

**COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF THE TRIAL COURT**

REQUEST FOR PROPOSALS (RFP)

Massachusetts Center of Excellence for Specialty Courts

SUMMARY SHEET

Purchasing Entity:

The Executive Office of the Trial Court

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RFP File Name/Title:

Massachusetts Center of Excellence for Specialty Courts

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RFP Summary:

The Massachusetts (MA) Trial Court is currently accepting proposals to implement and assist in the administration of a Center of Excellence for Specialty Courts ("Center"). Presently, the MA Trial Court is in the process of implementing a Trial Court Specialty Court Strategic Plan and is seeking qualified assistance in this process. The purpose of this Request for Proposals is to solicit written applications for creating, implementing, and operating a fully functional Center with leadership and direction from the Trial Court.

“Centers of Excellence” foster leadership, best practices, research, technical assistance, data analysis and training for a focused area for public programs and policy. A successful Center will serve as a laboratory of promising models and best practices. It will require leadership and expertise from the court system and its partners, including: criminal justice agencies, treatment providers, consumers and peers, researchers, and technical assistance providers.

Official Publication Solicitation and Related Documents:

The Commonwealth’s sole official online procurement record site is “COMMBUYS”, <http://www.commbuys.com>. All clarifications, notifications, addenda or other documents or information related to this solicitation are officially published through the COMMBUYS website. Hardcopy communications from the EOTC to any vendor are provided as a courtesy. Vendors should access the COMMBUYS website frequently for official communications related to this solicitation from the EOTC. Vendors who elect to establish a COMMBUYS account must select the Register link on www.commbuys.com and complete the online subscription process.

*****BID SUBMISSION DEADLINE*****

August 15, 2014 at 3:00 p.m. (EST)

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COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF THE TRIAL COURT

Request for Proposals (RFP)

Center of Excellence for the Trial Court

Published:

Section 1.0 – General Summary

In issuing this Request for Proposals (“RFP”), the Executive Office of the Trial Court (“EOTC”) seeks proposals from qualified vendors who can implement and assist in the development and administration of a Massachusetts Center of Excellence for Specialty Courts. The vendor will consult with a committee of experts in the matter of Specialty Courts and Access to Justice from within the Trial Court and with related agencies or community groups. The selected vendor must also be able to assist in the training of employees working with the Center.

Section 1.1 – Procuring Entity

a.) This RFP is issued by the EOTC, which is the central administrative office for the Trial Court Department of the Judicial Branch of the Commonwealth of Massachusetts.

b.) This RFP is issued under laws, rules, procedures and practices applicable to the

Judicial Branch of the Commonwealth of Massachusetts. The Judicial Branch is not subject to 801 CMR 21.00 et seq. which governs the procurement process of the Executive Branch of the Massachusetts state government. Vendors responding to this RFP should not assume that Judicial Branch procurement practices correspond directly to the procurement practices of other branches, agencies, departments, or divisions of the Commonwealth of Massachusetts. Additional terms and conditions may be introduced at the vendor selection and contract negotiation phases.

c.) The Judicial Branch of the Commonwealth of Massachusetts is comprised of the Supreme Judicial Court, the Appeals Court and the Trial Court. The Supreme Judicial Court is the Commonwealth's highest appellate court and is responsible for the general superintendence of the judiciary and of the bar, makes or approves rules for the operations of all the courts, and in certain instances, provides advisory opinions, upon request, to the Governor and Legislature on various legal issues.

d.) The Massachusetts Trial Court was consolidated into a statewide court system by Chapter 478 of the Acts of 1978. The Massachusetts Trial Court is now comprised of the central administrative office (consisting of the Executive Office of the Trial Court, the Office of Court Management ["OCM"] and the Office of the Chief Justice of the Trial Court ["OCJTC"]), seven departments (Boston Municipal Court, District Court, Probate and Family Court, Juvenile Court, Housing Court, Land Court and Superior Court), the Office of the Jury Commissioner, and the Office of the Commissioner of Probation.

