

## **INFORMAL SOLICITATION**

### **Minnesota Judicial Branch Ninth Judicial District Administration**

#### **I. REQUEST FOR PROPOSALS**

##### **A. Description of Project**

The Ninth Judicial District Administration is seeking solicitations for the creation of a Process and Outcome Evaluation Plan for the Ignition Interlock Device Program (IIDP) being implementing in the Ninth Judicial District. The counties included in the project are: Aitkin, Beltrami, Cass, Clearwater, Crow Wing, Hubbard, Itasca, Kittson, Koochiching, Lake of the Woods, Mahnomen, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau.

The contract period will be from November 2015 through September 2016 and may be extended for one additional year contingent upon receipt of continued grant funding. Total payment for services is not to exceed \$7,500.00 per year.

##### **B. Right to Cancel.**

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.

#### **II. PROJECT BACKGROUND**

##### **A. Ignition Interlock Device**

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. While Minnesota law strongly encourages the use of IID's for legal licensing, enrollment is still under 20%. Other states with similarly low installation rates cite the following reasons: judges unwilling to order IID; offenders are unable to pay for IID installation and the monthly fee; many offenders have no vehicle; and, monitoring offenders ordered to install an IID is time consuming and difficult.

##### **B. Ninth Judicial District Administration**

In October 2015, the Ninth Judicial District Administration was awarded a one

year Ignition Interlock Grant from the Minnesota Department of Public Safety (DPS), with the possibility of continuation funding for an additional year. Under this grant, the Ninth Judicial District will implement a judicially administered ignition interlock program to be coordinated with the current DPS administrative ignition interlock program. Program components will include targeting offenders with gross misdemeanor or higher DWI offenses that are in Ninth Judicial District DWI/Drug Courts, corrections, or that qualify to get their license back with ignition interlock, which includes those offenders with new offenses as well as 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. Development of an evaluation plan will occur in the first year of the grant and the completion of the evaluation will occur in year two contingent upon additional funds being awarded for the project.

### **III. SCOPE OF THE PROJECT**

#### **A. Duties and Tasks**

The Ninth Judicial District is interested in having an IIDP process and outcome evaluation completed. The selected Contractor will be asked to complete the following tasks:

1. Develop or modify the current data collection plan, regularly report data (quarterly), and assist the Ninth Judicial District Problem Solving Courts Coordinator in monitoring the program goals and objectives.
2. Conduct a literature review of at least 2 states having judicial/administrative ignition interlock programs, and identify any processes that would benefit and could be incorporated into the 9<sup>th</sup> Judicial District program.
3. Conduct an assessment of program operations, implementation and overall service delivery including timeliness of service access and utilization (process evaluation).
4. Provide a final project summary report (electronically) that includes recommendations for program improvements.
5. To the extent possible, develop and report evaluation data elements which are consistent with the Fifth Judicial District ignition interlock program.
6. Optional: Attend DPS grantee meetings as needed (1-2 times per year).

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.

## **B. Desired Skills**

Education and training, as well as professional experience in conducting process and outcome evaluations.

History of meeting evaluation project deadlines.

Knowledge and expertise in the criminal justice system.

## **Questions**

Questions concerning this Informal Solicitation should be directed to:

Abby Kuschel, Ninth Judicial District Problem Solving Courts Coordinator  
Ninth Judicial District  
15 NE 5<sup>th</sup> Street  
Grand Rapids, MN 55744  
[Abby.kuschel@courts.state.mn.us](mailto:Abby.kuschel@courts.state.mn.us)  
Telephone: 218-999-7550

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

## **Response Content**

Proposal Narrative (not to exceed 3 pages, using 12 point font, 1 inch margins and single spacing). Please be sure to address the elements listed in Duties and Tasks and provide a detailed description of the data analysis plan, and how efforts will be coordinated with the Ninth Judicial District ignition interlock program. Provide a project fiscal budget to support the applicant's description of the proposed project and total quotation amount. An amount not to exceed \$7,500.00 will be dedicated to this request through September 30, 2016.

