

Q&A
Request for Proposals #074
Case Management and Outreach Liaison Services
Auburn Drug and Alcohol Treatment Court, Cayuga County, New York

1. The RFP identifies a start date of April 1, 2020. If we are successful in winning the bid to perform the work, it will take us some time to hire the two positions, train the staff, and get everything in readiness to begin constructively with the courts. We anticipate this process may possibly bring us into June 2020 to complete. Is this acceptable under the grant parameters?
A. Yes.
2. Regarding Section V, Project Services, “Provide outreach to town/village justices to help them identify eligible participants; review pending matters and meet with justices; assist courts in completing transfer paperwork; provide updates to justices on matters that originated in the courts,” what authority is given the Outreach Worker to “review pending matters” in these courts?
A. We will ensure that each town or village justice has authorized project staff to review matters in the particular town or village court. For records which require written consent to disclose, such written consent will be obtained from the defendant.
3. How much is allocated in this training budget; and how does the contractor access these training funds (is this cost reimbursable, or paid directly by the court)?
A. Amounts available for training within the grant budget and outside of the contract resulting from this Request for Proposals are variable, but contractors will be apprised of training opportunities during the grant term and costs associated with those training opportunities will be paid outside of the contract with the exception of travel expenses associated with the mandatory grantee meeting as specified in Section VIII(d)(2).
4. Regarding Section V, Project Services, “Work with project staff to develop and implement a simple screening tool to identify overdose risk,” does any such evidence-based screening tool currently exist, and being used at this time?
A. The Court does not have a tool at this time, but we are working on one for another project. It is anticipated that Court staff will take the lead in developing the tool with assistance from the applicant. As part of the outreach, the applicant will be responsible for implementing the tool’s use.
5. Is the role of the ICM to be a Peer Support Specialist? If not, will the ICM be required to write case notes on these 15 participants? Are those records accessible to court staff, treatment providers, law enforcement? Is an agency laptop required for this position (i.e. for email communication, case notes, training resources) or will they have access to court computers?
A. No- the individual will be providing intensive case management services. Yes, the ICM will be required to write case notes but this will be limited as this is not a treatment position. Records are available to others in accordance with court rules and guidelines and statutory and constitutional requirements. A laptop is required. Access to court computers will depend on permission authorized by the Court.
6. Regarding “Additional travel for training” which “maybe required,” What additional training is expected or required?

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- A. *Project staff occasionally attend trainings on topics related to treatment courts. As stated in the RFP, travel expenses for attendance by at least 1 bidder staff person at 1 mandatory grantee meeting per contract period at a cost not to exceed \$2,500 should be budgeted. Additional training costs required by the Court, if any, will be covered by a separate budget and need not be part of the applicant's budget. If applicable, the applicant should include costs in the budget for training required by the applicant agency.*
7. Assist in collecting and maintaining all data as required by BJA. What data is required to be collected? What technology will be required to collect it (i.e. laptop computer, specialized database software, access to any UCS reporting tools)?
- A. *Project staff will record simple data points including, but not limited to, the number of referrals and contacts made, the number of participants served, and the dates of contacts. The method of data collection will be determined by the project evaluator, who will lead the data collection.*
8. With regard to the required staff position, Outreach Liaison:
- A. What criteria will be used to evaluate this writing sample? Will applicant solely be evaluating, or court personnel as well?
- B. Will the Outreach Coordinator have space available to them in the courthouse?
- C. Are both positions expected to transport participants to/from court? Are they expected to transport participants to/from other appointments (substance abuse treatment, mental health treatment, medical appointments, DHHS appointments, others as needed)?
- A. *Court personnel will assist the applicant in evaluating the writing sample. The sample will be evaluated based on clarity and attention to detail. Yes, the Outreach Coordinator will have space available to them in the courthouse. Yes, it is anticipated that the positions will provide some transportation. However, the positions are designed to be mobile to meet with judges and participants off site. Both positions will be expected to assist participants in arranging appropriate transportation through Medicaid, public transportation, and other available transportation services.*
9. Regarding "Estimated Quantities: Any quantities specified in this solicitation constitute estimates only, and accordingly no commitment or guarantee to reach any specified volume of business is made or implied," please explain which quantities are estimated (i.e., award amount, case load, time frame)?
- A. *The contract start date is estimated to begin on or about April 1, 2020. The caseload of clients (15 at-risk participants per year) is an estimate.*
10. Are there any other outcome measurements not listed in the RFP?
- A. *At this time, we are unable to answer this question definitively as we have not yet retained the project evaluator. However, it is not anticipated that we will make any significant changes regarding data collected or outcomes.*