

# INFORMAL SOLICITATION

## Minnesota Judicial Branch Fifth Judicial District Administration

### Description of Project

The Fifth Judicial District Administration is in need of a case manager for the Fifth Judicial District Multi-County Veteran's Services Court (VSC). This is professional administrative and collaborative work of a complex nature performed for, and in collaboration with the VSC judge and multi-disciplinary staffing team. This court serves the counties of Blue Earth, Brown, Faribault, Jackson, Martin, Nicollet and Watonwan. This position works closely with the VSC, Veteran's Administration, treatment providers and probation to ensure that veterans who are VSC participants receive the aid available to them from the Veteran's Administration and local community based service providers. The project includes the counties of Blue Earth, Brown, Faribault, Martin, Jackson, Nicollet and Watonwan. The contract period will be from July 1, 2016 through June 30, 2017, and depending upon funding availability, may be extended for an additional two years.

### Background

In July 2013 the Fifth Judicial District Administration was awarded a Veterans Court Grant from the Minnesota Department of Human Services – Alcohol and Other Drug Abuse Division (DHS-ADAD). Under this grant a specialized court is being developed to work with up to 25 military veterans per year who are involved with the criminal justice system. The veteran's court provides assessment, individualized case management, and treatment services. The veterans court is a collaborative effort involving a district court judge, representatives from the Veterans Affairs Administration, county attorneys, county veterans services officers, probation, veteran's mentors, treatment providers and community-based organizations.

### Duties and Tasks

The Fifth Judicial District is interested in contracting for a part-time (up to 30 hours per week) VSC case manager position for the Multi-County Veterans Services Court program. The selected Contractor will be asked to complete the following tasks:

1. Develop cooperative and professional working relationships. Participate fully as a VSC team member which includes representatives of the criminal justice system, Veteran's Administration, treatment providers and other community veterans' service. Commits him or herself to the program mission and goals and works as a full partner to ensure their success. Attends and participates in VSC staffing by providing progress reports, making recommendations and identifying supervision and ancillary services needed. Advocates for prompt incentives and sanctions in response to client behavior.
2. Conducts Offender Orientation. Meets with VSC candidates and explains the VSC rules and requirements. Notifies the Veterans Services Officer of the need for a VA eligibility determination and possible referral to the VA medical Center. Completes necessary paperwork including referral forms, data privacy releases, release of information forms, etc. Makes referrals for chemical use assessments.
3. Performs Offender Case Planning: Coordinates the continuum of care for up to 25 VSC participants. Acts as a primary liaison between the court, probation, treatment provider and Veteran's Administration for the program. Monitor VSC participant's according the case plan developed by the VSC team to enhance public safety, and compliance with rules established by the court. Case plans must be developed within 30 days of acceptance into the VSC. Ensures that the case plan is modified based upon client needs and criminogenic risk factors. Primary outcomes for VSC participants include: a) reduce recidivism and re-incarceration; b) reduce alcohol, prescription drug and/or illegal drug use; c) reduce overall number of homeless days; d) increase in employment and/or education.

4. Provides Community Connections. Makes on-going referrals to services that are consistent with the case plan. Communicates with other professionals for case consultation and carries out the directives of the court and VSC team. Monitors the participant's adjustment in the community while focusing on high need areas based on offender risk/need assessment. Conduct home and field visits and ensure offenders receive bi-weekly face to face contacts from probation, law enforcement or the VSC case manager. Collect alcohol and drug testing in accordance with policy and reports results to team in a timely manner. Note relapse triggers and behaviors and report it to the team.
5. Coordinate the development of a Mentor Program. Ensure the mentor program will recruit and train at least one mentor from each branch of the military. Ensure all VSC participants are assigned a mentor and track and report all mentor contacts and activities. Mentors must meet with participants at least every other week. Mentors will develop or connect participants to community supports that promote ongoing recovery (such as AA or other support groups) and reduction in recidivism.
6. Maintains Records, Reporting and Data Collection. Maintains up to date record of participant performance and provides the VSC team with sufficient and timely information. Maintains and monitors statistics and outcomes specific to the veterans' needs, service access and utilization.
7. Aids and Promotes Public Safety. Exchanges information with law enforcement and/or probation regarding the status of VSC participants. Interacts appropriately with VSC participants to assess their behavior and surroundings. Assesses client crisis intervention needs. Refers client to appropriate community resources. Ensures necessary services are delivered and confirms disposition of service.
8. Performs Court Related Activities. Attends all required court hearings and court functions involving assigned clients. Presents oral and/or written reports to the court.
9. Interacts Positively with Internal and External Customers. Communicates and interacts effectively and respectfully with employees, supervisors, individuals from other organizations as well as clientele under supervision.

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.

**CASE MANAGER MINIMUM QUALIFICATIONS:** Graduate of an accredited college or university with a degree in a behavioral science or related field. Valid driver's license. Working knowledge of addiction, mental illness and treatment options.

**SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Armed Forces experience and/or knowledge of the Veterans Administration preferred.
- Knowledge of Evidence Based Practices proven to lower offender recidivism.
- Ability to listen, comprehend, and effectively communicate information both written and orally to all individuals.
- Ability to recognize pathological behavior and formulate case plans of social and economic rehabilitation specific to individual's needs.
- Ability to understand and use computer database and report writing software to create reports and tools to assist in the management of a caseload of VSC participants.

## Questions

Questions concerning this Informal Solicitation should be directed to:

Brenda J. Pautsch, Drug Court Manager  
Fifth Judicial District Administration  
11 Civic Center Plaza, Suite 205  
Mankato, MN 56001  
[Brenda.pautsch@courts.state.mn.us](mailto:Brenda.pautsch@courts.state.mn.us)  
Telephone: 507-344-4947

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

**Responders are encouraged to propose additional tasks or activities if they will improve the results of the project. These items should be separated from the required items on the cost proposal.**

## Response Content

Proposal Narrative (Not to exceed 3 pages, using 12 point font, 1 inch margins and single spacing)

The following will be considered minimum contents of the response and must be submitted in the order listed:

1. **Contact Information:** Responder's company name, business address, the contact person's name, telephone number, fax number and email address (as available).
2. **Project Understanding:** A statement of the objectives, goals and tasks to show or demonstrate the responder's view of the nature of the Contract.
3. **Background and Experience (Company and Personnel):** An outline of the responder's background and experience with examples of similar work done and a list of personnel who will conduct the project. No change in personnel assigned to the project will be permitted without the written approval of the Fifth Judicial District Drug Court Manager.
4. **Detailed Deliverables:** A description of the deliverables to be provided by the responder.
5. **Cost Proposal:** The responder must include a total project cost along with the following:
  - a. A breakout of the hours by task for each employee
  - b. Identification of anticipated direct expenses (travel, supplies, etc.)
  - c. Identification of anticipated indirect expenses (administrative fee should not exceed 10% of the proposed salary/fringe rate).
  - d. Identification of any assumptions made while developing this cost proposal

## Response Delivery

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

Fifth Judicial District Administration  
Brenda J. Pautsch, Drug Court Manager  
11 Civic Center Plaza, Suite 205  
Mankato, MN 56001  
Email: [Brenda.pautsch@courts.state.mn.us](mailto:Brenda.pautsch@courts.state.mn.us)

All proposals must be received not later than 4:30 p.m., Central Time, June 6, 2016. **Late responses will not be considered. All costs incurred in responding to this solicitation will be borne by the responder.**

**The Fifth Judicial District has estimated that the cost of this contract should not exceed \$48,000.00.**

## 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.