



**BUREAU OF JUSTICE ASSISTANCE
TRAINING & TECHNICAL ASSISTANCE CENTER (BJA NTTAC)**

**REQUEST FOR PROPOSAL
Technical Assistance to Lee County Probation Department
Issued: March 21, 2014**

I. BACKGROUND

The Lee County, Florida Probation Department has been providing supervision of defendants convicted of misdemeanor offenses for over 35 years. The department consists of 27 employees devoted to the unified service of the Court as it pertains to enforcing the Court's orders while delivering fair and consistent treatment to defendants and a noticeable and positive contribution to the Lee County area. The Probation Officers and Clerical Staff report to a designated Supervisor. The Supervisors report to the Deputy Criminal Division Director. All Probation employees ultimately report to the Criminal Division Director, Ms. Liza Maldonado, and she reports to the Trial Court Administrator.

The ongoing goal of the Lee County Probation Department (LCPD) is to reduce probation violations and increase levels of face-to-face contact with probationers. The Probation Officers are encouraged to follow a rehabilitative supervision model while monitoring their assigned cases. Increased frequency of face-to-face defendant contact has proven to reduce recidivism while allowing Officers to assess the reporting needs of the defendant on an individual basis.

The primary role of probation staff is to deliver consistent, positive guidance to defendants. The department recognizes the need to tailor its approach to the needs of the probationers. This is accomplished through the creation of specialized caseloads such as Domestic Violence, Intensive Supervision, Mental Health Court and Spanish Speaking. Regardless of the level of supervision provided; the message to probationers is delivered through repetition and prioritization of Court-ordered conditions coupled with encouragement toward achieving satisfactory completion of probation and a crime-free life style. Probation Officers link probationers to local treatment providers who provide education and awareness which gives probationers the tools needed to become citizens who contribute to their community.

It is the goal of LCPD to operate in the most effective and proactive way possible. The department strives for excellence in its delivery of supervision services to the community. One way to quantify the department's ability to supervise defendants is to examine the officer to probationer ratio.

Currently there are 14 probation officers and the probationer population supervised by the LCPD is 2,771. This equates to an officer to defendant ratio of **1:241** for general population caseloads, felony reduction cases and Spanish speaking caseloads. Additionally, the ratio for the intensive supervision and domestic violence officers is **1:117**.

The Lee County Probation Department is seeking technical assistance to assess the needs of their department and provide insight into prioritizing cases based on risk rather than charge. The department has limited resources and seeks information on how to use these resources in the most effective and efficient manner.

The primary goal for LCPD is to begin to implement data driven decision making into the day to day processes of the probation department. Specifically, LCPD is interested in recommendations for a validated risk instrument tool that will best serve the needs of the department and assist in classifying cases according to risk.



II. OBJECTIVES

Through this RFP, BJA NTTAC is seeking a provider to work with Lee County Probation Department to accomplish the following objectives:

- Complete an assessment of current state of probation department and make recommendations for protocols that result in highest quality of case management services in most efficient manner;
- Assess current probation caseloads and make recommendations for optimal caseload ratio to effectively supervise and manage cases;
- Assess current reporting procedures and make recommendation on how to incorporate evidence based practices;
- Review technology resources and make recommendations for most efficient use;
- Review current standard operating procedure system and make recommendations for elements that should be a part of a standard operating procedure system and provide template for guidance.
- Make recommendations for a validated risk assessment tool.

III. DELIVERABLES

The following deliverables will be required for this engagement:

1. Develop, in coordination with the requestor, ***a technical assistance 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 SOW;
2. 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. Compile ***a comprehensive report***, including an executive summary that contains complete assessment of probation department, 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 that 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 tasks.
- **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 training and technical assistance request will range between \$15,000 and \$20,000. 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 at no later than **5:00pm EST April 21, 2014**. 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. Please reference the attached "*Response to RFP Template*" for formatting guidelines and additional instructions on how to respond to this RFP.

