

Q&A
Request for Proposals #067
Treatment Court Evaluation Services
Jefferson County, New York

1. Will the 28 town and village courts that refer to Watertown City Court/Jefferson County Drug Court enter all relevant treatment participant data into Universal Court Management System (UCMS) or another database accessible to the successful bidder? Or will the successful bidder be responsible for obtaining the relevant data from each of the 28 referring courts?
 - A. *Data will be collected by the Resource Coordinator and the evaluator. The evaluator will be tasked with working with the Drug Court team to construct a logic model, data collection matrix and a data collection schedule.*
2. To what extent will the team of social service, treatment and criminal justice specialists working with the court be expected to participate in evaluation activities?
 - a. What services are currently offered to treatment participants by these specialists?
 - b. Does the court expect this evaluation to assess the effectiveness of treatment participant referrals to these specialist partners (i.e. assess the outcome of referrals to specific specialist partners)?
 - A. *The Drug Court team members will work with the successful bidder and participate in evaluation activities such as staff interviews and surveys. The evaluator will measure the performance and effectiveness of the proposed enhancements to be implemented.*
3. There are two total budget amounts listed in this RFP: \$46,800 (pgs. 2 & 4) and \$48,800 (pg. 9). Can you clarify which is correct?
 - A. *The correct amount is \$46,800. Please disregard the error on page 9.*
4. Has the Jefferson County Drug Court been evaluated before? If so, is that evaluation publicly available?
 - A. *No, the drug court has not been evaluated in the past.*
5. Will treatment participants be required to participate in any evaluation activities as part of the terms and conditions of their contract with the court?
 - a. Or are all data collection activities involving treatment participants to be voluntary?
 - b. If all data collection activities involving treatment participants are to be voluntary, will UCS assist the successful bidder in making contact with treatment participants needed to participate?
 - c. Will the successful bidder have access to/contact with those individuals who are screened to participate in drug court interventions but choose not to do so?
 - A. *Participant interviews and surveys are voluntary and should be administered by the evaluator with the appropriate consent forms. Exit surveys and interviews at graduation would be strictly voluntary.*

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No, the successful bidder will not have access to those individuals who did not agree to participant in the drug court program.

6. Does UCS desire the database the successful bidder will create to be an “add-on” to the existing UCMS database?
 - a. Or is it meant to be a separate, stand-alone solution?
 - b. Is the successful bidder expected to cover the costs of housing and maintaining the new database over the course of the contract period?
 - c. Or is the successful bidder expected to cover the cost of database creation only?
- A. No, UCS does not expect the successful bidder to create an “add-on” to the existing UCMS database. Any additional data collected would be maintained as a separate, stand -alone dataset using software such as Excel.*
7. Who comprises the “project Workgroup” (mentioned in section V. “Project Services”)? Is there an existing project Workgroup meeting schedule?
 - A. The Project Workgroup is comprised of the drug court team members.*
8. Does UCS know the reporting timeframe it intends to specify for the submission of evaluation reports?
 - A. An annual evaluation report that should be completed as well as a final evaluation report summarizing the project.*
9. How does the court currently collect and compile data pertaining to BJA performance measures? Will the successful bidder be responsible for entering data into BJA’s Performance Measurement Tool (PMT)?
 - A. The successful bidder will assist the court in completing the PMT report using a Word document. The report will be submitted to BJA by UCS.*
10. What data points are currently captured and recorded in the Universal Case Management System (UCMS)?
 - A. Data is collected daily, weekly and continuous. The UCMS collects data related to client demographics, intake and assessment, treatment, drug tests, supportive services, incentives and sanctions, and time benchmarks.*
11. Who sits on the drug court project team?
 - a. Will the drug court project team assign a point person to work with the successful bidder?
 - b. Does the drug court project team meet on a regular basis?

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- i. If so, is the project team meeting schedule available?
- A. *The drug court team is comprised of judge, resource coordinator, district attorney, defense attorney, representatives from treatment, probation and other stakeholders. Yes, the Resource Coordinator will work with the successful bidder. The drug court team will set up a grant meeting protocol once the project staff are in place.*

- 12. The RFP mentions quarterly reports, interim reports and final program evaluation reports.
 - a. Are interim reports desired in addition to the quarterly reports? Or are those terms being used interchangeably?
 - b. Is a final evaluation report desired at the end of each contract year (i.e. total of 3 final evaluation reports)? Or solely at the end of the 3-year contract period (i.e. total of 1 final evaluation report)?
- A. *BJA requires a quarterly performance metrics report and bi-annual progress report. 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 the submission to BJA for final review and approval.*

- 13. What qualitative and quantitative data points are currently collected by the court?
 - a. Will the successful bidder have ready access to this qualitative and quantitative data?
- A. *The court currently enters data into a Universal Case Management System (UCMS) which collects data related to client demographics, intake and assessment, treatment, drug tests, supportive services, incentives and sanctions, and time benchmarks. Data is collected daily, weekly, and continuous. The successful bidder can request a download of the data that is entered into the court database for evaluation purposes.*

- 14. The RFP specifies that the budget should include travel for “at least 1 bidder staff person at 1 mandatory grantee meeting per year.” Approximately when and where are these mandatory meetings to be held?
- A. *The location of this meeting varies from year to year. Past meetings have been held in National Harbor, Maryland; Anaheim, California; and Houston, Texas.*

- 15. Regarding the signature(s) required on page 2/the proposal cover sheet: Are subcontractor signatures desired as well? Or only the signatures of those representing the lead bidder firm?
- A. *Only the signature of the applicant with which UCS will enter into a contract is required on page 2.*