

RFP # DPCS 145 Albany County Family Treatment Court Evaluation Services

Questions and Responses

The New York State Unified Court System (UCS) thanks the vendors that submitted the questions below concerning the Albany County Treatment Court Evaluation Services Request for Proposal (RFP) issued on November 21, 2023.

Below are responses to the questions UCS received in connection with this RFP. Please note that some questions have been edited for clarity.

Question #1:

What are the desired minimum staffing requirements of the ideal consultant team?

UCS Response:

There are no minimum staffing requirements; however, vendors will be evaluated based on their submitted staffing plan (see evaluation criteria # B1 in Exhibit 5 of the RFP).

Question #2:

What are the desired minimum educational requirements of the consultant team?

UCS Response:

The individual or organization must have at least three (3) years of experience performing services relevant to those described in the RFP.

Question #3:

Are you looking for an individual consultant or a consultant team?

UCS Response:

UCS will accept proposals from an individual consultant or a consultant team.

Question #4:

Please give a detailed description of the various programs that are to be evaluated.

UCS Response:

Evaluation services are for the Albany County Treatment Court, which includes a felony-level Adult Drug and Driving While Intoxicated Court. A description of problem solving treatment courts can be found in Section I (Background Information) of the RFP.

Question #5:

What are the quantitative and/or qualitative data that are to be collected? Does the qualitative data consist of focus groups, key informant interviews, etc.?

UCS Response:

The evaluator will review the current data collection instruments and determine what additional data elements need to be collected by the team. The evaluator will assist the team in developing data collection tools as necessary. The evaluator is responsible for establishing evaluation instruments to conduct qualitative interviews, observing services delivered to participants, and analyzing focus group data and quantitative data, such as surveys. Such instruments are to be consistent with an evaluation plan developed in collaboration with the court team.

Question #6:

Can you provide a sample of a previously provided report or a relevant report for this type of project?

UCS Response:

UCS declines to supply a sample evaluation report because UCS is soliciting and will be rating sample evaluation reports from applicants (see evaluation criteria # B7 in Exhibit 5). However, a sample evaluation report can be provided to the selected applicant. Please note that applicants should submit a copy of an evaluation report completed by the applicant with the applicant's proposal.

Question #7:

What are the on-site meetings that are required and how frequent?

UCS Response:

The number of on-site meetings shall be determined in consultation with the Albany County Treatment Court and will be based on the evaluation plan proposed and the schedule adopted to complete tasks and deliverables.

Question #8:

Are there any other mandatory on-site activities required?

UCS Response:

Yes. Some on-site activities will be required, but the awarded applicant is not required to be on-site full-time. The number of on-site activities and in-person meetings shall be determined in consultation with the Albany County Treatment Court and will be based on the evaluation plan proposed.

Question #9:

There is mention of quarterly, semi-annual, and annual reports. What is the total number of yearly reports that are required (i.e., 4 × per year – Q1, Q2 (semi-annual), Q3, and Q4 (annual)).

UCS Response:

The U.S. Department of Justice, Bureau of Justice Assistance (BJA) requires a quarterly performance metrics report and a bi-annual progress report during the grant award period. This is separate from the annual evaluation report that should be completed as well as a final evaluation report summarizing the project. The evaluation reports should be reviewed with the drug court team prior to submission to BJA for final review and approval.

Question #10:

What type of participant data is currently collected and on what periodic basis?

UCS Response:

Data is collected and reported daily using the New York State Universal Case Management System (UCMS), a specialized database used by the state's drug courts. Participant information is input into the UCMS from the initial stage of data entry to the point in time a participant exits the program. The evaluator will review the data and determine what additional data elements need to be collected.

Question #11:

What are the Key Performance Indicators that were identified and currently being monitored?

UCS Response:

The quantitative and qualitative data are collected pursuant to the Government Performance and Results Act (GPRA): [Government Performance and Results Act \(GPRA\) | U.S. Department of Labor \(dol.gov\)](#)

Question #12:

Will data analysis primarily consist of analyzing existing collected data?

UCS Response:

No. The evaluator will develop protocols to collect required performance measures including any variables which are not currently collected. The evaluator will also collect both quantitative and qualitative data as determined by the evaluation plan developed in collaboration with the court team.

Question #13:

What are the grant related goals and objectives?

UCS Response:

The grant related goals can be found in Section II (Project Information) of the RFP.

Question #14:

Section II (Project Information) Question #3 - What type of data is currently/proposed to be collected? Will access to the database will be granted remotely/virtually? Will the consultant be limited to access only on-site using dedicated equipment?

UCS Response:

The evaluator will work with the court team to develop protocols to collect required performance measures, including any variables not currently collected in the UCMS. The evaluator will ensure that all data and performance measures are collected appropriately. The successful bidder can request a download of the data that is entered into the court database for evaluation purposes. The data will be de-identified.

Question #15:

Section II (Project Information) #5 - What is the data required to be collected?

UCS Response:

The successful bidder will review the data being collected in collaboration with the court team to ensure all necessary data is being collected and data collection protocols are in place to complete all reports required by BJA, annual evaluation reports, as well as a final evaluation report summarizing the project. The successful bidder will collaborate with the court team to develop an evaluation plan that will determine what data will be necessary.

Question #16:

Will participants be required to self-report or is there an existing infrastructure/mechanism to collect information?

UCS Response:

The Albany County Treatment Court (ACTC) will collect the data from the participants to provide to the awarded contractor. The method of collection, which may include self-reporting, will be determined by the ACTC.

Question #17:

Section II (Project Information) #6 - What type of assistance is envisioned/expected?

UCS Response:

The evaluator will develop protocols with the court team to collect required performance measures including any variables not currently collected. The evaluator will ensure that all data and performance measures are collected appropriately.

Question #18:

Section II (Project Information) #9 - Is this feedback outside the scope of the periodic reports? In what format is this assistance required?

UCS Response:

The successful bidder will provide continuous feedback to the team on the program's progress toward the goals and objectives as outlined in the grant.