

REQUEST FOR QUALIFICATIONS

CONSULTANT FOR NEW ORLEANS DAY REPORTING CENTER

The Council of the City of New Orleans is soliciting proposals from consultants qualified to provide technical assistance to the New Orleans Day Reporting Center (NODRC) Program Director and Board of Advisors regarding the implementation of the NODRC one-year pilot program. A contract for twelve months is anticipated; assuming mutual satisfaction, the contract may be renewed for additional periods.

A community corrections approach widely acknowledged as a best practice, the NODRC one-year pilot program will provide an alternative sanction for probation and parole technical violators who are at risk of re-incarceration. The NODRC is designed to provide comprehensive services to its clients and facilitate the successful re-entry of ex-offenders into the community. Funding has been secured through the Louisiana Department of Corrections, the Louisiana Office for Addictive Disorders, and the Metropolitan Human Services District.

I. Duties of the Day Reporting Center Consultant

The consultant selected will provide technical assistance to the Program Director and the Board of Advisors with the implementation and development of the NODRC program and operations.

At the direction and under the supervision of the NODRC Board of Advisors co-chairs, the contractor will provide services to the Program Director and to the Board of Advisors as a whole.

The Chair of the Council Criminal Justice Committee shall serve as the contract manager for the NODRC consultant; and accordingly, 1) after compliance with the procedural process indicated in the preceding two paragraphs, the NODRC consultant may receive specific work assignments through the Chair of the Council Criminal Justice Committee; 2) the Chair of the Council Criminal Justice Committee shall review all bills submitted to ensure that all services reflected in the bills or invoices are authorized as provided herein or otherwise authorized by the Chair of the Criminal Justice Committee.

Duties of NODRC consultant may include but are not necessarily limited to the

following:

- Develop policies and procedures for NODRC;
- Develop and review NODRC manual of operations;
- Develop and review NODRC program curricula;
- Develop training materials and conduct training sessions for NODRC staff;
- Review state and federal corrections legislation or administrative rules;
- Attend Board of Advisors meetings as requested; and
- Attend Council or committee meetings or other meetings as requested.

II. Qualifications/experience

A Master's Degree in Criminology, Criminal Justice, Sociology or Social Work.

A minimum of ten (10) years of professional experience in corrections.

Demonstrated experience with the development, implementation, and operation of best practice Day Reporting Centers.

Demonstrated experience with state and local cross-agency collaborative efforts.

Understanding of and/or experience with the City of New Orleans and the Louisiana and New Orleans criminal justice systems.

Demonstrated understanding of and experience with developing policies and procedures for Day Reporting Centers; and

Demonstrated experience with and understanding of program monitoring and evaluation.

III. Contents of statement of qualifications

The Council of the City of New Orleans will provide an allocation of up to \$45,000.00 for NODRC consulting services during a 12 month period. This is to include all fees and expenses of the consultant, including support staff. The statement should include the following components:

1. A concise but detailed narrative indicating the proposed approach to providing the required services, including a description of the types and quantities of services which would be provided and a budget showing estimated number of hours and hourly billing rate for and an estimate of reimbursable costs, if any. The length of

the narrative should not exceed two 8.5" x 11" typed pages, exclusive of the budget.

2. A completed "Consulting Services Questionnaire" using the format that is attached. Any subcontractors proposed to be used must also submit a completed Questionnaire that must be attached to the prime firm's questionnaire. If an association or joint venture is contemplated, the expertise of each individual firm should be clearly defined as well as the level of involvement of each individual firm and the proposed means of coordination between firms. A joint venture will be considered a "firm."

3. Not more than five samples of work done by the professional(s) who would be assigned to this contract.

4. This Request for Qualifications states that "assuming mutual satisfaction, the contract may be renewed for additional periods." Please include as a section of the proposed budget the terms under which the consultant would be willing to renew.

5. A sworn affidavit listing all persons with an ownership interest in the respondent. An "ownership interest" shall not be deemed to include ownership of stock in a publicly traded corporation or ownership of an interest in a mutual fund or trust that holds an interest in a publicly traded corporation. This affidavit is a public record.