## **Response Delivery**

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

Abby Kuschel, Ninth Judicial District Problem Solving Courts Coordinator  
Ninth Judicial District  
15 NE 5<sup>th</sup> Street  
Grand Rapids, MN 55744  
[Abby.kuschel@courts.state.mn.us](mailto:Abby.kuschel@courts.state.mn.us)  
Telephone: 218-999-7550

**All proposals must be received no later than 4:30 p.m., Central Time, November 6, 2015. 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.

### **Conflict 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 proposal. 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.

### **Organizational Conflicts of Interest**

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which would give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Director of the Department of Administration's Materials Management Division which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to the contracting officer, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

### **Preference to Targeted Group and Economically Disadvantaged Business and Individuals**

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at [mmdhelp.line@state.mn.us](mailto:mmdhelp.line@state.mn.us). For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

### **Veteran-Owned Preference**

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference on state procurement to **certified small businesses** that are **majority-owned and operated by**:

- (1) recently separated veterans who have served in active military service, at any time on or after September 11, 2001, and who have been discharged under honorable conditions from active service, as indicated by the person's United States Department of Defense form DD-214 or by the commissioner of veterans affairs;
- (2) veterans with service-connected disabilities, as determined at any time by the United States Department of Veterans Affairs; or
- (3) any other veteran-owned small businesses certified under section [16C.19](#), paragraph (d).

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation opening date and time.

If you are claiming the veteran-owned preference, **attach documentation, sign and return the Veteran-Owned Preference Form with your response to the solicitation.** Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

**STATE OF MINNESOTA  
AFFIDAVIT OF NONCOLLUSION**

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation);
2. That the attached proposal submitted in response to the FDTC Evaluation Request for Proposals has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment or services described in the Request for Proposal, designed to limit fair and open competition;
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals; and
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Responder's Firm Name: \_\_\_\_\_

Authorized Representative (Please Print) \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_

Notary Public

My commission expires: \_\_\_\_\_

STATE OF MINNESOTA

VETERAN-OWNED PREFERENCE FORM

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference in the amount bid on state procurement to certified small businesses that are majority-owned and operated by:

(1) recently separated veterans who have served in active military service, at any time on or after September 11, 2001, and who have been discharged under honorable conditions from active service, as indicated by the person's United States Department of Defense form DD-214 or by the commissioner of veterans affairs;

(2) veterans with service-connected disabilities, as determined at any time by the United States Department of Veterans Affairs; or

(3) any other veteran-owned small businesses certified under section 16C.19, paragraph (d).

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation opening date and time. When responding to a Request for Bid (RFB), the preference is applied only to the first \$500,000 of the response. When responding to a Request for Proposal (RFP), the preference is applied as detailed in the RFP.

If you are claiming the veteran-owned preference, attach documentation, sign and return this form with your response to the solicitation. Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

I HEREBY CERTIFY THAT THE FIRM LISTED BELOW:

My firm is a certified small business and it is majority-owned and operated by an eligible person as defined by Minn. Stat. § 16C.16, subd. 6a.

Yes No (must check yes or no) State the type of documentation attached:

DOCUMENTATION MUST BE PROVIDED FOR ONE OF THE FOLLOWING REQUIREMENTS:

(1) recently separated veterans who have served in active military service, at any time on or after September 11, 2001, and who have been discharged under honorable conditions from active service, as indicated by the person's United States Department of Defense form DD-214 or by the commissioner of veterans affairs;

State the type of documentation attached:

(2) veterans with service-connected disabilities, as determined at any time by the United States Department of Veterans Affairs;

State the type of documentation attached:

(3) any other veteran-owned small businesses certified under Minnesota Statute Section 16C.19, paragraph (d).

State the type of documentation attached:

Name of Company:
Authorized Signature:
Printed Name:

Date:
Telephone:
Title:

IF YOU ARE CLAIMING THE VETERAN-OWNED PREFERENCE, ATTACH DOCUMENTATION, SIGN AND RETURN THIS FORM WITH YOUR RESPONSE TO THE SOLICITATION.