

**SUPREME COURT OF LOUISIANA
THE LOUISIANA JUDICIAL COLLEGE
400 ROYAL STREET
NEW ORLEANS, LA 70130-8101**

RFQ LASC-2018-01

**REQUEST FOR QUALIFICATIONS FOR
INDEPENDENT CONSULTANT TO
LOUISIANA HIGHWAY SAFETY COMMISSION JUDICIAL OUTREACH
PROGRAM**

I. PURPOSE

The Louisiana Judicial College, Supreme Court of Louisiana is requesting statements of qualifications/proposals from qualified individuals (retired specialty court judges) interested in serving as an independent consultant to the new Louisiana Highway Safety Commission Judicial Outreach Liaison Program, created pursuant to a grant received from the National Highway Traffic Safety Agency.

II. BACKGROUND

The Louisiana Judicial College is the judicial education branch of the Supreme Court of Louisiana. The College is committed to providing quality and relevant continuing legal education for the Louisiana Judicial community.

The Louisiana Highway Safety Commission Judicial Outreach Liaison Program is part of a national effort to develop Judicial Outreach Liaisons (JOL) in each state. The program is aimed at reducing fatal and injury crashes on Louisiana roadways. Thirty-two (32) states have an existing JOL Programs. The Judicial College will serve as a sub-grantee to the Louisiana Highway Safety Commission (LHSC). The grant is for six (6) months and will be primarily devoted to hiring and training the JOL. The grant requires the JOL to attend a series of national training programs. Once trained, the role of the JOL will be to provide mutually beneficial working relationship between LHSC and the judiciary involved in the adjudication of impaired driving offenses. The JOL will serve as an active liaison between the LHSC, Judicial College, and judges and their representative organizations, to improve the delivery of justice and highway safety through education, collegial communication, and outreach activities.

III. SUBMISSION OF STATEMENTS OF QUALIFICATIONS

Statements of qualifications/proposals must be received no later than 4:00 p.m. (CST) on **April 27, 2018**. Statements of qualifications/proposals may be submitted in paper format, or electronically via email. Statements of Qualifications should be sent to the following address/e-mail:

The Supreme Court of Louisiana
Louisiana Judicial College
400 Royal Street, Suite 1190
New Orleans, Louisiana 70130-8101
Attn: Tracy Thompson

Email: tthompson@lasc.org

Any Statements of qualifications/proposals which are received after this deadline will not be considered.

All questions relative to this request for qualifications (“RFQ”) should be directed to Tracy Thompson who may be reached via telephone at (504) 310-2640 or via e-mail at tthompson@lasc.org. The preferred method of receiving questions is via e-mail. Any oral explanations or instructions shall not be binding. All communications regarding the RFQ shall be directed to Ms. Thompson.

IV. TIMETABLE FOR PROPOSALS

Issue date of RFQ	April 2, 2018
Deadline for receipt of statements of qualifications/proposals	April 27, 2018

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

V. SCOPE OF SERVICES

The Judicial Outreach Liaison (JOL) assists in coordinating, implementing and fulfilling all requirements of a sub-grant received by the Louisiana Judicial College, from the Louisiana Highway Safety Commission (LHSC Grant) as part of an effort by the National Highway Traffic Safety Administration (NHTSA). The grant is contingent upon sufficient appropriation of federal funds and must be renewed annually.

The JOL is a full-time, independent contractor position and no benefits are provided within the scope of the contract. Any contract to be awarded will be for a set amount based on the grant funding received.

The JOL reports to the Executive Director of the Louisiana Judicial College. The activities of the JOL are performed independently, but subject to review of both the Executive Director of the Louisiana Judicial College and LHSC.

Duties of the JOL

Training and Onboarding – The JOL will be required to attend a series of training events and conferences sponsored by the National Highway Traffic Safety Administration as follows:

1. Training session with an experienced JOL in another state by Sept. 30, 2018.
2. Attend National Association of Drug Court Professionals Conference May 30-June 2 in Houston, TX.
3. Conduct a series of introductory meetings with representatives of various Louisiana Judges' Associations, City Court Judges, the Traffic Safety Resource Prosecutor, and other applicable personnel as determined.

