

SUPREME COURT OF LOUISIANA
400 ROYAL STREET, SUITE 1190
NEW ORLEANS, LA 70130-8101

REQUEST FOR PROPOSALS FOR TRAINING SERVICES

I. PURPOSE

The Supreme Court of Louisiana (hereinafter “The Court”) invites qualified educational consultants to submit proposals for providing training to be conducted for the following entities: Orleans Parish Criminal District Court, Orleans Parish Criminal Clerk of Court, Orleans Parish Public Defender’s Office, Orleans Parish Juvenile Court, and the Orleans Parish District Attorney’s Office.

II. BACKGROUND

To assist the State of Louisiana in its recovery from the devastation of Hurricane Katrina, a federal Justice Assistance Grant was awarded to the Louisiana Commission on Law Enforcement. A portion of these grant funds has been allocated to the Court in order that, acting in concert with the Southeast Louisiana Task Force on Criminal Justice Recovery, it may create a Criminal Justice Recovery Resource Center. The purpose of the Resource Center is to provide resources and technical assistance to entities within the Orleans Parish criminal justice system in order to assist in their recovery from Hurricane Katrina. As part of this assistance, the Court, through the Resource Center, wishes to provide training services to certain Orleans Parish criminal justice entities.

III. SUBMISSION OF PROPOSALS

All proposals must be **received** no later than **4:00 p.m.** on **Wednesday, October 8, 2008** at the following address:

Attention: Tracy Buccino
The Supreme Court of Louisiana
Office of the Judicial Administrator
400 Royal Street, Suite 1190
New Orleans, Louisiana 70130-8101

Any proposals which are received after this deadline will not be considered.

All envelopes containing a proposal must bear the name of the entity making the proposal, and must have the following clearly written or typed on the face of the envelope:

“Proposal for Training Services – CJRRC.” The proposal must be signed by an authorized representative of the proposer. **No faxed or emailed submissions will be accepted.**

All questions relative to this RFP should be directed to Tracy Buccino, Staff Attorney, General Counsel’s Office. **Ms. Buccino may be reached via telephone at (504) 310-2550, via e-mail at tbuccino@lajao.org, or via fax at (504) 310-25-2587.**

IV. PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held on **Wednesday September 10th, 2008 from 10:00 a.m. to 12:00 noon** in the 4th Floor Conference Room of the Louisiana Supreme Court. Interested parties are requested to notify Ms. Buccino in advance of their intention to attend using the attached registration form. The purpose of this conference is to allow potential proposers an opportunity to present questions and obtain clarification relative to the RFP. Although impromptu questions will be permitted at the pre-proposal conference, official answers to any questions will only be provided in written form in response to written questions. **Questions should be submitted in writing (via e-mail, fax, or mail) to Ms. Buccino at the address above by 5:00 p.m., Wednesday, September 17th, 2008.** The Court is under no obligation to respond to all questions, however, any written questions and answers will be posted on the Court’s website: www.lasc.org.

V. TIMETABLE FOR PROPOSALS

Issue date of RFP:	August 27 th , 2008
Proposer’s Conference	September 10 th , 2008
Deadline for submission of written questions	September 17 th , 2008
Deadline for receipt of proposals	October 8 th , 2008

NOTE: The Court reserves the right to amend this timetable as it deems necessary.

VI. SCOPE OF SERVICES

The Court wishes to enter into an agreement with a qualified educational consulting firm to provide training to the following Orleans Parish criminal justice entities:

Orleans Parish District Court
Orleans Parish Criminal Clerk of Court
Orleans Parish Public Defender Office
Orleans Parish Juvenile Court
Orleans Parish District Attorney’s Office

The following is a listing of training courses to be conducted:

- Ethics (to include governmental ethics)
- First Line Supervision
- Mid-Level Management
- Enlightened Leadership (Senior Leadership)
- Conflict Resolution
- Situational Leadership
- Managing Organizational Change and Development
- The Use of Power in Conflict
- Cultural Diversity
- Sexual Harassment
- Workplace Violence
- Performance Review and Evaluations
- How to Train Your Own Personnel; Teaching Instruction; Lesson Plan Development (Train-the-Trainer)
- Crisis Intervention for Non-First Responder Personnel
- Media Relations
- Public Records Law- What does it mean for you?
- Positioning Yourself for Success! (Professionalism, Business etiquette, proper attire and why these issues are so important)
- Stress Management and One's Own Vitality
- Negotiation Skills
- Microsoft Word
- Microsoft Excel
- QuickBooks
- Microsoft Outlook (and other e-mail functions)

VII. CONTENTS OF THE PROPOSAL

The proposal must contain the following:

1. Financial statements for the past 3 years.
2. Resumes of the Project Director and Instructors. The firm shall have a designated project director who will work with the Court to coordinate the training services. The project director must have, at a minimum, a Master of Education degree and experience in project management on similar projects. Instructors shall have appropriate certifications.
3. A copy of any contractual provisions the Court may be requested to include in any final contract with the firm, if chosen.
4. A copy of appropriate licenses and insurance declarations.

