

Maricopa Association of Governments
Protocol Evaluation Project
Request for Quote to Provide Professional Services

The Maricopa Association of Governments (MAG) is requesting quotes to provide professional services in support of the regional domestic violence council protocol evaluation project. The project will consist of an assessment and mapping of the protocols and system level processes and procedures used to transfer domestic violence cases among the county and municipalities. These efforts will identify and recommend strategies for increased communication and coordination of domestic violence case transfers. The duration of this project is six months from the date a consultant is selected. The final project will be completed by December 15, 2015. The project will be funded through a portion of the 2015 Governor's STOP Grant. The budgeted amount available for the project under this RFQ is \$24,263.

Quotes to provide professional services will include the proposed budget and detail about the specific activities proposed to complete each task/the project. Please also provide detail about recent experience with law enforcement, crime data records management, and domestic violence cases in the criminal justice system in Maricopa County.

Quotes to provide professional services will be accepted until 12:00 noon (Mountain Standard Time) on April 24, 2015 at 302 North 1st Avenue, Suite 200, Phoenix, AZ 85003. Quotes to provide professional services may be submitted either as hard copies delivered to the above address or electronic pdf documents submitted by email to astpeter@azmag.gov. It is the proposer's responsibility to ensure timely delivery of its submittal to MAG before the closing date and time.

For additional information, please submit questions in writing via email to the attention of Rachel Brito at rbrito@azmag.gov not later than April 14, 2015. Any questions will be answered no later than April 17, 2015.

Background

MAG is a council of governments serving as the regional planning agency for the metropolitan Phoenix area. When MAG was formed in 1967, elected officials recognized the need for long-range planning and policy development on a regional scale. They realized many issues such as transportation, air quality, and human services affected residents beyond the borders of their individual jurisdictions. The MAG Human Services Division addresses topics such as domestic violence, homelessness, and human services transportation.

The Maricopa Association of Governments (MAG) Protocol Evaluation Project through Regional Community Partners, MAG's 501(c)(3) agency, improves the region's coordinated response to domestic violence through the criminal justice system. The target population for the project is primarily prosecutors and law enforcement with a secondary focus on victim advocates who address domestic violence crimes. All strategies and approaches will be documented to allow for replication of successful approaches throughout Arizona. The project will utilize four strategies and approaches as follows:

1. Improve Case Transfers: Municipal and County leaders will support strategies to increase communication and coordination of domestic violence case transfers.
2. Improve the Implementation of Effective Practices: The MAG Regional Domestic Violence Council will identify, share, and document the implementation of effective practices for arresting and prosecuting domestic violence offenders.

3. Improve the Regional Misdemeanor Protocol: Collaborate with law enforcement agencies, prosecutors, and victim advocates in efforts to revise and implement the Regional Domestic Violence Misdemeanor Protocol and effectively endorse and put into practice the most effective ways to arrest and prosecute domestic violence offenders.
4. Increase Capacity through Training: Law enforcement, prosecutors, and victim advocates will expand their capacity through culturally competent training events.

Throughout all four strategies and approaches, MAG will carefully document and share information about the activities and corresponding results with statewide partners. These partners include the Arizona Criminal Justice Commission, the Arizona Prosecuting Attorney's Advisory Council, the Arizona Coalition to End Sexual and Domestic Violence, Maricopa County Attorney's Office (MCAO), and the Arizona Peace Officers Standards and Training Board. The partners will adapt and support the implementation of these strategies and approaches. The need for the program is illustrated through the fragmented approaches that result in lost lives, time, and resources in the criminal justice system.

When the Protocol Evaluation Project first started in 2010, there were 106 different ways that domestic violence offenders were investigated, arrested and prosecuted throughout the region. As a result of this project, MAG developed and now maintains the region's first misdemeanor protocol model. The process of transferring cases between county and municipal prosecuting agencies is not uniform and the region's response to domestic violence offenders is often fragmented. There is a public and personal safety need for this bridge.

MAG will work intensively with MCAO and municipalities to convene community partners and develop the responses needed to coordinate and improve the criminal justice system's response to domestic violence through the following three goals: improve the coordination of the criminal justice system's response to domestic violence through a multidisciplinary, culturally competent, regional response; increase capacity within municipalities to effectively arrest and prosecute domestic violence offenders, and; improve the communication and coordination of domestic violence case transfers among the municipalities and MCAO.