e.) The 1978 statute created a central administrative office managed by a Chief Administrative Justice (now titled the Chief Justice of the Trial Court ("CJTC")), who was also responsible for the overall management of the Trial Court. The statute charged the central office, now known as the EOTC, with developing a wide range of centralized functions and standards for the benefit of the entire Trial Court. This includes the development of a budget for the Trial Court, central accounting and procurement systems, and personnel policies, procedures and standards for judges and staff. Over time, the Trial Court became responsible for the management of its facilities, security, libraries, automation and many other matters.

f.) Recent court reorganization legislation (Chapter 93 of the Acts of 2011) created the position of a Court Administrator ("CA") who, in conjunction with the renamed position of CJTC, would share management duties, with the CA primarily responsible for court administration and the CJTC primarily responsible for judicial administration. Together, the CJTC and the CA manage and administer the Trial Court of Massachusetts and also have direct supervisory authority over the Office of the

Commissioner of Probation and the Office of the Jury Commissioner. The CA is also the statutory employer of the approximately 6,400 employees of the Trial Court who work in over 100 locations across Massachusetts.

Section 1.2 – Purpose and Scope

a.) “Centers of Excellence” foster leadership, best practices, research, technical assistance and training for a focused area for public programs and policy. The Massachusetts Trial Court is developing a Center of Excellence to promulgate best practices in juvenile and adult court sessions, and to implement best practices in addressing the issues of mental health, substance use disorders and trauma.

b.) A successful Center will serve as a laboratory of promising models and best practices. It will require leadership and expertise from the court system and its partners, including: criminal justice agencies, treatment providers, consumers and peers, researchers, and technical assistance providers.

c.) Over the last 24 months, the Trial Court, BSAS and DMH have engaged in numerous initiatives to promote public safety and increase resources. This includes two key statewide planning initiatives supported through funding by the Bureau of Justice Assistance (BJA):

1. a three-year Drug Court Enhancement Grant awarded to BSAS to: 1) establish a statewide data collection infrastructure; 2) launch a Center of Excellence, a statewide training and technical assistance center; and 3) strengthen relationships among Drug Courts and substance use disorders treatment providers;
2. a planning grant to DMH from BJA to: 1) establish a statewide advisory group of stakeholders committed to collaboration for criminal justice-involved individuals with co-occurring substance use and mental health conditions; 2) to provide a forum for information dissemination about jail diversion strategies that can lead to enhanced treatment with attention to public safety, criminogenic risk factors, outcomes for employment, education, etc.; and 3) to develop a roadmap of existing services and future directions for each of three intercept points (police-based, court-based, re-entry-based).

d.) Over the last year, the Drug Court Enhancement Grant Steering Committee, comprised of senior leadership from the Trial Court, BSAS, DMH and treatment providers, has been exploring different Center of Excellence models that provide technical assistance to justice agencies, assist in the implementation of best practices, and engage in research and evaluation to support justice initiatives. It was determined that at the outset, the Center would prioritize Specialty Courts (e.g.: Drug Courts, Mental Health Courts, Veterans Courts), and gradually explore a broader mission.

Section 2.0 – Acquisition Method

The products and services to be rendered as a result of this RFP will be obtained under a service contract that provides for both specified deliverables to be provided upon completion and services to be provided during the term of the contract. The EOTC will have full ownership rights to the deliverables provided under this contract, including full copyright ownership.

Section 3.0 – Single or Multiple Contractors

The EOTC intends to award a contract to a single vendor who will provide the specified deliverables and services detailed in this RFP. Due to possible changes in the EOTC's needs, the availability of bidders and other factors, the EOTC reserves the right to award contracts to multiple vendors under this solicitation. Such determination will be made by the EOTC.

Section 4.0 – Use of this Procurement by a Single Department Procurement/Multiple Department Users

This procurement is intended for the exclusive use of the Massachusetts Trial Court in developing and implementing a Center of Excellence. Other courts of the Judicial Branch, such as the Supreme Judicial Court and the Appeals Court, may also utilize the deliverables rendered under the contract as well as the services to be provided during the term of the agreement.

