**BUREAU OF JUSTICE ASSISTANCE**

**TRAINING & TECHNICAL ASSISTANCE CENTER**

**REQUEST FOR PROPOSAL**

**Technical Assistance to**

**Oregon Criminal Justice Commission (CJC)**

**Issued: February 23, 2015**

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| **I. BACKGROUND** |
| The Justice Reinvestment Initiative (JRI) aims to expand the use of evidence-based practices and data-driven decisionmaking in the criminal justice community. Oregon has been selected as a JRI: Maximizing State Reforms grantee and has elected to receive training and technical assistance through the Bureau of Justice Assistance (BJA) National Training and Technical Assistance Center (NTTAC). Between 2000 and 2010, Oregon’s prison population increased nearly 50 percent, and the state projects an increase of 2,000 inmates over the next decade, costing the state an additional $600 million. Recognizing the need to intervene, the Governor created an interagency commission to analyze corrections and sentencing policies. In July of 2013, Oregon passed JRI legislation that is projected to avert $326 million in costs between now and 2023 through evidence-based sentencing alternatives and other effective crime prevention strategies.    As part of Oregon’s implementation of JRI, the state’s Criminal Justice Commission (CJC) has been tracking process and outcome data, including prison admissions by county. CJC identified two counties, Lane County and Klamath County, that are sending more non-violent offenders to prison now than they were before the passage of JRI legislation. In response, CJC, in partnership with Lane and Klamath Counties, has proposed to implement a successful evidence-based sentencing model—previously piloted in Marion County (OR) in 2012—to reduce prison admissions in those counties.  This technical assistance engagement will support these two counties as they implement the Marion County model and support the CJC as it documents the process and scales the program up for other counties to adopt.  The CJC is seeking training and technical assistance from a multi-disciplinary team to perform 3 tasks: 1) develop an implementation plan for Lane and Klamath Counties; 2) advise on performance and outcome measures for counties implementing the Marion County model, and 3) work with CJC to document the implementation process and prepare resources for other counties to replicate the process. The selected Provider will have experience in implementing criminal justice interventions, performance measurements, and process evaluations.  Oregon sees an opportunity to create a system that could be replicated in other counties around the state. Creating a replicable plan for effective local programming and supervision to maintain nonviolent offenders in the community when appropriate will further the state’s JRI goals. |

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| **II. OBJECTIVES** |
| Through this request for proposal (RFP), BJA NTTAC is seeking a Provider to work with the CJC to accomplish the following objectives:   * Develop a plan for implementing the Marion County model in Lane and Klamath Counties in consultation with the CJC and county stakeholders. * Advise on performance and outcome measures for counties implementing the Marion County model. * Work with CJC to document the implementation process and prepare resources for other counties to replicate the process. |
| **III. DELIVERABLES** |
| In addition to the deliverables the applicant proposes to create in order to accomplish the objectives of this engagement, 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 of the start of the period of performance listed in the executed statement of work (SOW). 2. Provide monthly ***status updates***, along with an additional update within two weeks of the site visit, 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. Deliver any ***PowerPoint presentations, handouts, materials, documents, or job aids*** provided to the collaborative agencies 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:    1. Knowledge and understanding of the issue(s) described in this RFP.    2. Tasks that outline the technical approach or methodology to achieve the objective(s) and deliverable(s) described in this RFP.    3. 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 the [Federal Travel Regulations](http://www.gsa.gov/portal/content/104790) (FTR) according to the [General Services Administration](http://www.gsa.gov/portal/content/104877) (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, will be given a corresponding point value, and will be added together and rated 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 its 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. |

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| **VI. FUNDING RANGE** |
| BJA anticipates that the budget for this training and technical assistance request will range between $35,000 and $40,000. However, cost proposals with budgets above and below this estimate will be evaluated and entertained. |

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 on March 20, 2015** If you have any questions, please contact BJA NTTAC coordinator, **James Lah**, at the e-mail listed above or via phone at (855) 252-8822. Please reference the attached “*Response to RFP Template*” for formatting guidelines and additional instructions on how to respond to this RFP.