Ongoing – Following the training and onboarding period, the JOL will be responsible for the following:

1. Develop a network of contacts with judges and judicial education organizations to promote judicial education related to sentencing and supervision of DWI offenders, court trial issues, and alcohol/drug testing and monitoring technology. Make presentations at meetings, conferences, workshops, media events and other gatherings, focusing on impaired driving and other traffic safety issues.
2. Provide Louisiana judges with up-to-date information on laws concerning impaired driving, license suspension, breath interlock devices and other monitoring technologies, courtroom evidence, and the sentencing and supervising of offenders.
3. Identify issues of concern to judges and other court officials regarding impaired driving or other traffic issues and bring them to the attention of appropriate criminal justice or highway safety officials.
4. Identify topics of concern to highway safety officials and work with the judicial community to develop a better understanding of the problem by sharing research and data.
5. When invited, provide technical assistance to legislators and policy makers in crafting public policy regarding impaired driving and other highway safety issues.
6. Advise members of the judiciary and criminal justice officials on potential sources of funding and resources.
7. Consult regularly with Louisiana Judicial College, Louisiana Highway Safety Commission, the National Highway Traffic Safety Administration and program partners regarding activities, outreach efforts and opportunities.
8. Provide training, technical assistance, and support for Louisiana judges handling DWI cases.
9. Oversee the development of curriculum and materials for educational conferences relative to all courts handling DWI cases.
10. Remain informed on emerging impaired-driving issues and on possible strategies to address those issues.
11. Identify barriers that hamper effective training, education or outreach to the courts and recommend alternative means to address these issues and concerns.

12. Participate in the State Traffic Records Coordinating Committee (TRCC), promote electronic DWI tracking systems, and assist in linking court data with arrest data and other available data systems.
13. Promote development and use of DWI Courts. www.dwicourts.org/ncdc-home
14. Promote use of ignition interlocks and improvements to ignition interlock programs.
15. Promote other evidence-based and promising court, sentencing, and supervision practices.
16. If appropriate, publish a newsletter on highway safety issues for the judiciary.
17. Write or share articles for the American Bar Association "Highway to Justice" newsletter on highway safety issues.
18. Submit a monthly report of activities conducted. Comply with reporting requirements as established by LHSC.
19. Attend national JOL trainings as they become available

VI. CONTENTS OF THE STATEMENT OF QUALIFICATIONS/PROPOSAL

Your statement of qualifications/proposal should address each of the areas outlined below and provide the information requested. All responses will be reviewed for selection of individuals to be interviewed.

1. Proposer's Experience

The Statement of Qualifications should include a letter of interest and resume that includes the proposer's name and contact information sets forth a description of the proposer's experience with regard to the essential functions outlined in Section V, Scope of Work.

Qualifications should include:

- Juris Doctorate or an equivalent degree from a law school accredited by the American Bar Association
- Licensed by the State Bar of Louisiana
- Minimum of 5 years of experience as a sitting Louisiana judge with experience in DWI, sobriety, or drug court
- A strong desire to increase public safety through the use of research-based practices to reduce impaired driving
- Experience in handling impaired driving or other traffic-related cases
- Knowledge or willingness to learn about DWI courts and ignition interlock

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 responses will be scored by the evaluation committee. Criteria use to evaluate the RFQ responses will include, but not be limited to the following:

1. Qualifications of proposer
2. Experience in DWI, sobriety, or drug court
3. Experience in handling impaired driving or other traffic-related cases
4. Knowledge or willingness to learn about DWI courts and ignition interlock
5. Availability to complete the training requirements
6. Responsiveness to the RFQ
7. Oral Interview

VIII. INITIAL AGREEMENT

Any contract to be awarded is expected to commence as soon as possible following selection of proposer and any contract negotiations and continue for an initial term of six (6) months.

IX. PUBLIC NATURE OF STATEMENT OF QUALIFICATION AND PROSPECTIVE CONTRACT

All statements of qualifications/proposals submitted in response to this RFQ, and any contract which might ultimately be agreed upon, will be open to public inspection by any interested person, firm or corporation.

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

X. COURT DISCRETION

The Court specifically reserves the right to reject, in full or in part, all statements of qualifications/proposals submitted, and/or to cancel this request for proposals, when such action is in the Court's best interests. Any contract which may be awarded shall be based upon the statement of qualifications/proposal which is most advantageous to the Court/ Judicial College and the LHSC. All contracts are subject to the availability of funds.

XI. CHANGES, ADDENDA, WITHDRAWALS

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

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 submission.**

XII. COST OF PREPARING STATEMENTS OF QUALIFICATIONS

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 statement of qualifications/proposal, preparing the statement of qualifications/proposal, and any other expenses incurred by the proposer in responding to the RFQ are entirely the responsibility of the proposer, and shall not be reimbursed in any manner by the Court.

XIII. 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.

XIV. 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 after acceptance by the Court.

XV. TERMINATION DUE TO UNAVAILABILITY OF FUNDS

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