

# OCA-DPCS-021 Manhattan Diversion Court Evaluation Services

## Questions and Responses

The New York State Unified Court System (UCS) thanks the vendors that submitted the questions below concerning the Manhattan Diversion Court Evaluation Services Request for Proposals (RFP) issued on September 10<sup>th</sup>, 2024.

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

### Question #1:

Please describe the program evaluator's role in data collection and monitoring.

### UCS Response:

The program evaluator will review the current data collection instruments and determine what additional data elements need to be collected by the Manhattan Diversion Court Project team. The program evaluator will assist the Manhattan Diversion Court Project team in developing data collection tools as necessary and will be responsible for establishing evaluation instruments to conduct qualitative interviews, observing services delivered to participants, and analyzing focus group data and quantitative data, such as surveys. The program evaluator will work with Manhattan Diversion Court Project team staff to ensure the quality of the data collected.

### Question #2:

What data systems are currently in place that relate to the evaluation?

### UCS Response:

Data is collected and reported daily using the New York State Universal Case Management System (UCMS), a specialized database used by the state's drug courts that provides comprehensive data on drug treatment court participants.

### Question #3:

What are the performance indicators for the grant?

### UCS Response:

The quantitative and qualitative data are collected pursuant to the Government Performance and Results Act (GPRA): <https://www.samhsa.gov/grants/gpra-measurement-tools>

### Question #4:

Is there a prescribed number of site visits associated with the program evaluation?

**UCS Response:**

There is no prescribed number. 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 visits 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 #5:**

How much time do you expect the consultant to be on site?

**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 visits 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 #6**

Do you have a data analyst(s) at the Manhattan Diversion Court to support data collection for the grant?

**UCS Response**

The Manhattan Diversion Court does not have a data analyst to support the Manhattan Diversion Court Project team for data collection on this project. However, the court currently enters data into the UCMS, which collects comprehensive data on treatment court participants.

**Question #7**

What are your expectations regarding the collection of qualitative data and surveys?

**UCS Response**

The program evaluator is responsible for establishing evaluation instruments to conduct qualitative interviews, observing services delivered to participants, and analyzing focus group data, such as surveys. Such instruments are to be consistent with an evaluation plan developed in collaboration with the Manhattan Diversion Court Project team.