Section 5.0 – Anticipated Duration of the Contract (Including Renewal Options)

The total anticipated duration of the resulting contract of this RFP is a three (3) year original term with two (2) optional contract renewals (of up to three years each). Each of the two (2) renewal periods may be activated and exercised at the sole discretion of the EOTC. The optional terms shall be activated by written correspondence sent by the EOTC to the contracted vendor, informing the vendor that the EOTC is exercising its option to renew the contract for the time frame stated in the correspondence. As part of any possible renewal, the vendor agrees to complete and execute any additional documents necessary for the renewed agreement. The duration of the resulting contract is subject to available funding for each year of the contract.

Section 6.0 – Anticipated Compensation Structure

The anticipated compensation for the resulting contract will be project-based, consisting of either a flat fee or an all-inclusive amount (all related costs, overhead, administrative costs, time materials, etc.). Bidders to this solicitation will be required to provide a complete breakdown of prices and costs for the various elements of the contract (deliverables and services) as part of their proposal. Payment under the terms of the contract will be based on a schedule of deliverables and the completion of various phases and acceptance by the EOTC of the various phases of completion as well as the entire final project. Contractors who underestimate their costs may not request additional compensation. Any component of the project not listed with its price shall be deemed to be available to the EOTC at no charge.

**Vendor proposals exceeding Three Hundred Thousand Dollars (\$300,000) per year should not be submitted.

Section 7.0 – Proposal Specifications

Section 7.1 – Center of Excellence

Section 7.1.1 – Introduction; Description of Contract

a) Contract Performance and Business Specifications:
Governance. The Center of Excellence will be located within the EOTC under the direction of the Specialty Courts Administrator. There will be an Advisory Committee of senior leadership from the following entities:
The Executive Office of the Trial Court including:
The Office of the Commissioner of Probation
The Judicial Institute
The Department of Mental Health
The Department of Health, Bureau of Substance use disorders Services
The Governor's Interagency Council on Substance use disorders and Prevention
The Governor's Crime Commission
The Massachusetts Sheriffs' Association
The Department of Veterans' Services
The Committee for Public Counsel Services
The Massachusetts District Attorneys Association

b.) Operational Goals. The successful vendor must meet following goals of the Center:

- Support the EOTC's implementation of the Specialty Court Strategic plan;
- Promote best practices/evidence-based Specialty Court operations, treatment, and recovery support services to meet the needs of the Specialty court participants;
- Support the EOTC in the development and implementation of new evidence-based Specialty Courts;
- Conduct research on national Specialty Court best practices and standards;
- Conduct program evaluations as required by external funders; and
- Provide technical assistance and training to support the EOTC's efforts around Drug Court certification.

c.) Operational Requirements. The successful vendor must comply with the following requirements:

- The mission and operations of the contractor must align with the philosophy of the EOTC;
- Understand the role of the EOTC in directing the activities of the COE;
- Have the capacity to generate continuous fiscal support for and sustain the Center indefinitely in partnership with the Trial Court;
- Have experience providing technical assistance to criminal justice agencies, including specialty courts and other court-based community supervision programs; and
- Possess an interdisciplinary team of criminal justice, behavioral health, legal, outcome researchers, and criminal justice policy experts.

d) Services being Procured: The successful vendor will perform the following core activities (See also Appendix A):

- Give substantial assistance in the implementation of the Trial Court Specialty Court Strategic Plan, as appropriate;
- Coordinate, administer, and convene Specialty Court training and professional development events, as directed;
- Develop and maintain a clearinghouse of relevant content, including curricula, training platforms, and a website to support ongoing professional development;
- Support the EOTC in providing technical assistance to courts concerning the Drug Court Certification process;
- Conduct program evaluations as required by external funders; and
- Research case law and new federal and state legislation relevant to Specialty Courts, as appropriate

Vendor responses to this RFP should detail how the vendor plans to complete each individual task described above. Vendors may also suggest additional phases, sub-phases, or other procedural steps not otherwise identified in this RFP that the Vendor believes are critical to this project.

