



# Montana Board of Crime Control Request for Proposal (RFP)

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**Request for Proposals (RFP)**  
**Facilitator for Development of Model Policies and  
Procedures for Detention Centers**  
**Proposal Deadline: December 16, 2016 at 1:00 P.M. Mountain Time**  
**Project Period: January 17, 2017 through June 30, 2017**

## I. Overview

The Montana Board of Crime Control (MBCC) is soliciting proposals for an individual or organization to serve as *Facilitator for the Development of Model Policies and Procedures for Detention Centers*. The position is funded by the recovered penalty funds of the Prison Rape Elimination Act. Approximately \$15,000.00 will be available during the time period January 17, 2017 to June 30, 2017, depending upon the availability of federal funds.

## II. Eligibility

Eligible applicants will be individuals or organizations who specialize in the development of professional model policies and procedures. Demonstrated knowledge and familiarity of the criminal justice system, county detention facilities and operations is essential. Applicant must have the:

- Expertise and resources to satisfactorily complete the contract;
- Expertise in the development of model policies and procedures;
- Understanding of the correctional environment;
- Working knowledge of the Montana Jail Standards and relevant statutes; and
- Ability to meet deadlines for project completion

## III. Program Information

The Montana Jail Standards are designed to support comprehensive approaches within local adult detention facilities, including preventing, detecting, and responding to incidents of sexual victimization.

The Facilitator for the Development of Model Policies and Procedures in Detention Centers will be expected to provide a specific range of services related to the development of model policies and

procedures for use by detention facilities and 72-hour old facilities related to sexual assault prevention and response. These services include but are not limited to:

- Conduct work group sessions with Montana Jail Commanders, Montana Sheriff and Peace Officers Association, Montana Association of Counties and the Montana Board of Crime Control;
- Facilitate the development of model policies related to sexual assault in detention centers and 72-hour hold facilities;
- Facilitate the development of model procedures related to sexual assault in detention centers and 72-hour hold facilities; and
- Develop a template of suggested guidelines for further policy and procedure development to be completed by stakeholders.

**IV. Application Requirements**

Applications and all components must be submitted based upon a six-month period January 17, 2017 through June 30, 2017 and MUST include the following:

**Section 1: Project Narrative**

The Project Narrative describes the Applicant’s approach to the fulfillment of the goals identified in Section III of this RFP. The Project Narrative must be in a 12-point font, double-spaced, one-inch margins and kept to 24 pages or less.

The Project Narrative MUST contain the following elements:

*Individual/Organizational Biography*

Provide information on how the Applicant is qualified in the field of policy development.

*Goals*

Provide a broad statement, written in general terms, that conveys the Applicant’s ability to meet the deliverables outlined in Section III of this RFP.

*Implementation Plan*

A complete Implementation Plan will include objectives, the responsible party or parties, the timeline, how each objective will be accomplished, projected costs, and resources needed. The plan will describe specific steps that will be undertaken to achieve each objective.

Example:

<b>Activity/Action Steps</b>	<b>Responsible Party</b>	<b>Resources Needed</b>	<b>Cost</b>	<b>Time Frame Start/End</b>	<b>Tracking Measures (Documentation of Progress)</b>
<i>Ex: Organize four workgroup sessions</i>	<i>Program Manager</i>	<i>Transportation Time</i>	<i>\$2,500 \$3,567</i>	<i>January 28- May 5</i>	<i>Draft policy development</i>

**Section 2: Budget Detail**

Applicants must provide a budget that is (1) complete, allowable, and cost-effective in relation to the

proposed activities; and (2) directly related to the development, implementation, or operations of the specific project.

**Section 3: Budget Narrative**

The narrative must:

- a. Demonstrate that all costs are reasonable;
- b. Explain and justify each budget item;
- c. Show detailed cost calculations to demonstrate how the Applicant arrived at the total amount requested;
- d. Provide a brief narrative to link costs with project activities;
- e. Identify personnel paid out of the grant by name and title

Budget Detail **MUST** be explained and correlate to the categories in the Budget Narrative.

**V. Application Review and Selection Criteria**

**Initial Screening**

MBCC staff will conduct an initial screening of the application to check for completeness of the application. If any required documents are not submitted, the application will be deemed incomplete and disqualified from consideration. Disqualified applicants will receive a letter indicating the application will not be reviewed.

**Application Review**

Successfully screened applications will be reviewed through a competitive process for completeness and responsiveness to the scope of the requirements of this RFP. Fiscal and Program Staff will review applications with recommendation provided to the Executive Director of the Montana Board of Crime Control.

Scoring Criteria will be used as a tool to assist the fiscal and program staff in evaluating the overall application. Any proposal that fails to achieve 60% of the total available points will be eliminated from further consideration.

The following selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria.

