

BJA NTTAC Request for Proposal

Technical Assistance to:

The Prosecution Assessment Training and Technical Assistance Program

Issued: March 27, 2018

Proposal Deadline: April 20, 2018

Background

Established in 2008, the Bureau of Justice Assistance (BJA) National Training and Technical Assistance Center (NTTAC) is a training and technical assistance (TTA) resource within the U.S. Department of Justice. BJA NTTAC's mission is to facilitate the delivery of high-quality, strategically focused training and technical assistance to achieve safe communities nationwide. BJA NTTAC works to improve the criminal justice system by connecting state, local, and tribal agencies with providers offering a wide variety of services to address the unique needs of communities.

This request for proposal (RFP) solicits subject matter experts to support the Prosecution Assessment TTA Program, which will be managed by BJA NTTAC.

For years, BJA has provided assessments and workflow analysis to local law enforcement agencies to assist them in realigning resources, developing strategies to reduce violent crime, and enhancing crimefighting results. While this work has been critical to helping prosecutors build effective cases, BJA recognizes that it is equally important to provide assistance directly to prosecutors to ensure violent crime cases are prioritized among offices and to identify strategies to strengthen cases and increase convictions.

Therefore, the goals of the Prosecution Assessment TTA Program are to:

- Assess the capacity of prosecutors' offices to prosecute violent crime using federal and state laws;
- Identify strengths, gaps, and enhancements needed in violent crime prosecutions; and
- Identify national, regional, and local resources to enhance prosecution results.

The objective of this RFP is to solicit a cadre of experts with the expertise and skills required to provide direct training and technical assistance to prosecutors' offices to meet increased demand from the field. The individual experts must be willing and able to spend time in the field and offer

intensive technical assistance to address an agency's needs. BJA NTTAC plans to select up to five providers to serve as the Prosecution Assessment TTA pool of providers.

Tasks

Through this RFP, BJA NTTAC is seeking to develop a pool of qualified providers to quickly respond to requests for training and technical assistance through the Prosecution Assessment TTA Program. Selected providers will deliver TTA to prosecutors' offices at their request to assess their capacity to prosecute violent crime cases, identify programming gaps, and make recommendations to improve processes.

The provider may be required to accomplish the following tasks as part of a Prosecution Assessment TTA engagement:

- Identify and gather relevant crime data.
- Engage appropriate staff and partners in the assessment process.
- Observe internal case briefings and meetings with federal, state, and local partners.
- Review policies, laws, and procedures.
- Review prosecutions of violent crime and gun cases from arrest through trial.

In addition to the tasks above, the scope of work to be performed may include additional services not currently anticipated, based on the needs of the requesting agency. The expected time frame for each TTA engagement is three months, but this period may be modified based on the scope of the requested work.

Deliverables

The provider will execute the following deliverables as part of a Prosecution Assessment TTA engagement:

1. Develop, in coordination with the requesting agency, a **time and task plan** that details when the provider will complete the required tasks and deliverables. The time and task plan is due to BJA NTTAC prior to executing the TTA 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** to BJA NTTAC 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** for the requesting agency and BJA NTTAC that includes a complete description and assessment of the services delivered, key findings, and outcomes. 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.

4. Complete the **BJA NTTAC TTA Closeout Report**. The Closeout Report captures a summary of all activities and relevant information related to the engagement, as reflected in the SOW and completed throughout the period of performance.

Funding Range

BJA NTTAC anticipates that the budget for each Prosecution Assessment TTA engagement will range between \$10,000 to \$20,000, depending on the scope of work. However, proposals with budgets above or below this range will be evaluated and considered.

Sample Request

Interested subject matter experts should include a response to the sample TTA request below as part of their proposal. The response should describe a technical approach for providing services to the sample requesting agency, including data collection and assessment processes. Assume that you have 90 days to complete the work and can spend up to five days onsite. See additional instructions under the 'How to Apply' section:

A county district attorney's office is responsible for prosecuting all juvenile and adult violations of state criminal law that occur in the county. The agency's staff consists of 250 employees funded by the state or county, or through federal grants. The agency employs 100 assistant district attorneys who, on average, handle more than 200,000 misdemeanors and felonies annually and staff more than 20 courtrooms daily. They are also engaged in a variety of efforts beyond the courthouse tailored toward prevention, intervention, and enforcement. Their goal is to enhance public safety and the lives of the citizens of the county. The general organization and functions of this office have not changed drastically over the last 30 years, but workload has increased. The county is seeking recommendations on organizational structure and functional enhancements to optimize their agency to meet those increasing needs.

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), goals, and tasks described in this RFP.
 - b. Technical approach. Describe the approach or methodology you will take, including specific tasks such as onsite and offsite assistance, to achieve the outlined goals and deliverables described in the sample request.
 - c. Relevant experience and capabilities. Describe your organization's relevant experience and capabilities, any partner organizations, and any key personnel who are instrumental in achieving the goals described in this RFP.
2. A detailed and itemized budget that includes labor and all other direct costs for the sample request (refer to attached RFP response template).

3. A timeline (in table format) that outlines the key tasks and milestones to be completed as part of the sample request. The timeline will outline all proposed activities to be initiated and executed during the sample request's period of performance.
4. A biographical statement or resume, including relevant experience and capabilities, for key personnel identified in the narrative.
5. A professional reference who can attest to your specific work in this area and can discuss deliverables provided to his/her organization.

Notes:

- This RFP will consider responses from individual consultants as well as organizations that wish to be included in the cadre of experts available for “on-demand” deployment to the field to support jurisdictions to improve their prosecution results.
- The budget, timeline, resumes, and professional reference are not included in the six-page narrative limit.
- All travel costs, including lodging and per diem rates, must adhere to the [Federal Travel Regulations](https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftp) (<https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftp>) according to the [General Services Administration](https://www.gsa.gov/travel/plan-book/per-diem-rates) (<https://www.gsa.gov/travel/plan-book/per-diem-rates>).
- Applicants can expect to receive notification about this RFP from BJA NTTAC within 60 calendar days of the RFP deadline.
- BJA NTTAC reserves the right to work with the selected provider on revising the proposed technical approach, budget, and timeline as necessary to complete the work for each TTA engagement. BJA NTTAC will develop an SOW to contract directly with the provider for each TTA engagement. The number of TTA engagements depends on the number of requests received. There is no guaranteed work as a result of this RFP; however, BJA is releasing this RFP as a result of increased demand for prosecution assessment 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 email to [BJA NTTAC \(nttac@bjatraining.org\)](mailto:nttac@bjatraining.org) by 5:00 p.m. ET on April 20, 2018.
- Questions related to this RFP should be directed to James Lah, BJA NTTAC TTA Coordinator, at [BJA NTTAC \(nttac@bjatraining.org\)](mailto:nttac@bjatraining.org) or 855-252-8822.

Evaluation Criteria

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

- **Understanding of the Problem (20 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 (30 points)**

This factor assesses the provider's ability to offer effective services throughout the life of a Prosecution Assessment TTA 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. A resume or biographical statement must be included for each proposed individual.

- **Budget (10 points)**

Each response will be evaluated based on the total proposed cost and respective justification, including labor and other direct costs, for the sample request. In addition, this factor will include an assessment of the provider's response for completeness, realism, reasonableness, and risk (refer to attached template).

- **Timeline (10 points)**

This factor assesses the proposed period of performance provided by the provider to meet the goals of the sample request, as well as the realism and reasonableness of the approach to timing.