



**SUPREME COURT OF LOUISIANA  
OFFICE OF THE JUDICIAL ADMINISTRATOR  
400 ROYAL STREET, SUITE 1190  
NEW ORLEANS, LA 70130-8101**

**RFP LASC-2018-03**

**REQUEST FOR PROPOSALS FOR  
TRAINING CONSULTANT FOR THE  
LOUISIANA PROTECTIVE ORDER REGISTRY**

---

**I. PURPOSE**

The Supreme Court of Louisiana, Office of the Judicial Administrator (“Court”) invites qualified Court and Community Liaison in Louisiana to submit proposals to serve as an independent training consultant to the Louisiana Protective Order Registry (“LPOR”).

**II. SUBMISSION OF PROPOSALS**

Proposals must be received no later than **4:00 p.m. (CST) on Monday, November 12, 2018**. Proposals may be submitted electronically via e-mail or secure file upload or may be submitted in paper format (with one original and three copies required). Proposals should be sent to the following address:

The Supreme Court of Louisiana  
Office of the Judicial Administrator  
400 Royal Street, Suite 1190  
New Orleans, Louisiana 70130-8101  
Attn: Caitlin Morgenstern

**Email:** [cmorgenstern@lasc.org](mailto:cmorgenstern@lasc.org)

Any proposals received after this deadline will not be considered. All envelopes containing a paper 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: 2018 Proposals for Training Consultant for the Louisiana Protective Order Registry.

All questions relative to this request for proposals (“RFP”) should be directed to Caitlin Morgenstern who may be reached via telephone at (504) 310-2550 or via e-mail at [cmorgenstern@lasc.org](mailto:cmorgenstern@lasc.org). All questions should be submitted by **4:00 p.m. (CST), on Thursday, October 25, 2018**. The preferred method of receiving questions is via e-mail. Any oral explanations or instructions shall not be binding. The Court is under no obligation to respond to such inquiries, but may choose to do so. The Court, in its discretion, may choose to post some or all of the questions and answers on its website: [www.lasc.org](http://www.lasc.org) and/or provide them to known proposers. All communications regarding the RFP shall be directed to Ms. Morgenstern.

If there is more than one qualified proposer, written or oral discussions may be conducted with at least three, or two if there are only two, of 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 RFP it submitted, its own qualifications for the services requested and any other area of inquiry relative to its proposal.

The Court specifically reserves the right to reject, in full or in part, all proposals submitted, and/or to cancel this RFP, when such action is in the Court’s best interests. Any contract which may be awarded shall be based upon the proposal which is most advantageous to the Court and its employees, costs and other factors considered. All contracts are subject to the availability of funds.

### **III. TIMETABLE FOR PROPOSALS**

<b>Issue date of RFP</b>	<b>Thursday, October 11, 2018</b>
<b>Deadline for receipt of questions</b>	<b>Thursday, October 25, 2018</b>
<b>Deadline for receipt of proposals</b>	<b>Monday, November 12, 2018</b>

### **IV. BACKGROUND**

The Supreme Court of Louisiana is the highest court in the State. The Judicial Administrator’s Office is the managerial arm of the Louisiana Supreme Court. It serves as the staffing and fiscal agent for the Judicial Council and court-appointed task forces and committees. Program departments of the Judicial Administrator’s Office include, among others: the Louisiana Protective Order Registry (LPOR), Children & Families, Drug Courts, and Community Relations.

The LPOR is a statewide repository for court orders issued for the purpose of preventing harassing, threatening, or violent acts against a spouse, intimate cohabitant, dating partner, family or household member, or victim of stalking or sexual assault. The registry was established by legislative act (La. R.S. § 46:2136.2) in 1997, for the purpose of enhancing court-ordered protections for victims and their minor children, and to aid law enforcement, prosecutors and the courts in handling cases involving intimate partner violence. LPOR is not a public access database.

The Judicial Administrator's Office is responsible for creating and disseminating standardized order forms, called Uniform Abuse Prevention Order forms and for collecting and entering the protection order data from all courts into the registry. The Judicial Administrator's office also provides training seminars across the state to explain how the registry works, highlight relevant state and federal laws, and disseminate the standardized forms and interactive software. These seminars are designed for, but not limited to, judges, magistrates, commissioners, hearing officers, judicial administrators, clerks of court, other court personnel, prosecutors, probation and parole officers, law enforcement personnel, victim assistance providers, victim advocates, legal services providers, and attorneys.

The LPOR has a number of project partners, including the Louisiana Commission on Law Enforcement (LCLE). LCLE provides substantial financial support for the registry through federal National Criminal History Improvement Program (NCHIP)/Crime Information Technology Act (CITA) funds and Violence against Women Act (VAWA) sub-grant funds.

The consultant will provide services to the LPOR in connection with VAWA sub-grant funds. LPOR receives VAWA sub-grant funding for the Domestic Violence Network initiatives, which is a training project.

Proposer must abide by all laws, regulations, standard conditions, and special conditions applicable to the grant. These include, but are not limited to, the schedule of standard and special conditions of the sub-grant.

Sub-grant funds are subject to approval by the LCLE. As a result, payment obligations under any resulting contract are subject to the approval and receipt of federal grant funds.

## **V. SCOPE OF SERVICES**

Proposer shall assist the Court's Director of the LPOR ("Director") in furtherance of the goals of the LPOR office and the VAWA sub-grant, including, but not limited to, the following tasks:

- Proposer will assist the LPOR Director in developing, coordinating, and delivering a variety of audience-specific seminars, as well as creating the related participant materials.
- Proposer will travel as a participant on the LPOR Training team to provide regional Legal Seminars, workshops, and seminars throughout the State.
- Proposer will assist the LPOR Director and administrative staff in responding to requests for information, technical assistance, advocacy and/or referral.