6. A sworn affidavit stating that no other person holds an ownership interest in the respondent via a counter letter.

7. A list of all persons, natural or artificial, who are retained by the respondent at the time of the application and/or who are expected to perform work as sub-contractors in connection with the respondent's work for the NODRC. The Council of the City of New Orleans may require information on employees or sub-contractors of or ownership interests in the sub-contractor. This list is a public record.

IV. Conflict of Interest

Any firm or individual providing a response to the RFQ shall provide a clear and unambiguous indication of any potential or real conflicts of interest it may have with respect to performing work on behalf of the Council or its committees. In particular, any prior or existing services being provided any other governmental entities within the last 2 years should be disclosed.

For any such work performed, the respondent shall indicate the scope of the

engagement, the time frame, the amount of compensation received and why the respondent deems such work to be or not to be in conflict with the interests of advising or representing the Council or its committees. The Council shall make the final decision as to whether any conflict of interest exists.

V. Evaluation criteria

Upon receipt by the due date of responses to this RFQ by qualified firms, the Council's staff Selection Review Committee will evaluate all responses received based upon the criteria listed herein below and in Council Rule 45, a copy of which is attached. Particular emphasis will be placed on the following criteria:

1. Experience of the professional personnel in the New Orleans area, particularly with public officials/agencies or issues similar to those involved in the implementation of the NODRC.
2. Quality of work samples presented.
3. Clear understanding by the applicant of work to be performed.
4. Capability of providing consistent, timely responses, as determined by information requested from references.
5. Involvement at the professional level of minorities, women, and New Orleans domiciliaries and/or involvement of certified disadvantaged business enterprises.
6. Billing rate.
7. Work performed for public officials and/or public agencies, especially in Louisiana, since July 1, 2003.

VI. Proposal process

No written or oral communications from potential applicants regarding this RFQ shall be made to any Councilmember or Council staff person during this Request for Qualifications process.

Ten (10) copies of the submission, including samples of work products, must be submitted in hardcopy format by 3:00 p.m. on Friday, October 31, 2008 to the City Council Chief of Staff, Room 1E06 City Hall, 1300 Perdido St., New Orleans, La. 70112.

An evaluation committee composed of the Council Chief of Staff, the Council

Research Officer, the Council Fiscal Officer, and/or Council Utility Regulatory Officer will review and evaluate the submissions, selecting up to two for referral to the Council Criminal Justice Committee. For each submission selected for referral, the staff committee will contact one or more of the persons suggested as references.

The Inspector General shall be notified in writing prior to any meeting of a selection or negotiation committee relating to the procurement of goods or services by the city, including meetings involving third party transactions. The notice required shall be given to the Inspector General as soon as possible after a meeting has been scheduled, but in no event later than twenty-four hours prior to the scheduled meeting. The Inspector General may attend all city meetings relating to the procurement of goods or services as provided herein, and may pose questions and raise concerns consistent with the functions, authority and powers of the Inspector General. An audio recorder or court stenographer may be utilized to record all selection or negotiation committee meetings attended by the Office of the Inspector General.

The report of the evaluation committee will be provided to the Council's Criminal Justice Committee, comprised of three (3) Councilmembers and an alternate member. The Criminal Justice Committee may interview one or more of the respondents selected by the evaluation committee. The Criminal Justice Committee may make a recommendation to the City Council. The contractor must be selected by Motion of the Council. It is anticipated that the selection process will be completed by November 28, 2008.

VII. Additional information

The City of New Orleans is not liable for any costs incurred prior to entering into a formal written contract. Any costs incurred in the preparation of the statement, interview, or other pre-contract activity are the responsibility of the person submitting the statement.

All submissions become the property of the City and as such are public information.

The contractor will invoice the City Council on a monthly basis during the term of the contract.

The contract shall contain a provision that any sub-contractor proposed to be retained by the respondent to perform work on the contract with the City Council must be approved in advance of such retention by Motion of the Council. The Council may require information on ownership interests in the sub-contractor prior to approval of the sub-contractor's retention.

Section 9-1120, Chapter 2 of the Code of the City of New Orleans, relative to the Office of Inspector General, provides in part as follows:

“Every city contract and every bid, proposal, application or solicitation for a city contract, and every application for certification of eligibility for a city contract or program shall contain a statement that the corporation, partnership, or person understands and will abide by all provisions of this chapter.”