

Request for Proposal

REQUEST FOR PROPOSAL

Technical Assistance to:

Idaho Commission of Pardons and Parole/Idaho Department of Correction

Issued: April 27, 2017

Proposal Deadline: May 23, 2017 (extended to May 30, 2017)

I. BACKGROUND

In 2014, the state of Idaho adopted Senate Bill (SB) 1357, which aimed to strengthen supervision practices and programming to reduce recidivism; restructure parole guidelines to use prison space more efficiently; and adopt new sanctions for violations of community supervision. Since that time, Idaho has experienced a series of critical incidents involving felony probationers and/or parolees, including one that resulted in the shooting of two law enforcement officers, the death of a law enforcement K-9, and the death of a parolee. As a result, a group of law enforcement and prosecutorial agencies from across the state of Idaho has hypothesized that certain policies implemented as part of SB 1357 may have played a role in these incidents by allowing individuals convicted of crimes to reside in the community in place of, or following a period of, incarceration.

The Idaho Commission of Pardons and Parole (COPP) and the Idaho Department of Correction (DOC) are jointly seeking technical assistance (TA) for a third-party review of how the circumstances of individual critical incidents may be related to specific components of the legislation as enacted. The selected provider will work directly with the Idaho COPP, Idaho DOC, and other justice or stakeholder entities with a vested interest in this effort. The selected provider will have significant experience in working with corrections and other public safety agencies to examine and learn from critical incidents.

The period of performance for this engagement is estimated to be from **June 26, 2017 – August 30, 2017**. Proposals with longer periods of performance will also be considered.

II. TASKS

Through this Request for Proposal (RFP), the Bureau of Justice Assistance (BJA) National Training and Technical Assistance Center (NTTAC) is seeking a TA provider to work with the Idaho COPP and the Idaho DOC to conduct an independent assessment of statewide critical incidents to discern what policy changes may be necessary to ensure public safety.

The selected provider will be required to accomplish the following tasks as part of this engagement:

Request for Proposal

- Conduct a thorough review of approximately 25 critical incidents using case files and other materials provided by the state of Idaho. Note that the requestor has indicated that all case files and other materials can be transmitted to the provider electronically. Travel is not required for this engagement.
- Review and synthesize state laws and agency policies related to release decisionmaking procedures and practices. The analysis should include laws and policies in effect at the time of the incidents, as well as current laws and policies.
- Determine whether and how SB 1357 is related to the each critical incident under consideration.
- Provide written recommendations for how Idaho justice agencies can modify existing policies, procedures, and protocols to comply with state law and maximize public safety.

III. DELIVERABLES

The provider will execute the following deliverables as part of this TA engagement:

1. Develop, in coordination with the requestor, a **time and task plan** that details when required tasks and deliverables will be completed. The time and task plan is due to BJA NTTAC prior to executing the TA services and within the first 14 days of the period of performance listed on the executed Statement of Work (SOW).
2. Deliver **written status updates** at least every 30 days to demonstrate how the engagement is progressing as compared to the time and task plan. In the status updates, provide BJA NTTAC with any identified risks or issues that may impact the engagement from a quality, schedule, or cost perspective.
3. Develop a **comprehensive final report** that includes a complete description and assessment of the services delivered, a summary of key findings, and the outcomes and/or performance metrics (as provided by BJA NTTAC) collected. The report should detail possible next steps and action items, as well as document the delivery and submission of all tasks and deliverables identified in the SOW, and include any work products and supporting materials not previously submitted to BJA NTTAC. A report template will be provided by BJA NTTAC. This final report is due to BJA NTTAC, the Idaho COPP, and the Idaho DOC by the period of performance end date listed in the executed SOW.
4. Develop, in coordination with the Idaho COPP and Idaho DOC, a **formal presentation** summarizing findings and conclusions based on the tasks performed in Section II of this document. This presentation should be developed to be virtual/electronic in nature (not in person) and should be delivered in a format (e.g., PowerPoint) to be shared easily across Idaho justice agencies. The provider will also create a supplemental, redacted version of the presentation that can be disseminated externally to other stakeholder entities.

Request for Proposal

IV. FUNDING RANGE

BJA NTTAC anticipates that the budget for this TA engagement will range between **\$18,000.00 and \$22,000.00**. However, proposals with budgets above or below this estimate will be evaluated and considered.

V. HOW TO APPLY

To respond to this RFP, please submit the following:

1. A narrative (not to exceed six double-spaced pages) that includes the following sections and information:
 - a. Understanding of the problem. Demonstrate your knowledge and understanding of the issue(s) described in this RFP.
 - b. Technical approach. Describe the approach or methodology, including specific tasks, you will take to achieve the outlined goals(s) and deliverable(s) described in this RFP.
 - c. Relevant experience and capabilities. Describe your organization's relevant experience and capabilities, any partner organizations, and any key personnel related to the goals(s) described in this RFP.
2. A detailed and itemized budget that includes labor and all other direct costs (refer to attached RFP and budget template).
3. In a table format, provide a timeline that outlines the key tasks and milestones to be completed as part of this TA engagement. The timeline will include guidelines for producing high-quality materials and meeting critical deadlines. Additionally, the timeline will outline all proposed activities to be initiated and executed during the period of performance.
4. A biographical statement or resume, including relevant experience and capabilities, for key personnel identified in the narrative.

Notes:

- The budget, timeline, and resumes are not included in the six-page narrative limit.
- Labor rates for consultant fees should not exceed \$650.00 per day, per consultant.
- All travel costs, including lodging and per diem rates, must adhere to the [Federal Travel Regulations](#) according to the [General Services Administration](#).
- Applicants can expect to receive notification about this RFP from BJA NTTAC within 30 calendar days of the RFP deadline. BJA NTTAC reserves the right to work with the selected provider on

Request for Proposal

revising the proposed technical approach, budget, and timeline as necessary to complete the work. BJA NTTAC will develop an SOW to contract directly with the provider for TA services.

- 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 by **5:00 p.m. ET on May 23, 2017 (extended to May 30, 2017)**.
- Questions related to this RFP should be directed to BJA NTTAC at the e-mail provided with ‘ATTN: Ian Hamilton’ in the subject line or via phone at 1-855-BJA-TTAC.

V. EVALUATION CRITERIA

Responses to this RFP will be rated on the evaluation criteria listed below:

- **Understanding of the Problem** (10 points)

Responses must demonstrate that the provider has a clear understanding of the requirements 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 goals 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 the methods and plans proposed to accomplish the required goals.

- **Relevant Experience and Capabilities** (10 points)

This factor assesses the provider’s ability to offer effective services throughout the life of this engagement, including the experience of key personnel. Responses must demonstrate the provider’s previous experience offering similar services or capabilities relative to the services required in this RFP.

- **Budget** (20 points)

Each response will be evaluated based on the total proposed cost and respective justification, 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 (refer to attached template).

Request for Proposal

- **Timeline** (10 points)

This factor assesses the proposed period of performance submitted by the provider to meet the goals of this RFP, as well as the realism and reasonableness of the approach to timing.

- **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 key personnel.