Section 7.2 – Procurement Process

Section 7.2.1 – Procurement Timetable.* The following schedule of events for this

RFP identifies the key events and deadlines for this process, some of which are set forth in more detail in the sections that follow:

<u>DATE</u>	<u>EVENT</u>
June 20, 2014	RFP Issued
July 2, 2014	Deadline for Submission of Vendor Inquiries
July 18, 2014	EOTC Response Date to Vendor Inquiries (Estimated)
August 15, 2014	Proposal Due Date Bid Submission Deadline is 3:00 p.m. (EST)
September 16, 2014	Vendor Selection Date (Estimated)

***The EOTC reserves the right to amend or delay any of the dates or times reflected above, as well as any other timeframes or deadlines referenced throughout this solicitation, if such a change is in the best interests of the EOTC.**

APPENDIX A-1

SCOPE OF SERVICES

Operational Goals. The successful vendor must meet following goals of the Center:

1. Assist the Trial Court in promoting court and community engagement to support Specialty Court participants;
2. Assist the Trial Court in promoting best practices/evidence-based Specialty Court operations, treatment, and recovery support services to meet the needs of Specialty Court participants;
3. Facilitate the development and implementation of new evidence-based Specialty Courts;
4. Conduct research to stay apprised of best practices and standards and evaluate process and outcomes of existing Specialty Courts;
5. Provide technical assistance on strategies for training and certification, data collection, reporting, and analysis to support Specialty Court operations.

Operational Requirements. The successful vendor must comply with the following requirements:

1. The mission and operations of the contractor must align with the purpose of the Center;
2. The contractor will require limited internal staffing for carrying out Center goals and activities;
3. The contractor has the capacity to generate continuous fiscal support, through activities such as drafting grant proposals or endowment requests, for and sustain the Center indefinitely in partnership with the Trial Court;
4. The contractor has experience administering partnerships with state agencies, local justice agencies, and community-based mental health and substance use disorders treatment providers

The successful vendor is expected to engage in the following activities:

Implementation. The successful vendor will be crucial in assisting with the implementation of the Center and, therefore, must describe a collaborative process for launching the Center and implementing its Operational Goals.

1. Collaborate with the EOTC and the Advisory Committee to develop an implementation work plan within 90 days of contract execution.
2. Draft a marketing and outreach plan with detailed strategies for informing Specialty Courts about the Center and encouraging its use as a technical and programmatic resource.
3. Launch an online clearinghouse of relevant information within 90 days of contract execution in coordination with the EOTC and the Judicial Institute.
4. Consistently monitor the implementation plan time line to ensure it aligns with actual implementation activities and expectations of the EOTC.

Ongoing Services: The successful vendor must perform the following core activities:

1. Support the implementation of the Trial Court Specialty Court Strategic Plan, as appropriate.

2. Coordinate, administer, and sponsor Specialty Court training and professional development events – at least two per year for a statewide audience.
3. Coordinate forums with the courts, law enforcement, clinicians and community providers – at least three per year either regionally or by county.
4. Develop and maintain a clearinghouse of relevant content, including curricula, training platforms, and a website to support ongoing professional development – must be active within 90 days of contract execution.
5. Support the EOTC in operating the Drug Court Certification process – this includes site visits, ad hoc technical assistance to Drug Court Teams, and other activities as identified by the EOTC.
6. Engage in data collection and assist in producing reports, such as; one annual report of all Specialty Courts and semi-annual data reports of Drug Courts, to include: numbers of active clients by key demographics, phases, and numbers of violations while engaged in Drug Court, numbers of successful and unsuccessful completions.
7. Research case law and new federal and state legislation relevant to Specialty Courts, as appropriate – at the request of the EOTC, provide case law summaries of relevant court cases to inform the operations of Massachusetts Specialty Courts.

Reporting. *The successful vendor must:*

- 1. Provide quarterly reports of Center activities for the EOTC and the Advisory Board, including the numbers of technical assistance engagements and research activities it has performed and the outcome of the engagement, if relevant.**
2. Report out on Center activity at Advisory Board meetings and as requested by the EOTC.
- 3. Draft an annual report of progress toward meeting all Center objectives as stipulated by the EOTC.**

