



Data Entry Compliance for the Louisiana Public Defender Board

1. GENERAL INFORMATION

1.1 Purpose

The Louisiana Public Defender Board (herein sometimes referred to as the Board) desires to contract with a firm/individuals who are interested in identifying the scope of mandatory client/case data collected from the state's public defense districts, and developing a multi-year strategic plan to implement increased data input from the districts in order to develop a data-driven mechanism for defense delivery evaluation.

1.2 Background

The Louisiana Public Defender Board was created by Act 307 of the 2007 Regular Session of the Louisiana Legislature. Through Act 307, the Board is empowered as the regulatory authority for public defense services to monitor and improve public defense service quality; and is committed to advancing, statewide, a client-centered delivery model that considers and addresses each eligible client's criminal charge in the broader of context of his/her life conditions.

1.3 Scope of Services

The successful Proposer will assist Board staff to strategically develop its Case Management System to collect – across all districts – increasingly sophisticated data to improve the quality of defense services for defenders/advocates and provide more effective monitoring of defense services.

1.3.1 Specific Goals and Objectives

There are two (2) basic goals and objectives that the successful applicant is expected to achieve under the Contract:

Identification of a comprehensive set of potential collectable data, including but not limited to: client information; client community information; arrest/charge data; procedural actions; client contact; motion practice; investigative services; non-attorney advocacy; quality of service indicators; opportunity for out of court advocacy; case outcomes; and,

recidivism that will advance the Board's commitment to client-centered representation, data-driven policies and improved public defense service oversight.

At least two visits during the contract period to convene the Board's executive staff to consider the range of increased mandatory data input from the districts and teleconference support to ensure development of a Case Management System Strategic Plan/Implementation Schedule.

1.3.2 Deliverables. The deliverables under this Contract will correspond to the goals and objectives and will result in:

Within the first three months, the creation of an accessible document that identifies a comprehensive set of potential data input relating to delivery of public defense services to eligible indigent clients to mandate from the field.

On-site facilitation of staff-wide planning sessions to consider the comprehensive set of potential data inputs and select a limited, reasonable and affordable amount of new, mandatory data inputs to advance strategic objectives (over a multi-year implementation schedule).

Regular teleconference support to advance staff decision-making, as needed.

Identification of goals for an effective public defense system; the objectives required to meet these goals; and the measurement strategies of these objectives.

The process shall be documented and staff decision-making shall be demonstrated in the context of new or existing strategic goals. The Strategic Plan should develop work to begin immediately upon the conclusion of the grant period.

1.4 Measure of Performance. Each goal and objective will be measured on both a timeline and by deliverable. The Contractor will review and finalize this plan, but the process should include at least the following steps:

1.4.1 Regarding the comprehensive set of collectable data, Contractor will develop an accessible document(s) for staff consideration prior to the convening of the first on-site strategic planning visit.

1.4.2 Regarding the Case Management System Strategic Plan/Implementation Schedule, Contractor will facilitate a process to complete a Strategic Plan for Board approval.

1.4.3 Depending on the objectives identified in the Strategic Plan,

implementation will begin before the end of the contract period.

2. **MONITORING PLAN.** The project coordinator will monitor this Contract, review, and analyze the deliverables to ensure Contractor's compliance with Contract requirements.
3. **TERM OF CONTRACT.** This Contract shall begin on August 1, 2014, and ends on March 31, 2015, unless terminated sooner as provided herein.

4. **RESPONSE INSTRUCTIONS**

4.1 **Proposal Submission**

Firms/individuals who are interested in providing services requested under this advertisement must submit a proposal containing the mandatory information specified in this section. The proposal must be received in hard copy (printed) version by the Project Coordinator on or before 5:00PM Central Daylight Time on July, 18, 2014. FAX or e-mail submissions are not acceptable. Proposers mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposal by the time specified. The proposal package must be delivered at the proposer's expense to:

Tiffany Simpson, Data Entry Compliance Project Coordinator
Louisiana Public Defender Board
500 Laurel Street, Suite 300
Baton Rouge, Louisiana 70801

For courier delivery, the street address is *500 Laurel Street, Suite 300, Baton Rouge, Louisiana 70801* and the telephone number is *(225) 219-9305*. It is solely the responsibility of each Proposer to ensure that their proposal is delivered at the specified place and prior to the deadline for submission. Proposals received after the deadline will not be considered.

4.2 **Proposal Format**

4.2.1 **Cover Letter**

A cover letter should be submitted on the Proposer's official business letterhead explaining the intent of the Proposer.

4.2.2 **Technical and Cost Proposal**

Proposals should be submitted as specified in Section 4.3, and should include enough information to satisfy evaluators that the Proposer has the appropriate experience and qualifications to perform the scope of services as described herein. Proposers should respond to all requested areas.

4.3 **Proposal Content**

4.3.1 **Executive Summary**

This section should serve to introduce the scope of the proposal. It should include administrative information including, at a minimum, Proposer contact name and phone number, and the stipulation that the proposal is valid for a time period of at least 90 days from the date of submission.

This section should also include a summary of the Proposer's qualifications and ability to meet the Board's overall requirements in the timeframes set by the agency.

It should include a positive statement of compliance with the contract terms. If the Proposer cannot comply with any of the contract terms, an explanation of each exception should be supplied.

4.3.2 Corporate Background and Experience

The Proposer should give a brief description of their company including a brief history, corporate structure and organization, number of years in business. Proposers should describe their experience in other states or in corporate/governmental entities of comparable size and diversity.

4.3.3 Proposed Project Staff

The Proposer should provide detailed information about the experience and qualifications of the Proposer's assigned personnel considered key to the success of the project.

This information should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities and any applicable certifications.

4.3.4 Approach and Methodology

The Proposer should:

- Provide Proposer's understanding of the nature of the project and how its proposal will best meet the needs of the state agency.
- Define its functional approach in providing the services.
- Define its functional approach in identifying the tasks necessary to meet requirements.

4.3.5 Cost Information

The Proposer shall provide the total cost (inclusive of travel and all project expenses) for providing all services described in the proposal.