

## Integrating Novel Technology for Optimized Supervision Responsivity Request for Proposal (RFP)

The Sixth Judicial District Department of Correctional Services (6DCS) is searching for a vendor to provide a virtual technology application to supplement community supervision through reducing barriers and challenges to successful supervision completion.

Each plan presented needs to be compliant with Iowa Code.

### **OVERVIEW**

Proposal applications will be accepted via email [Malinda.lamb@iowa.gov](mailto:Malinda.lamb@iowa.gov) no later than August 31, 2022. Late applications will not be considered.

Questions and further clarification can be addressed by contacting Project Coordinator, Malinda Lamb. Responses will be posted as an addendum to this posting. Questions must be submitted by August 24, 2022. All questions and responses can be found at <https://sixthdcs.com/rfp/>. The specific RFP is Integrating Novel Technology for Optimized Supervision Responsivity.

The expected outcome of this request is a contract for the provision of both a virtual technology application for individuals under correctional supervision as well as training and ongoing technical assistance on the virtual technology application. This would include, but is not limited to: data on the number of clients downloading and creating a user ID's within the virtual application, data regarding the number of interventions completed by clients using the virtual application and challenges/errors the clients faced that may have required them to reach out to you as the vendor.

Minimum requirements for proposal application are outlined in the proposal contents section below. Applications that do not meet minimum requirements will not be considered.

### **INTRODUCTION**

The Sixth Judicial District Department of Correctional Services (6DCS) is a community corrections supervision agency located in eastern Iowa, and includes Linn, Johnson, Tama, Benton, Iowa and Jones Counties. 6DCS provides comprehensive community corrections services to individuals on pre-trial, probation, parole, special sentence parole, and work release statuses.

Within the 6DCS we have the Benton, Iowa and Tama (BIT) unit which is comprised of many of our more rural communities. We have offices in Vinton (Benton County), Marengo (Iowa County) and Toledo (Tama County), however those offices are often a significant distance from many of the communities in which our clients reside. Distance and transportation have often been barriers to success for our clients on correctional supervision. Through the past two years, with COVID-19, we have begun to incorporate some virtual methods of supervision in an ad hoc manner, but have an interest in developing a more strategic, intentional approach to virtual supervision including violation response and intervention delivery.

Through a grant we have received through Bureau of Justice Assistance (BJA) we are seeking proposals for virtual supervision technology application vendors to collaborate with in providing an application that clients can download on their phones to engage in virtual office visits through secure video chat

functions, as well as provide opportunities for violation responses and intervention engagement that can be done independently and in any location.

\*Due to funding for the technology services being provided for by grant funds, the clients will not be charged for the services. 6DCS will be the funder of the virtual technology during the course of this grant, which is for a period of 3 years. Therefore, the vendor will need to work collaboratively with 6DCS regarding funding/payment. Prior to the conclusion of the grant, 6DCS will review for sustainability.

## **SCOPE**

### **Knowledge of Community Corrections**

The successful bidder will have a solid, functional understanding of community corrections. This knowledge will include general concepts of evidence based practice for correctional populations as well as understating of the Sixth Judicial District Department of Correctional Services as articulated on the website ([www.sixthdcs.com](http://www.sixthdcs.com)) to understand the services that are provided within the agency. Successful proposals will show clear linkage between product features and need of our community corrections agency.

### **Experience and Qualifications**

The successful bidder will have experience in working with community corrections agencies incorporating the use of their product. They have demonstrated success in collaborating with community bases corrections and understand the unique needs which includes but is not limited to, monitoring client activities and interactions, providing skill building and cognitive behavioral based opportunities for change, accessibility in collaboration and communication with their probation/parole officer.

