

Developing the Guide to Juvenile Delinquency Court Performance Measures

Questions and Answers

1) **Question:** Paragraph 3.1 on page 2 of 12 states the scope of services will be performed between June 2009 and June 2010. However, paragraph 3.2.16 on page 4 of 12 indicates the consultant may be asked to co-present at a conference such as the NCJFCJ Annual Conference. The NCJFCJ Annual Conference is scheduled for July 18-21, 2010 in San Diego, CA. Since this falls outside the service dates noted in the RFP, would it be appropriate to request a 13 month contract for services when submitting the proposal?

Answer

No. The AOC has deleted subsections 3.2.15 and 3.2.16 in their entirety from the RFP.

2) **Question:** The focus of section 5.0 (starting on page 5 of 12) appears focused on demonstrating capacity and experience. However, paragraphs 5.2.5 and 5.2.6 and subsequent lines 5.2.6.1 through 5.2.6.4 (page 6 of 12) focus on project plan, methods, processes, goals, etc.

The RFP is very detailed in its scope of services (section 3.0 starting on page 2 of 12), the time frame in which those services are to be completed (paragraph 3.1 on page 2 of 12), and its deliverables/time line (paragraph 3.3 starting on page 4 of 12). Further, components of the first deliverable (see page 4 of 12) is to plan, hold planning meetings, produce approved plan, etc.

In light of all these details and an apparently expected planning deliverable, we are unsure how to address paragraphs 5.2.5 and 5.2.6 on page 6 of 12 in a meaningful and responsive manner. We would appreciate guidance on expectations for the plan and methods sections and/or how to reconcile the issues presented here so as to submit a fully detailed but not redundant proposal.

Answer:

It is correct that part of a successful proposal will include a reiteration of what is requested, which is very detailed in places. Reiterating the details in the request provides the AOC the knowledge that you accept the plan (and that changes to the plan are possible only after discussion) and provides the consultant the opportunity to fill in aspects of the plan with any additional ideas that they have. The planning document deliverable will be based on proposal plan and our discussions around it that will immediately follow the start of the grant period. Details for the methods section are below.

3) **Question:** Under Scope, section 3.2.6 of the RFP, the consultant is to facilitate four workshops to assess information needs and performance area priorities of courts

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and justice partners. Similarly, section 3.2.11 refers to describing the methods of collecting quantitative court performance measures. By “information needs” and “methods of collecting quantitative measures”, is the AOC expecting that the vendor will provide a data source matrix for the data to support the performance measures?

Answer:

The measures need to be conceptualized under broad goals that are justified on a normative basis. For example, a goal may be timeliness of disposing a juvenile case. The normative statements would explain why a justice system should be interested in expediting a case (e.g., justice interests, child development theory, managerial priorities) and what opposing interests need to be weighed (e.g., time to receive reports). This can be in a narrative format in the final report. Under the timeliness goal, several timeliness performance measures can be developed. Where possible, justification for the particular measurement should be documented, for instance, by reference to California Welfare & Institutions Codes or to national or California best practices documents. These references can be provided by you, the national experts, California stakeholders, and AOC staff.

The consultant should then specify the data elements required to construct the measure, a definition of the subpopulation needed for the measure, and the business rules to consider in calculating a measure. These are technical, but generic instructions on what kind of data to pull from electronic databases, that future users could appropriate and tailor to their own case management systems. The AOC is not expecting the consultant to provide specific variables from named probation or court case management systems. (There are currently no statewide case management systems in juvenile delinquency.) The aspiration is to provide guidance comparable to Appendix C of the Court Performance Measures in Child Abuse and Neglect Cases: Technical Guide. (<http://www.ojdp.ncjrs.gov/publications/courttoolkit.html>) After project completion, AOC staff will pilot the measures in California courts.

4) **Question:** Section 3.2.14 indicates that the consultant is responsible for (among other things) covering their travel and other expenses. Please clarify that the travel costs of participants will be paid by participants and reimbursed by CFCC.

Answer:

The travel costs of participants will be paid by participants and reimbursed by CFCC.

*End of Questions and Answers*