5. A description of any facilities, equipment, staff, or other resources the firm expects the Court to provide.
6. A proposed timeline noting major tasks/milestones/deliverables.
7. A detailed cost proposal highlighting each task/milestone/deliverable. The cost proposal shall include the following:
 - Project management costs and/or base costs.
 - Hourly rate for a needs assessment (if deemed necessary)
 - Cost of training per day and/or individual training unit cost.
 - Cost per hour for any modifications to coursework to adapt said training to an individual entity, as may be authorized by the Court.
 - Estimated expenses (travel, lodging, meals, etc.) Please note that all such expenses will be reimbursed in accordance with Louisiana State Travel Regulations. The Court reserves the right to authorize any extra expenses prior to the actual expenditure. The contractor will be required to provide an itemized explanation of any reimbursable expenses. Original copies of receipts shall accompany each invoice for all reimbursable expenses.
8. References from at least two of the firm's clients for whom the firm performed services similar to those being requested in this RFP. The references should include the name of a contact person, his/her title, physical and e-mail addresses, and telephone numbers. Please note that the Court may, but is not obligated to, contact these clients.

In addition, the RFP must include the following information:

A. Operations and Services

1. Provide a detailed plan of operations, describing with specificity how the firm plans to provide the training.
2. Describe with specificity the project deliverable(s).
3. Describe with specificity the services that would be offered, and any limitations, exclusions, and other relevant features of the training services proposal.

B. Firm and Personnel Information

1. Provide the name(s) of the person(s) who will be authorized to make representations for the firm, their titles, physical and e-mail addresses, and telephone and fax numbers.

2. Provide a brief history of the firm, its organizational structure, types of clients, location and address of the office that will direct the training services and its experience in providing and administering similar projects.
3. Provide contact and other information on those individuals who would be assigned to work with the Court, including a description of their experience in providing services to clients who are similar to the Court.
4. Provide evidence of the firm's authority to transact business in Louisiana.

VIII. EVALUATION CRITERIA

The Court will evaluate all proposals and, if a firm is to be selected, select a firm on the basis of the following criteria:

- a) The firm's relevant experience, qualifications and success in providing training services similar to those described in this RFP – 20%
- b) The firm's ability to meet the requirements for instructor credentials as described in this RFP – 20%
- c) The clarity and reasonableness of the firm's strategy for providing the training services enumerated in this RFP – 20%
- d) The firm's cost proposal – 20%
- e) The firm's financial stability – 10%
- f) Any other factors relevant to the firm's capacity and willingness to provide a cost effective, comprehensive training services solution to the Court, including the results of reference checks, if any – 10%

IX. DISQUALIFICATION

The Court reserves the right to verify all information provided by a proposer via direct contact with the proposer's prior clients. The proposer and any prior project personnel must agree to provide the necessary authorizations for the Court to verify any of the proposer's previous work. As described elsewhere in this RFP, each proposer will be required to submit a detailed resume of all key personnel. Misstatements of experience and scope of prior projects shall be grounds for disqualification of the proposer from further consideration. In addition, the Court reserves the right to disqualify any proposer that it determines will be unable to perform the services outlined in its proposal due to lack of qualified personnel, financial instability, etc.

X. ORAL OR WRITTEN DISCUSSIONS

If there is more than one qualified proposer, written or oral discussions may be conducted with the most qualified proposers. The Court will schedule a time and place for the oral or written discussions. Each proposer should be prepared to discuss and substantiate any of the areas of the proposal it submitted, its own qualifications for the services requested, and any

other area of inquiry relative to its proposal. The Court reserves the right to select a firm based upon the proposals alone without additional oral or written discussions.

XI. AWARDING OF CONTRACT

Once a final decision has been made, both the successful and unsuccessful proposers will be notified. Any contract which may be awarded shall be based upon the proposal which is most responsive and advantageous to the Court, costs and other factors considered. If for any reason the selected proposer and the Court fail to negotiate a mutually acceptable contract, that proposal may be rejected and the Court may negotiate with the next most responsive proposer.

All contracts are subject to the availability of funds.

