

INFORMAL SOLICITATION

Minnesota Judicial Branch Fifth Judicial District Administration

Description of Project

The Fifth Judicial District Administration is seeking a Law Enforcement Outreach Specialist for its Ignition Interlock Device Program (IIDP). The counties included in the project are: Blue Earth, Brown, Cottonwood, Faribault, Jackson, Lincoln, Lyon, Martin, Murray, Nicollet, Nobles, Pipestone, Redwood, Rock and Watonwan. Additional counties may be added during the contract period. The contract period will be from October 1, 2016 through September 30, 2017 and may be extended for an additional two years contingent upon receipt of continued grant funding. Contractor will be compensated up to \$30 per hour based upon experience and skill.

Background

In March 2013 the Fifth Judicial District Administration was awarded an Ignition Interlock Grant from the Minnesota Department of Public Safety (DPS) to implement a judicially administered ignition interlock program coordinated with the current DPS administrative ignition interlock program. An ignition interlock device (IID) is an alcohol breath testing unit that is linked to the ignition switch of a motor vehicle. The vehicle cannot be started until the driver provides a breath sample. If the device detects alcohol in the breath sample, the device locks the vehicle's ignition, thereby preventing the person from driving that vehicle. The Fifth Judicial District Program components include targeting first time adult offenders with a BAC of .16 and over and offenders with alcohol related probation violations; improving IID installation rates and monitoring; augmenting education and treatment; monitoring IID installations and quickly addressing violations; and providing financial assistance to eligible offenders to assist with the installation and monthly IID rental costs.

Duties and Tasks

1. Contractor will conduct outreach activities to continuously increase ignition interlock awareness across all counties in the 5th Judicial District for both the general public and criminal justice professionals including judges, law enforcement, probation, attorneys, etc.
2. Work closely with the 5th District Ignition Interlock Coordinator to identify and resolve program policy issues, and; to ensure the program is meeting grant requirements.
3. Monitor ignition interlock report logs and coordinate with probation agents to assess discrepancies in offender behavior and will generally consist of phone contact with law enforcement or probation agents.
4. Conduct random visits to offender worksite or home to check that the IID is still installed and there are no signs of tampering with the unit.
5. Assist offenders with the application process on an as needed basis.

Responders are encouraged to propose additional tasks or activities if they will improve the results of the project.

This Informal Solicitation does not obligate the state to award a contract or complete the project, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest.

Desired Skills

Education, training and professional experience in law enforcement as a police officer, sheriff's deputy or state patrol.
Knowledge of law enforcement procedures and statutes pertaining to driving under the influence.
Knowledge of the ignition interlock program and resources available.
Knowledge of the habits and actions of people with alcohol and other drug problems.
Responder's with a bachelor's degree are preferred.

Required Skills

Responders must have a valid Minnesota driver's license and a reliable means of transportation to travel throughout the counties in the 5th Judicial District.

Questions

Questions concerning this Informal Solicitation should be directed to:

Michael J. Kelley, District administrator
Fifth Judicial District Administration
11 Civic Center Plaza, Suite 205
Mankato, MN 56001
michael.kelley@courts.state.mn.us
Telephone: 507-344-4942

Other personnel are not authorized to answer questions regarding this Informal Solicitation.

Response Content

1. Resume inclusive of education, skills and experience.
2. A copy of the responder's driver's license.

Response Delivery

All responses must be in writing and emailed, faxed or delivered to:

Fifth Judicial District Administration
Michael Kelley, District Administrator
11 Civic Center Plaza, Suite 205
Mankato, MN 56001
Email: michael.kelley@courts.state.mn.us
Fax: 507-344-4959

All proposals must be received not later than 4:30 p.m., Central Time, August 22, 2016. **Late responses will not be considered.**

Response Evaluation

Responses will be evaluated on "best value", qualifications, and cost considerations.

All responses received by the due date and time will be evaluated.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

Disposition of Responses

All materials submitted in response to this Informal Solicitation will become public record after the evaluation process is completed. The State will not consider the prices submitted by the responder to be proprietary or trade secret materials.