



Staff Agency for the Judicial Conference of Indiana

Request for Proposals for Drug Court Evaluation

I. Purpose

The Indiana Judicial Center (IJC) issues this announcement on September 1, 2005, to solicit proposals from individuals and entities that wish to be considered to conduct an evaluation of Indiana drug courts operating under IC 12-23-14.5. IJC seeks proposals from qualified individuals or entities to conduct process evaluations, outcome evaluations, and cost-benefit analyses for at least five (5) adult drug courts and process evaluations for at least (3) three juvenile drug courts.

IJC will consider proposals received on or before September 23, 2005 that comply with the procedures described below. The projected award date is October 14, 2005. The anticipated project period is November 1, 2005, through December 1, 2006. IJC has budgeted approximately \$250,000 for this project.

II. Background

Indiana's drug court movement began in 1996. In 2002, the Indiana General Assembly adopted drug court legislation found at IC 12-23-14.5. Drug courts established under this chapter are subject to oversight and certification by IJC. The Drug Court Subcommittee of the Court Alcohol and Drug Program Advisory Committee guides IJC in exercising this function.

In 2003, the Judicial Conference adopted Drug Court Rules, and IJC began certifying drug courts under the rules. Currently 21 Indiana drug courts are certified (16 adult and 5 juvenile).

Resources:

- ❑ Current drug court statutes are primarily contained in IC 12-23-14.5, which can be viewed at <http://www.ai.org/legislative/ic/code/title12/ar23/ch14.5.html>
- ❑ The Drug Court Rules may be viewed at <http://www.in.gov/judiciary/center/cadp/drugcourts/rules.html>.

The drug court statute enacted in 2002 did not contain any funding for drug courts. The goals of this project are to evaluate how effective Indiana adult drug courts are at reducing recidivism and the cost-benefits of drug court participation, if any, and to evaluate the processes of Indiana juvenile drug courts. If favorable, the results of this evaluation will be used to garner support from stakeholders and legislators to provide state funding in 2007. The results of these evaluations will also be used to assist the drug courts that participate in the evaluation in identifying whether or not the court is meeting its stated goals and objectives, to improve the services to drug court participants, and to gain support from their communities.

As a first step toward these goals, IJC contracted with the Indiana University Center for Evaluation and Education Policy in April 2005 to conduct an evaluability assessment of Indiana drug courts. The purpose of that assessment was to identify which drug courts are best suited for evaluation and to identify a list of research questions to include in a multi-site evaluation.

The assessment included a survey of 10 drug courts (nine adult, one juvenile) that had 50 or more graduates since inception. The purpose of the survey was to identify the courts' current data collection method, the courts' impression of the quality of that data, and the courts' willingness to participate in a state-funded evaluation. Nine of 10 courts surveyed currently collect data electronically. Seven of those nine courts reported that the data was comprehensive from 2002 forward. All 10 courts surveyed expressed a willingness to participate in a state funded evaluation. The evaluability assessment recommended that the evaluation be based upon a retrospective analysis of participants who exited drug court from January 2002 to December 2003. In addition, the evaluability assessment assisted in the development of research questions that are included as an attachment to this document.

III. Contractor Functions

- A. The contractor will furnish all labor, materials, and equipment needed to conduct process evaluations, outcome evaluations, and cost-benefit analyses of at least five (5) adult drug courts. The contractor will select the courts to participate in the evaluation from a list of the nine adult drug courts that participated in the evaluability assessment survey. The contractor will obtain answers to each of the research questions listed in the attached document.

- B. The contractor will furnish all labor, materials, and equipment needed to conduct process evaluations of at least three (3) juvenile drug courts. The contractor will select the courts to participate in the evaluation from a list of the five (5) juvenile drug courts in Indiana. The contractor will obtain answers to the process evaluation questions listed in the attached document.

- C. The contractor will begin the project on or about November 1, 2005, and the contractor will select the sites for evaluation within thirty (30) days of starting the project.
- D. The contractor will assist the Drug Court Subcommittee in defining recidivism for the purpose of this project.
- E. The contractor will review and provide comment on the research questions listed in the attached document.
- F. The contractor will update IJC periodically on the status of the project. The contractor will update the Drug Court Subcommittee upon request.
- G. The contractor will provide the following deliverables to IJC:
 - 1. A written report about each drug court that participates in the evaluation, including an executive summary, a description of methods, detailed findings, and a list or description of improvements the drug court should consider based upon the findings.
 - 2. A comprehensive report detailing the evaluation in its entirety.
 - 3. A one-page summary highlighting the outcomes and cost-benefits of the drug courts that participate in the evaluation.
 - 4. A list of recommended variables for data collection to assist Indiana drug courts in future evaluations of a similar nature.
- H. The contractor will complete the project, including the submission of all deliverables to IJC, by December 1, 2006.
- I. The contractor will provide written and verbal testimony describing the results of the evaluation to committees of the 2007 Indiana General Assembly upon the request of IJC.

IV. Exclusive Ownership

Any and all data, forms, surveys, analyses, reports, studies, manuscripts, and other complete or incomplete work product prepared or developed by the consultant in connection with this project shall become the exclusive property of IJC, and may be used by the contractor only upon the prior written consent of IJC.

