintain flexibility in the research design in order to accommodate data availability and other exigent research circumstances.
    - 3) Proposed work plan and timetable, with durations for each task in each Phase.
    - 4) Narrative detailing the proposer's estimated demands on LCLE staff as well as that of other state or local agencies or courts.

### **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, preferably audited – 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 minor 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 5.4 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 5.4 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.

### **5.2.1 Veteran-Owned and Service- Connected Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs**

The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurships (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the state. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) small entrepreneurship are businesses that have been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at [https://smallbiz.louisianaforward.com/index\\_2.asp](https://smallbiz.louisianaforward.com/index_2.asp).

Ten percent (10%) of the total evaluation points on this RFP are reserved for proposers who are themselves a certified Veteran or Hudson Initiative small entrepreneurship or who will engage the participation of one or more certified Veteran or Hudson Initiatives small entrepreneurships as subcontractors.

Reserved points shall be added to the applicable proposers' evaluation score as follows:

#### **Proposer Status and Reserved Points**

- Proposer is a certified small entrepreneurship: Full amount of the reserved points

- Proposer is not a certified small entrepreneurship but has engaged one or more certified small entrepreneurs to participate as subcontractors or distributors. Points will be allocated based on the following criteria:
  - the number of certified small entrepreneurs to be utilized
  - the experience and qualifications of the certified small entrepreneurship(s)
  - the anticipated earnings to accrue to the certified small entrepreneurship(s)

If a proposer is not a certified small entrepreneurship as described herein, but plans to use certified small entrepreneurship(s), proposer shall include in their proposal the names of their certified Veteran Initiative or Hudson Initiative small entrepreneurship subcontractor(s), a description of the work each will perform, and the dollar value of each subcontract.

During the term of the contract and at expiration, the Contractor will also be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each.

The statutes (R.S 39:2171 et. seq.) concerning the Veteran Initiative may be viewed at <http://legis.la.gov/lss/lss.asp?doc=671504> ; and the statutes (R.S 39:2001 et. seq.) concerning the Hudson Initiative may be viewed <http://legis.la.gov/lss/lss.asp?doc=96265>. The rules for the Veteran Initiative (LAC 19: VII. Chapters 11 and 15) and for the Hudson Initiative (LAC 19:VIII Chapters 11 and 13) may be viewed at <http://www.doa.louisiana.gov/osp/se/se.htm>.

A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurs may be obtained from the Louisiana Economic Development Certification System at [https://smallbiz.louisianaforward.com/index\\_2.asp](https://smallbiz.louisianaforward.com/index_2.asp) . Additionally, a list of Hudson and Veteran Initiative small entrepreneurs, which have been certified by the Louisiana Department of Economic Development and who have opted to register in the State of Louisiana LaGov Supplier Portal [https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest\\_user=self\\_re\\_g](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_re_g) may be accessed from the State of Louisiana Procurement and Contract (LaPAC) Network <http://wwwprd.doa.louisiana.gov/osp/lapac/vendor/srchven.asp> . When using this site, determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.) and select SmallE, VSE, or DVSE.

### 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:

CRITERIA	MAXIMUM SCORE
Proposer Qualifications	30 Points
Approach and Organization	35 Points
Hudson/Veteran Small Entrepreneurship Program	10 Points
Cost	25 Points
Total	100 Points

#### A. Proposer's Qualifications (Total of 30 points)

1. Experience and qualifications of key personnel who will be used to perform assigned tasks.
2. Experience of firm in conducting similar assessment research of criminal justice issues and the related analyses.
3. Proposer's familiarity with and knowledge 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.
4. Proposer's prior performance in similar projects.

#### 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 25 points)

The proposal with the lowest Total Project Cost will receive 25 points. All other proposals will be rated by multiplying the maximum possible points (25) by a fraction that consists of the low cost as the numerator and the proposed cost as the denominator.

**5.4.1 Veteran-Owned and Service-Connected Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation (Value of 10% of the total evaluation points)**

Ten percent (10%) of the total evaluation points on this RFP are reserved for proposers who are themselves a certified Veteran or Hudson Initiative small entrepreneurship or who will engage the participation of one or more certified Veteran or Hudson Initiatives small entrepreneurships as subcontractors.

Reserved points shall be added to the applicable proposers' evaluation score as follows:

Proposer Status and Reserved Points:

- Proposer is a certified small entrepreneurship: Full amount of the reserved points
- Proposer is not a certified small entrepreneurship but has engaged one or more certified small entrepreneurships to participate as subcontractors or distributors. Points will be allocated based on the following criteria:
  - the number of certified small entrepreneurships to be utilized
  - the experience and qualifications of the certified small entrepreneurship(s)
  - the anticipated earnings to accrue to the certified small entrepreneurship(s)

## **5.5 Announcement of Contractor**

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.

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.

### **6.1 Term of Contract**

The contract issued under the provisions of this RFP is anticipated to become effective September 18, 2012 and end on September 30, 2013. The State reserves the right to extend the contract for additional terms if necessary. In no event shall the contract term exceed 36 months.

## **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.