### **Vendor and Product Expectations**

1. Provide a phone based application to individuals on correctional supervision that can assist clients in engaging with their Probation/Parole Officer (PPO) for office visits. This phone based application will need to be easily assessable and easily used by individuals at varying educational levels.
2. Provide a phone based application that has virtual/online interventions that can be utilized to respond to supervision violations. For example, a client admits uses/relapses on alcohol over the weekend. The PPO can then assign an intervention through the application that directly addresses problematic use of alcohol for the client to complete by a certain date.
3. Provide a phone based application that has virtual/online interventions that are cognitive behavioral based that the client can participate in when transportation is a barrier to them participating in in-person services.
4. Provide a phone based application that can provide for location/GPS type services that will provide the PPO with the location of the client when needed/wanted. While location pinging should be client driven (eg. They control whether the location tracking/sharing is enabled) the desire is to have an application that can provide this feature.
5. Provide managed data storage for a phone based application

6. Provide web based interfaces for the probation/parole agent and others who may need access.

### **Application Process**

Submit a letter of intent with attachments outlining the listed items in the Proposal Contents section.

1. Proposals are due to Malinda Lamb by \_\_\_\_ via email submission to [Malinda.lamb@iowa.gov](mailto:Malinda.lamb@iowa.gov)
2. Additional Questions should be submitted to Malinda Lamb via email at [Malinda.lamb@iowa.gov](mailto:Malinda.lamb@iowa.gov) and will be posted in an addendum to this posting.
3. Project or Vendor demonstrations

### **Proposal Contents**

Please provide a brief proposal outlining your application with details about features of the product and solutions to meet the needs identified in the scope of the project.

The proposal/statement of work should be presented in a format that provides insight into the capabilities of the application, however, a visual/virtual presentation will also be expected to better define the capabilities of the application that will last no longer than 10 minutes.

Due to the funding available for this RFP and contract for services is part of the Bureau of Justice Assistance Grant, all relevant federal rules and regulations will apply. Therefore, the contractor will be required to adhere to any and all federal rules and regulations that may apply.

Please include the following in the proposal:

- 1) Company name, Contact name and contact information
- 2) Description of experience and qualification in working with correctional populations
- 3) Availability during the project period (approximately the next 3 years)
- 4) Detailed cost proposal, including rate structure
- 5) At least three (3) references from other like agencies (community corrections would be the preference)

### **Proposal Review and Assessment**

Contractors will be evaluated on the following criteria:

- 1) Understanding of community based corrections and an understanding of the positive aspects of incorporating virtual technology (10%)
- 2) Relevant experience and qualifications (previous work with other community corrections agencies) (10%)
- 3) Virtual technology options for enhancing supervision that can meet the needs identified in the project scope section (50%)
- 4) Accessibility for tech support (10%)
- 5) Competitiveness of cost (20%)

### **Procurement Terms and Conditions**

**Right to Reject/Cancel**

The issuance of this Request for Proposal does not commit the issuer, Sixth Judicial District Department of Correctional Services (hereinafter referred to as 6DCS), to award a contract. 6DCS/issuer reserves the right to cancel this procurement, to waive any defect or technicality, and to advertise for new proposals, without notice or justification, where the rejection, cancellation, waiver and/or advertisement would be in the best interests of 6DCS/issuer.

**Formal Contract Required**

Upon award, the issuer and the successful bidder will enter into a contract based on the factors described in the Request for Proposal. The services to be provided will begin and end on specific dates to be negotiated by the parties. The contract period will not exceed 3 years, unless an extension is sought and received from the grantor.

**No Liability for Costs**

Issuer shall not be liable for any costs associated with the development, preparation, transmittal or presentation of any proposal or material(s) submitted in response to this Request for Proposal. Each prospective bidder responding to this Request for Proposal expressly warrant and agrees that it will have not claims of any kind and/or nature against 6DCS/issuer for any costs and/or liabilities incurred relating to this Request for Proposal.

**Indemnification**

The successful bidder shall indemnify and hold harmless the 6DCS/issuer from any and all liability resulting from the performance of the services provided under this contract, including, but not limited to, the acts or omissions of the successful bidder.

**Applicable Law**

This Request for Proposal and any contract subsequently executed shall be governed by and in accordance with the laws of the State of Iowa.