



**BUREAU OF JUSTICE ASSISTANCE  
NATIONAL TRAINING & TECHNICAL ASSISTANCE CENTER**

**REQUEST FOR PROPOSAL  
Technical Assistance to  
State of North Carolina 26<sup>th</sup> Judicial District  
Issued: December 19, 2014**

**I. BACKGROUND**

The 26<sup>th</sup> Judicial District of the State of North Carolina is seeking training and technical assistance (TTA) from a multi-disciplinary team to design an approach for a range of tasks, including the scheduling cases from filing to disposition, and the management of the docket within the courtroom itself. The 26<sup>th</sup> Judicial District is encountering challenges managing its criminal docket at the limited jurisdiction level (District Court). Courtroom productivity and utilization are of particular concern. From a productivity standpoint, the District Attorney, District Court Bench, and members of the defense bar note that cases are rarely ready to proceed on the first setting, and an automatic continuance has become the norm. Judges believe their time is not being well utilized because courtroom activity is consumed with locating defense counsel, waiting for the prosecutor and defense counsel to negotiate, or other administrative issues. It should be noted the District Attorney has statutory calendaring authority in the state. A related concern involves the length of time that expires between settings when cases are continued. All settings are tied to officer court dates and officers are generally not assigned to court more than once per month.

The district seeks to establish an efficient criminal process that will result in more productive courtrooms and effective utilization of courtroom time. These overarching accomplishments will include:

- joint ownership by all system factors for effective docket management,
- consistent application of administrative policies by judges,
- greater trial date certainty,
- fewer court appearances for officers and members of the public,
- reduced overtime expenses for law enforcement agencies,
- more time for law enforcement out on the street patrolling neighborhoods and preventing crime,
- reduced time to disposition for cases entering the system,
- manageable caseloads for prosecutors and defense counsel,
- stable docket numbers from session to session and courtroom to courtroom,
- accountability for all system actors, and
- overall improvement of the entire criminal justice system resulting in greater public trust and confidence.





Other areas of interest include exploring the viability of shifting the hearing of H and I Felonies from Superior Court to District Court, swapping the times when bond hearings and first appearance hearings are scheduled, and holding a more extensive bond review hearings at the time of first appearance.



## II. OBJECTIVES

Through this request for proposal (RFP), the Bureau of Justice Assistance National Training and Technical Assistance Center (BJA NTTAC) is seeking a Provider to work with the 26<sup>th</sup> Judicial District to accomplish the following objectives:

- Document and understand the existing organizational structure, statutory requirements, policies, and procedures pertaining to management of the criminal docket in District Court.
- Review existing data and capture new data to determine performance levels related to recommended standards.
- Meet with various stakeholders to conduct interviews/focus groups to learn perspectives on areas of inefficiency and opportunities for improvement.
- Develop a recommendations report for addressing case management outside and inside the courtroom.
- Obtain buy-in from local court officials and develop an implementation plan stakeholders can execute.

## III. DELIVERABLES

The following deliverables will be required for this engagement:

1. Develop, in coordination with the Requestor, **a technical assistance (TA) plan** with guidelines for the assessment and meeting critical deadlines, which will be delivered to BJA NTTAC prior to executing the TA services and within 30 days from the start of the period of performance listed in the executed statement of work (SOW).
2. Provide a **status update** within 2 weeks of the site visit assessment to demonstrate how the engagement is progressing as compared to the TA plan, and provide BJA NTTAC with any identified risks or issues that may impact the engagement from a quality, schedule, or cost perspective.
3. Share any **PowerPoint presentations, handouts, materials, documents, or job aids** provided to the Requestor during training and strategic planning sessions;
4. Compile **a comprehensive report**, including an executive summary that contains complete assessment of findings, and recommendations for each objective outlined above. This detailed final report will be delivered to BJA NTTAC within 45 days from the period of performance end date listed in the executed SOW.



#### IV. HOW TO APPLY

Please submit the following in response to the RFP:

1. A narrative (not to exceed four double-spaced pages) that includes the following:
  - a. Knowledge and understanding of the issue(s) described in this RFP.
  - b. Tasks that outline the technical approach or methodology to achieve the objective(s) and deliverable(s) described in this RFP.
  - c. Relevant experience and capabilities related to the objective(s) described in this RFP.
2. A detailed and itemized budget that includes labor and all other direct costs.
3. A timeline that includes key tasks and deliverables related to completing the engagement.
4. A description of proposed staff that includes their relevant capabilities and a biographical statement or resume for each.

**Notes:**

- The budget, timeline, staff description, and resumes are not included in the four page narrative limit.
- Labor rates for consultant fees should not exceed \$450.00 per day/per consultant.
- All travel costs including lodging and per diem rates must conform to Federal Travel Guidelines according to the [General Services Administration](#) (GSA).
- Applicants can expect to receive notification from BJA NTTAC within 30 days of the RFP deadline. BJA reserves the right to work with the selected Provider on revising the proposed technical approach, budget, and timeline as necessary to complete the work. BJA NTTAC will contract directly with the Provider to provide technical assistance to the requesting jurisdiction.

#### V. EVALUATION CRITERIA

Responses to this RFP will be rated on the evaluation criteria displayed below along with their corresponding point values out of a possible 100:

- **Understanding of the Problem** (10 points)  
Responses must demonstrate the Provider has a clear understanding of the requirements as outlined in the RFP. Points for this factor will be based on a judgment of the degree to which the Provider understands and demonstrates the ability to achieve the objectives of this RFP.
- **Technical Approach** (30 points)  
This factor evaluates the extent to which the Provider's response provides a clear, effective, innovative, and feasible approach to meeting the RFP requirements. The narrative response shall include the quality, comprehensiveness, and feasibility of methods and plans proposed to accomplish the required objectives. The technical approach should include what activities, such as onsite and offsite assistance, will be used to accomplish the objectives.
- **Relevant Experience/Capabilities** (10 points)  
This factor assesses the Provider's ability to offer effective services throughout the life of this task. Responses must demonstrate the Provider's previous experience offering similar services or capabilities.

- **Budget** (20 points)  
Each response will be evaluated based on the total proposed cost, including labor and other direct costs. In addition, this factor will include an assessment of the Provider's response for completeness, realism, reasonableness, and risk.
- **Timeline** (10 points)  
This factor assesses the proposed period of performance provided by the Provider for the ability to meet the objectives of this RFP, as well as for realism and reasonableness of the approach.
- **Staffing** (20 points)  
The Provider must demonstrate that proposed personnel are optimally suited for the work to be performed. A resume or biographical statement must be included for each proposed individual.

#### VI. FUNDING RANGE

BJA anticipates that the budget for this TTA request will range between \$15,000 and \$20,000. However, cost proposals with budgets above and below this estimate will be evaluated and entertained.

Please reference the attached "Response to RFP Template" for formatting guidelines and additional instructions on how to respond to this RFP. Responses to this RFP should be **sent via e-mail** to [nttac@bjatraining.org](mailto:nttac@bjatraining.org) at no later than **5:00pm EST January 30, 2015**. If you have any questions, please contact BJA NTTAC coordinator, **Eva McGann**, at the e-mail listed above or via phone at (855) 252-8822.

