

Q&A
Request for Proposals #066
Treatment Court Services
Jefferson County, New York

1. What outcome data is required for the BJA?
A. Part of the special conditions of the grant award are to collect and maintain data that measure performance and effectiveness of work under this award. This data is used to complete the quarterly performance metrics report and bi-annual progress report required by BJA. The quarterly report includes data on screening and program intake, risk assessment, number of participants receiving services, program completion and judicial interaction, alcohol and substance involvement, and court and criminal involvement. In addition, data collected will be used by an independent evaluator to conduct an evaluation of the proposed activities outlined in the RFP.
2. What is the required frequency of reporting for the BJA?
A. BJA requires a quarterly performance metrics report and a bi-annual progress report.
3. Under project goals, it states “collect data for evaluation by contracting with an evaluator and produce timely reports.” What does “contracting with an evaluator” mean?
A. The court will be contracting with an independent evaluator to conduct an evaluation of the proposed project to be implemented.
4. Is it required that the full time case manager be on site at the court for the full 40 hours or just during court time?
A. It is preferable for the case manager be located on-site in order to be adequately assessable to participants outside of their court appearance schedule.
5. If the case manager is not a CASAC, can they be supervised by a CASAC/QHP? (liability assumed by the organization)
A. Yes, but a case manager with a CASAC is preferred.
6. Rather than bus passes, could we purchase travel vouchers for clients through our local volunteer transportation agency?
A. Travel vouchers can be used to provide transportation through other resources at a rate that is comparable to the cost of a bus pass.
7. For the budget, it is noted that we should include travel expenses for at least 1 person once a year. Can you please provide the location of the meeting so we know what to calculate in for mileage, flights, hotel, etc. as applicable?
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.

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8. Hyperlinks for required/supporting forms are not provided. Can you please share forms? (i.e. Standard Request for Bid Clauses & Forms, Procurement Lobbying Forms, etc.)?
- A. *All forms are available for download via the New York State Contract Reporter website or on the UCS website*
<http://ww2.nycourts.gov/admin/bids/currentsolicitations.shtml>