XII. TERM OF INITIAL AGREEMENT

If a contract is to be awarded, it will be for a period not to exceed 14 (fourteen) months, commencing on or about November 1st, 2008 and terminating on or about December 31st, 2009. The Court reserves the right to extend the initial contract for such mutually beneficial additional term(s) as may be negotiated.

XIII. PUBLIC NATURE OF PROPOSAL AND PROSPECTIVE CONTRACT

All proposals submitted in response to this request for proposals, and any contract which might ultimately be agreed upon, will be open to public inspection by any interested person, firm or corporation. Trade secrets or other proprietary information submitted by a proposer as part of its RFP may not be subject to public disclosure, provided the proposer specifies the relevant law supporting its request for confidentiality. However, the proposer must invoke the protections of this section prior to or upon submission of its proposal, must identify the specific data or other materials to be protected, and must state the reasons why protection is necessary. Any aspect of the proposal which addresses the cost of providing the requested services will not be considered confidential under any circumstance. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

The proposer must clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as “confidential” in order to claim protection, if any, from disclosure. The proposer shall mark the cover sheet of the proposal with the following legend, specifying the specific section(s) of the proposal sought to be restricted in accordance with the conditions of this legend:

“The data contained in pages _____ of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the

submission of this proposal, the Supreme Court shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit the Supreme Court's right to use or disclose data obtained from any source, including the proposer, without restriction."

Further, to protect such data, each page containing such data shall be specifically identified and marked "CONFIDENTIAL."

Proposers must be prepared to defend the reasons why the material should be held confidential. If a competing proposer or any other person seeks review or copies of another proposer's confidential data, the Court will notify the owner of the asserted data of the request. If the owner of the asserted data does not want the information disclosed, it must agree to indemnify the Court and hold the Court harmless against all actions or court proceedings that may ensue (including attorney's fees), which seek to order the Court to disclose the information. If the owner of the asserted data refuses to indemnify and hold the Court harmless, the Court may disclose the information.

It should be noted and understood that all proposals, contracts and other documents presented in connection with this RFP become the property of the Court.

XIV. COURT DISCRETION

The Court specifically reserves the right to reject, in full or in part, all proposals submitted, and/or to cancel or reissue this RFP, when such action is in the Court's best interests. The Court also reserves the right to change the calendar of events or issue addenda to the RFP at any time.

XV. CHANGES, ADDENDA, WITHDRAWALS

If the proposer needs to submit changes or addenda, such shall be submitted in writing, signed by an authorized representative of the proposer, and cross-referenced clearly to the relevant proposal section. **All such changes must be received prior to the deadline for proposal submission.**

XVI. COST OF PREPARING PROPOSALS

The Court is not liable for any costs incurred by proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing the proposal, and any other expenses incurred by the proposer in responding to the RFP are entirely the responsibility of the proposer, and shall not be reimbursed in any manner by the Court.

XVII. AUDIT OF RECORDS

The State Legislative Auditor, or other auditors as designated by the Court, shall have the option to audit all accounts directly pertaining to the resulting contract for a period of five (5) years after termination of the contract or as required by applicable State or Federal law. Records shall be made available during normal working hours for this purpose.

XVIII. RECORDS RETENTION

The successful proposer shall maintain all records relating to any contract which is agreed upon for a period of at least five (5) years after termination of the contract.

XIX. BILLING AND PAYMENTS

Payment will be based on the successful completion of milestones and deliverables to be specified in the contract. The contractor will submit invoices to the Court for deliverables and current written status reports describing the work (milestones) completed and current status of work in progress. The format of the invoice is subject to the Court's approval. The allowable payment amount for each milestone will be remitted to the Contractor upon successful completion of that milestone as determined by the Court.

REGISTRATION FORM
Training Services Pre-proposal Conference

The purpose of the proposers' conference is to provide potential proposers an opportunity to present questions and obtain clarification relative to the RFP.

Complete this form and FAX to Tracy Buccino at (504) 310-2587 to complete your registration process.

The conference will be held **from 10:00 a.m. - 12:00 p.m.** at the

Louisiana Supreme Court
4th Floor Conference Room
400 Royal Street
New Orleans LA 70130

Registration Information

First Name

Last Name

Title

Company

Street Address or PO Box (if applicable)

City

State

Zip Code

Phone Number: (____)____ - ____ **Fax Number:** (____)____ - ____

Email: _____

Number of individuals who plan on attending the pre-proposal conference from your organization?

_____ (total number including yourself)

What is the best way for Court staff to send your registration confirmation?

Mail

Email

Fax

Phone