



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

**REQUEST FOR PROPOSAL
Technical Assistance to
The Metropolitan General Sessions Court of Nashville, TN
Issued: December 19, 2014**

I. BACKGROUND

The Metropolitan General Sessions Court is seeking training and technical assistance (TTA) from a multi-disciplinary team to design an approach to efficiently administer justice using best practices throughout the criminal adjudication. Although they have faced an increased caseload and the steady addition of new responsibilities, staffing has remained the same. A study conducted by the Nashville Mayor's office took a comprehensive look at how law enforcement and the court system handled domestic violence cases. The study found and identified areas of concern in the Court's process, prompting their request for technical assistance.

The court seeks to establish a more efficient method for the Magistrates to handle the initial probable cause hearings for criminal cases, which will greatly improve their administration of justice. It is vital to determine the number of Magistrates, Judicial Commissioners, and support staff needed to handle the workload for the 24-hour services that the court offers. These overarching accomplishments will include

- reduced time to disposition for cases entering the system and more manageable caseloads per magistrate,
- improved processing time for non-criminal related cases,
- reduced overtime expenses for law enforcement agencies, and
- more time for law enforcement out on the street patrolling neighborhoods and preventing crime.

Quality of justice will be improved and realized throughout the entire justice system.

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 Metropolitan General Sessions Court to accomplish the following objectives:

- Evaluate current work environment, procedures, and workloads;
- Meet with various stakeholders to conduct interviews/focus groups to learn current processes and areas of inefficiency;
- Develop a recommendations report for addressing areas of inefficiency;
- Develop an implementation plan that stakeholders can execute to adopt recommendations.



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 at no later than **5:00pm EST January 30, 2015**. If you have any questions, please contact BJA NTTAC coordinator, **Shaun Ali**, at the e-mail listed above or via phone at (855) 252-8822.

