

INFORMAL SOLICITATION

Minnesota Judicial Branch Ninth Judicial District Administration

Description of Project

The Ninth Judicial District Administration is in need of an Outreach Technician for the Ignition Interlock Device Program (IIDP) being implemented in the Ninth Judicial District. The counties included in the program are: Aitkin, Beltrami, Cass, Clearwater, Crow Wing, Hubbard, Itasca, Kittson, Koochiching, Lake of the Woods, Mahnomon, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau. The contract period will be from December 2015 through September 2016 and may be extended for one additional year contingent upon receipt of continued grant funding.

Background

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.

In October 2014, 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 9th Judicial District DWI/Drug Courts, corrections, or offenders who qualify to get their licenses back with ignition interlock, and 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.

Duties and Tasks

The Ninth Judicial District is interested in using an Independent Contractor Outreach Technician for this program. The selected Contractor will be asked to complete the following tasks:

1. Conduct outreach activities to continuously increase ignition interlock awareness across all of the counties in the Ninth Judicial District for both the general public and criminal justice professionals including, but not limited to, judges, law enforcement, probation, and attorneys.
2. Review applications to determine eligibility and level of assistance to be provided.
3. Act as a liaison and work closely with the Ninth Judicial Problem Solving Courts Coordinator to identify and resolve program policy issues, and to ensure the program is meeting grant requirements.
4. Seek out and maintain relationships with existing ignition interlock providers. Work with providers and participants to establish a billing system.
5. Monitor ignition interlock report logs and coordinate with probation agents to assess discrepancies in offender behavior. This may require being available after normal working hours

to respond to violations. After hours responses will generally consist of phone contact with law enforcement or probation agents.

6. Assist offenders with ignition interlock application process on an as needed basis.
7. Contact Department of Public Safety on behalf of ignition interlock candidates and those enrolled in the program that needs assistance to become or remain compliant with the program requirements.
8. Review billing for accuracy, submitting billing to the Ninth Judicial District Coordinator for processing payment and tracking payments made out of the grant to ensure they stay within the budget.
9. Provide information needed for the Ninth Judicial District Problem Solving Courts Coordinator to complete quarterly grant reports.
10. Collaborate with the evaluator to ensure the necessary data is available to conduct the evaluation.
11. Coordinate with the probation agents whose offenders are in the program to ensure swift, appropriate, therapeutic sanctions for violations while on the ignition interlock device.
12. Attend quarterly meetings in the Minneapolis/St. Paul metro area.

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

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

Desired Skills

4 year college degree

Knowledge and expertise in the court and criminal justice systems

Education and training, as well as professional experience, in ignition interlock devices

History of meeting project deadlines

Questions

Questions concerning this Informal Solicitation should be directed to:

Abby Kuschel, Ninth Judicial District Problem Solving Courts Coordinator
Ninth Judicial District
15 NE 5th Street
Grand Rapids, MN 55744
Abby.kuschel@courts.state.mn.us
Telephone: 218-999-7550

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

Response Content

Proposal Narrative and resume (not to exceed 3 pages, using 12 point font, 1 inch margins and single spacing) that addresses the desired skills.

Provide a project fiscal budget to support the applicant's description of the proposed project and total quotation amount. Total payment for services is not to exceed \$22,000.00 for the period ending

September 2016. Additional funds are available for reimbursement for minimal office expenses, cell phone, and contractor travel.

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 5th Street
Grand Rapids, MN 55744
Abby.kuschel@courts.state.mn.us
Telephone: 218-999-7550

All proposals must be received no later than, 4:00 pm CST, November 13, 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.