The problem being addressed by the Protocol Evaluation Project is the lack of coordination in the way the region arrests, prosecutes, and sentences domestic violence offenders. Gaps in the system caused by lack of communication, data siloes, and service fragmentation results in prolonged suffering, wasted resources, lost lives, and a lack of accountability that result in the cycle and devastation of domestic violence continuing. This project is focused on improving the coordination of domestic violence response within the municipalities' criminal justice systems, case transfers among the County and the municipalities, and the multidisciplinary regional response to domestic violence.

Many cases are transferred each year with little clarity about the process being used, the challenges and gaps in the process, and strategies to improve the process. Domestic violence offenders are frequently not held immediately accountable for their crimes because of the transfer process between superior court, where felony crimes are prosecuted, and municipal court, where misdemeanor crimes are prosecuted. Because the offender is released when the county attorney determines the case should be charged as a misdemeanor in municipal court, the offender is free to intimidate and injure the victim again. Victims lose faith in the system and are reluctant to show up in court when the offender is charged in municipal court. Also, multiple prior misdemeanor domestic violence convictions are an aggravator that would require felony prosecution on additional offenses. However, misdemeanor domestic violence convictions are sometimes not properly captured in the court system and not reported to the state criminal

history repository. As a result, many domestic violence offenders are not prosecuted and sentenced accordingly for the true severity of their crimes. There are multiple reasons why these problems are occurring but a single solution is not readily apparent. Finding the solutions will require the cooperation of all stakeholders. This will require a review of policy, processes, and technology.

Proposed Tasks

Project implementation is guided by the MAG Regional Domestic Violence Council and Protocol Evaluation Project (PEP) Leadership Affinity Group. The Leadership Affinity group comprises representatives of the 30 PEP partners.

The following professional services are needed to support implementation of the MAG Protocol Evaluation Project for case transfers:

- Identify and map the current steps utilized by Maricopa County law enforcement to submit domestic violence cases to the courts for prosecution. This shall include the steps taken by prosecutors when a case is turned down and when and how notification is made at the municipal level of the prosecutor's decision.
- Conduct interviews and analyze data from key informant interviews to gather and map the current process to transfer domestic violence cases among the municipalities and County at a systems level.
- Review and analyze forms and other materials used within the local criminal justice system to transfer domestic violence cases among the County and municipalities.
- Identify gaps and barriers that are hindering the process of case transfers.
- Develop viable solutions for improving domestic violence case transfers in Maricopa and Pinal Counties.

Deliverables

- Analysis of key informant interviews.
- Analysis of forms and materials used by the criminal justice system to transfer domestic violence cases among the County and the municipalities.
- A process map of the existing steps that identifies gaps and barriers to be used by all stakeholders to understand the current process.
- Recommended viable and necessary action steps and changes that will eliminate gaps and barriers and improve the process for case transfers that results in offenders not being released but being held accountable for their crimes.

Timeline

The project is scheduled to be completed by December 15, 2015.

REQUEST FOR QUOTE (RFQ) REQUIREMENTS AND CONTENT

It is required that the RFQ include the following items in the same order as they are listed below. Failure to provide the requested information may result in rejection of the RFQ. Brief and concise submittals are encouraged. The total number of pages must not exceed fifteen (15), entirely on letter size (8.5 x 11 inches), excluding the resumes, the cover letter, tabs, and appendices. Blank pages are not included in the total page count. The outside packaging of the submittal must be clearly marked with the Project Title, the RFQ Due Date, and the Proposer's name.

1. **Identification.** A title sheet or equivalent which includes:
 - a. The title of this solicitation.
 - b. Proposer's name and business address.
 - c. The name, title, mailing address, and telephone and fax numbers of the principal contact.
2. **Table of Contents.**
3. **Organization and Approach.** A brief statement describing the CONSULTANT's organization and outlining its approach to completing the work required for the range of projects included in this solicitation. This statement should briefly illustrate the CONSULTANT's overall understanding of specific areas of expertise as well as the anticipated projects listed.
4. **Background of Firm.** Background information regarding CONSULTANT, including:
5. **Recent Examples.** Examples of successful, recent experience in providing consultant services in each of the areas of expertise identified above. Preference will be given to Consultants with demonstrated experience and expertise in successfully performing work of a similar nature or related nature.
6. **References.** One reference for each example submitted under item five (5), above. Include the following:
 - a. Date of the project.
 - b. Name and address of client.
 - c. Name and telephone number of the individual in the client organization that had management responsibility for the project.
 - d. Relevance to this RFQ.
 - e. Brief description of the project.
7. **Resumes.** Resumes of all individuals proposed to participate in the project, indicating education and experience relevant to the areas of expertise. Include abstracts of previously completed similar projects.