- Proposer will assist the LPOR Director and legal consultant with court visits intended to address specific requests for problem-solving related to protection orders issued pursuant to domestic and dating violence, stalking and sexual assault.
- Proposer will assist the LPOR Director in the project to develop and implement a collaborative curriculum for judicial education on domestic and dating violence, stalking and sexual assault.
- Proposer will perform other related duties, as requested by LPOR Director, in addition to or in lieu of the above stated duties, depending on the needs of LPOR.

## **VI. CONTENTS OF PROPOSAL**

Your proposal should address each of the areas outlined below and provide the information requested. Your response should include the following:

### **A. Cost**

The information regarding Cost should include:

1. Your hourly rate; and
2. Your expectations, if any, regarding expense reimbursement, including travel and office expenses.

### **B. Qualifications**

The information regarding Qualifications should include, but is not limited to the following:

#### **1. Proposer's Experience**

The proposal must set forth a description of the proposer's experience with regard to the essential functions outlined in Section V, Scope of Services. Qualifications should include:

- A minimum of 5 years' experience in Domestic Violence Advocacy, with an understanding of statewide domestic violence intervention and prevention strategies.
- Proficiency in the Louisiana Domestic Abuse Assistance Act as it relates to advocacy and compliance.
- A master's degree in social work, public or court administration, or a field of study related to the assigned program section or project plus five years of program development and management experience; **or** a

bachelor's degree in social work, public or court administration, or a field of study related to the assigned program, section or project plus seven years program development and management experience.

- Knowledge of various issues, practices, and approaches within justice systems to promote survivor safety.
- Effective meeting facilitation and public speaking skills.
- Ability to maintain confidentiality in all matters.
- Ability to function effectively in stressful and/or crisis situations.
- Demonstrated ability to manage time, evaluate progress, and to adjust tasks/activities to complete work within established time frames.
- Ability to work cooperatively as part of a team.
- Ability to work with people of diverse backgrounds.
- Computer knowledge and skills including, the Microsoft Office Suite to include: Microsoft Word, PowerPoint, Excel, and Access.
- Proficiency in SCORM (Shareable content object reference modules) in Captivate, and Adobe Acrobat Reader/Writer.

## **2. Proposer's References**

Provide at least two references. The proposer's references shall include, but are not limited to, the following:

- Name
- Address
- Telephone number
- Email address
- Letters of reference (if available)

**Please note that the Court may or may not elect to contact references provided.**

## **VII. EVALUATION AND SELECTION**

The LPOR Director and appropriate staff will evaluate all proposers. The LPOR Director may request a meeting with some qualified proposers prior to selection. Proposals will be reviewed in accordance with the following criteria.

- A. Qualifications (25 points)**
- B. Cost (65 points)**
- C. Interviews, if conducted (10 points)**

## **VIII. CONTRACT AWARD**

The Court reserves the right to enter into a contract without further discussion of the proposal based on the content of the proposals submitted. Ordinarily, nonresponsive proposals will be rejected outright. Nevertheless, the Court may elect to conduct discussions, including the possibility of limited proposal revisions, but only for those proposals reasonably susceptible of being selected for award. If improper revisions are submitted, the Court may elect to consider only your unrevised initial proposal. The Court may also elect to conduct negotiations, beginning with the highest ranked proposer, or seek best and final offers. If negotiations are conducted, the Court may elect to disregard the negotiations and accept your original proposal.

## **IX. TERM OF INITIAL AGREEMENT**

If a contract is to be awarded it will be for a one (1) year period commencing on or about January 1, 2019. Upon agreement between the Court and Contractor, the contract may be extended for two (2) additional one (1) year periods.

## **X. 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 an insurer as part of its RFP may not be subject to public disclosure, provided the insurer specifies the relevant law supporting its request for confidentiality. However, the insurer 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 dental 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.

The Court reserves the right to make any proposal, including proprietary information contained therein, available to court personnel and other state agencies, employees, or organizations for the purpose of assisting the Court in its evaluation of the proposals.

## **XII. CHANGES, ADDENDA, WITHDRAWALS**

The Court reserves the right to change the calendar of events or issue addenda to the RFP at any time. The Court also reserves the right to cancel or reissue the RFP.

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

## **XIII. COST OF OFFER PREPARATION**

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.

## **XIV. AUDIT OF RECORDS**

The State Legislative Auditor or other auditors so designated by the Court shall have the option to audit all accounts directly pertaining to the resulting contract for a period of three (3) years after project acceptance or as required by applicable State or Federal law. Records shall be made available during normal working hours for this purpose.

## **XV. RECORDS RETENTION**

The successful proposer shall maintain all records relating to any contract, which is agreed upon, for a period of at least three (3) years.

**XVI. TERMINATION DUE TO UNAVAILABILITY OF FUNDS AND PAYMENT CONTINGENT UPON RECEIPT OF GRANT FUNDS.**

Payment and performance obligations under the resulting contract shall be subject to the availability and appropriation of the approval and receipt of grant funds. When funds are not appropriated or otherwise made available to support continuation of performance grant funds or grant funds are not approved, the contract shall be canceled.

Payment under any ensuing contract is contingent upon approval and receipt of grant funds, which may not be approved until several months after the start of the term of the contract. The winning proposer shall perform their obligations at the start of the term of any ensuing contract; however, payment may be delayed several months until grant funds are received.