

OCA-DPCS-017 Queens Treatment Court Evaluation Services

Request for Proposals

Questions and Responses

The New York State Unified Court System (UCS) thanks the vendors that submitted the questions below concerning OCA-DPCS-017 Queens Treatment Court Evaluation Services, issued on August 16, 2024.

Below are responses to the questions UCS received in connection with this RFP.

Vendor # 1

Question:

In preparing the budget, I was wondering whether the maximum per diem rate for contract services has changed at all, or is it still \$650/day?

UCS Response:

The maximum per diem rate for contractual services is \$650 per day.

Question:

On the instructions to apply for this RFP it says that one original and one copy of the application should be sent, but in the letter that should accompany the application it says that one original and two copies are required. Can you clarify?

UCS Response:

One original and one copy of the application is required.

Question:

Is there preference given to MWBE businesses?

UCS Response:

There are no preference given to MWBE businesses.

Vendor # 2

Question:

Would the evaluator be working with each of the 5 felony Treatment Courts separately or as one combined entity?

UCS Response:

The evaluator will be working with the treatment courts as one combined entity.

Question:

Does each felony Treatment Court have to submit individual reports to SAMHSA, or will they submit collective reports?

UCS Response:

There will be one collective report submitted to SAMHSA.

Vendor # 3

Question:

Can you describe the current databases used to collect quantitative and qualitative data? What software is used? What types of data points are collected? Do these differ by each court?

UCS Response:

Standard data is collected for each of the treatment courts. The courts currently enter data into a Universal Case Management System, 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 continuously. The successful bidder can request a download of the data file in Excel format that is entered into the court database for evaluation purposes.

Question:

Can you clarify whether it is the expectation that the awarded contractor be responsible for collecting GPRA data from clients, or is this the responsibility of court staff? If the latter, do you anticipate that training and technical assistance will need to be provided to support staff in quality data collection?

UCS Response:

The contractor will not be responsible for collecting GPRA data from clients. However, the contractor will work with court staff to ensure the quality of the data collected.

Question:

Will the awarded vendor be responsible for directly entering GPRA data and/or submitting reports into SPARS, SAMHSA's reporting system?

UCS Response:

The awarded vendor will work with the Court Coordinator to ensure that GPRA data is collected within the required timeframe and entered into the SPARS system.

Question:

Will all of the described reports (quarterly, annual, and final evaluation report; plus required SAMHSA reports) provide aggregate data and findings across the 5 courts, or will there be need for court-specific reports?

UCS Response:

Reports submitted to SAMHSA do not need to be court-specific. However, the awarded vendor should meet with the treatment court team to discuss the evaluation plan and determine if court-specific data should be included in the evaluation report.

Question:

The RFP mentions “on site” meetings and asks that the amount of time on-site be specified for each identified team member. Can you clarify expectations for remote vs. on-site presence, for example, the specific tasks and/or proportion of time that is desired to be provided in-person?

UCS Response:

The RFP requests that proposers specify a plan “including the responsibilities, qualifications, level of effort (percentage of time), and amount of time on-site allocated for each person who will provide services.” UCS is asking proposers to present a plan that will include on-site meetings in order to accomplish these services. It is up to each proposer to provide a summary of the type of staff who will be on-site and the frequency of those visits.

Question:

With the 5-page limit on the project description, are appendices to provide additional information on key evaluation components acceptable?

UCS Response:

No, the 5-page limit should cover questions 1-4 of section VII Required Documents (a) #'s 1-4. A copy of a sample evaluation report completed by applicant in connection with the services is required in Section V. Project Services, OR a sample evaluation report does NOT count towards the 5-page limit.