V. Submission Information

Interested entities are invited to respond to this request by submitting a written proposal. Proposals should include the following information:

1. Identification of the entity making the submission, including a point of contact, e-mail address, fax number, telephone number, and mailing address.
2. Identification of the key persons who will work on the project, including a statement of the qualifications and availability for each person. The statement of qualifications should describe the person's experience:
 - a. Providing the contractor functions.
 - b. With respect to projects of this nature.
 - c. Working in a collaborative environment.
 - d. Complying with budget and schedule constraints.
3. A specific plan for providing the proposed services, including:
 - a. A work schedule.
 - b. A description of how the evaluation sites and comparison groups will be selected.
 - c. An estimate of the amount of time the entity will spend at each evaluation site collecting data.
 - d. A description of the statistical packages and analyses that will be used to evaluate the data.
 - e. A plan for periodically updating IJC on the status of the evaluation.
 - f. A compensation schedule.
4. An itemized budget and budget narrative that details the cost for each evaluation component per court.
5. A statement of financial viability indicating that the entity has the resources required to complete the contract.
6. One (1) sample of work completed for a similar project.

7. A list of references from other completed projects, including contact information.
8. Any other information that the entity believes is relevant to the selection process.

Proposals should not exceed 70 pages in length. Sample materials do not count toward the page limit. Submissions must be received by IJC before 3:00 p.m. Eastern Standard Time on September 23, 2005. It is incumbent upon the sender to confirm receipt of any proposal sent to IJC. Late or nonconforming submissions may be disqualified. Facsimile and electronic mail submissions will not be accepted.

Please send one (1) unbound original of the proposal, four (4) unbound copies, and one (1) electronic copy saved to CD, DVD, or USB flash drive to:

Mary Kay Hudson, Drug Court Coordinator
Indiana Judicial Center
115 West Washington Street, Suite 1075
Indianapolis, IN 46204-3424

Entities should submit the electronic copy of the proposal narrative in MS Word. Entities should submit the electronic copy of the proposal budget and budget narrative in MS Excel.

VI. Evaluation and Award Criteria

The Drug Court Subcommittee and IJC staff will use the following criteria in reviewing proposals:

1. The entity's experience conducting similar research studies.
2. The entity's ability to demonstrate that it has the resources to complete the project within the stated time period.
3. The entity's familiarity with the mission, functions, and processes of drug court.
4. The overall plan for providing services, including how the entity will minimize the burden on the local drug courts of data collection and reporting.
5. The entity's ability to provide a detailed and comprehensive budget that does not exceed \$250,000, and to provide justification for the budget.
6. The quality of the entity's previous performance as described by references listed by the entity.
7. The effectiveness of the entity's communication skills, gauged in part by the completeness and clarity of the proposal.
8. The degree to which the proposal is responsive to the specifications contained in this Request for Proposals.

9. The ability of the entity to relate to IJC staff and local drug court judges and staff.

VII. Questions

Written questions concerning this announcement may be submitted to Mary Kay Hudson at mkhudson@courts.state.in.us by 3:00 p.m. Eastern Standard Time on September 9, 2005. Questions received after September 9, 2005 may not receive a response. The questions received and the responses to those questions will be posted by 3:00 p.m. Eastern Standard Time on September 13, 2005 at:

<http://www.in.gov/judiciary/center/cadp/drugcourts/announce.html>

VIII. Schedule

Submissions of contract proposals will be accepted beginning September 2, 2005 and are due no later than 3:00 p.m. Eastern Standard Time on September 23, 2005.

Following receipt and review of the submissions, IJC may make a decision based solely upon the submissions. Alternatively, IJC may seek supplemental information, conduct interviews, or invite one or more entity to submit a more detailed proposal.

IJC anticipates concluding its review of all responses on or about October 14, 2005, unless IJC decides, in its sole discretion, to extend the period of review. A schedule for any further activities may be established by IJC as necessary. It is anticipated that contractor functions will commence on or about November 1, 2005.

Anticipated Schedule

| | |
|--|--|
| Public Notice of Request for Proposals | September 1, 2005 |
| Proposal Submission Period | September 2, 2005 – September 23, 2005 |
| Written Questions Due to IJC | September 9, 2005 |
| Responses to Written Questions Posted | September 13, 2005 |
| Proposal Review Period | September 23, 2005 – October 13, 2005 |
| Award Notification | October 14, 2005 |
| Contractor Functions Commence | November 1, 2005 |
| Contractor Functions End | December 1, 2006 |

IX. Confidential information

Potential contractors are advised that materials contained in submissions responsive to this announcement may be subject to the Indiana Public Records Act, IC 5-14-3 et. seq. Potential contractors claiming a statutory exception to disclosure of information under the Act must place all information believed to be confidential into a separate sealed envelope. The envelope must be clearly marked "Confidential" and must specify the statutory exception provision that applies. IJC reserves the right to make its own determinations of confidentiality. If IJC does not agree that information designated as confidential should be withheld from public access under the Act, it will advise the potential contractor. IJC expects that submissions in response to this announcement will contain sufficient non-restricted data to permit the review to proceed without delay for consideration of extensive claims of confidentiality. Overly burdensome claims for exemptions from public access may cause IJC to view the submission with disfavor.

X. Terms and Conditions

IJC may cancel this Request for Proposals at any time prior to an award. IJC reserves the right to reject any or all proposals received, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous.

If IJC selects an entity to be awarded the contract, IJC will enter into contract negotiations with the entity. The contract will include several provisions required under state and federal law and will address, among other things, insurance, indemnification, nondiscrimination, and conflict of interest requirements. The contract may also contain provisions presented by the respondent that are acceptable to IJC, and other terms and conditions to which the parties agree.

If at any time IJC determines contract negotiations to be ineffective, IJC may terminate negotiations. IJC may then begin contract negotiations with the entity who submitted the proposal that was ranked next highest during the evaluation. IJC accepts no obligations for costs incurred by respondents in anticipation of being awarded a contract.

If the funds IJC anticipates using for this project are reduced or restricted, IJC is under no obligation except to the extent that funds are available.

End