<b>Criteria</b>	<b>Description</b>	<b>Scoring</b>
Individual/Organizational Biography	Provides a clear, concise outline of the Applicant and how Applicant is qualified to provide the services required.	20% out of 100
Goals	Clearly identifies how the Applicant will meet the deliverables identified in Section III.	25% out of 100
Implementation Plan	Is realistic; describes specific steps to be taken to accomplish each deliverable; includes responsible party(ies), timeline, and resources needed.	25% out of 100
Budget Detail/ Budget Narrative	Is complete, allowable and cost-effective in relation to the proposed activities; Budget Narrative clearly explains and justifies budget items and how the applicant arrived at and calculated the budget amounts. <i>Budget Detail must be explained and correlate to the categories in the Budget Narrative.</i>	30% out of 100

## VI. Application Deadline

Applications must be submitted on or before December 16, 2016 at 1:00 p.m. Mountain Time.

***Failure to meet the required deadline will result in disqualification of the application.***

In an effort to mitigate any potential application submission problems, MBCC strongly urges applicants to submit applications 24 hours prior to the application due date.

### **Receipt Verification**

All applicants will receive a letter acknowledging receipt of their application.

### **Late Applications**

Regardless of cause, MBCC will not accept late applications. Such applications will automatically be disqualified from consideration. Disqualified applicants will receive a letter indicating the application will not be reviewed.

## VII. How to Apply

### **By US Mail Service**

Montana Board of Crime Control  
ATTN: Samantha Erpenbach, Program Specialist  
5 South Last Chance Gulch  
Helena, MT 59601

### **By Email**

Montana Board of Crime Control  
ATTN: Samantha Erpenbach, Program Specialist  
[serpenbach@mt.gov](mailto:serpenbach@mt.gov)

## VII. Reporting

All successful applicants for grant award funds must comply with the following:

- Applicant agrees to submit monthly reports within ten days following the end of the prior month. These reports include, but are not limited to:
  - Financial Reports
  - Narratives
- Applicant acknowledges the monthly reporting periods as follows:

<u>Reporting Period:</u>	<u>Due Date:</u>
Report 1: January 17 - February 28	March 10
Report 2: March 1- March 31	April 10
Report 3: April 1- April 30	May 10
Report 4: May 1-May 31	June 10
Final Report: June 1 – June 30	July 10

- Applicant acknowledges that failure to provide reporting as stated in this RFP will cause grant

funding to be denied, rescinded, or held until compliant.

## **IX. Limitations and Fund Use**

All MBCC grant funds are governed by the Department of Justice grant program's legislation, statutes, and regulations and the Uniform Guidance found in 2 C.F.R. 200 of the Office of Management and Budget (OMB) and the 2015 DOJ Grants Financial Guide found at <http://ojp.gov/financialguide/DOJ/index.htm>.

To be allowable under federal awards, costs must be reasonable, allocable, and necessary to the project and must also comply with the funding statute requirements. To be allowable under federal awards, costs must meet the following general criteria:

- Funds may not be expended or obligated prior to January 17, 2017.
- Be necessary and reasonable for proper and efficient performance and administration of the award;
- Be allocable under the provisions of the Uniform Guidance found in 2 C.F.R. 200;
- Be authorized or not prohibited under State or local laws or regulations;
- Conform to any limitations or exclusions set forth in the Uniform Guidance found in 2 C.F.R. 200, federal laws, terms and conditions of the award or other governing regulations as to types or amounts of cost items;
- Be consistent with policies, regulations, and procedures that apply uniformly to both federal awards and other activities of the organization;
- Be accorded consistent treatment;
- Be determined in accordance with generally accepted accounting principles (GAAP);
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior period, except as specifically provided by federal law or regulation; and
- Be adequately documented.

In addition to the Department of Justice (DOJ), the Office of the Chief Financial Officer (OCFO) provides policy guidance, financial control, and support services to Office of Justice Programs (OJP) in the areas of grants, accounting and financial management. The provisions of this guide apply to Department of Justice awards.

Generally Allowable Costs – this is not all inclusive	Unallowable Costs – this is not all inclusive
<ul style="list-style-type: none"> <li>• Advertising and public relations costs – restrictions apply;</li> <li>• Audit costs - If your agency receives less than \$750,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. Agencies receiving \$750,000 per year or more in total federal assistance will be required to have an audit performed, in accordance with federal guidelines. Costs for such an audit should be charged proportionately to all programs being audited;</li> <li>• Communication costs;</li> <li>• Compensation for personal services – detailed time and attendance records are required</li> <li>• Employee morale, health, and welfare costs;</li> <li>• Equipment – must be integral of the project. Equipment is defined as having a useful life of more than one year and an acquisition cost greater than \$5,000;</li> <li>• Insurance and indemnification – restrictions apply;</li> <li>• Maintenance and repair costs – restrictions apply;</li> <li>• Material and supplies costs;</li> <li>• Meetings and conferences – restrictions apply;</li> <li>• Memberships, subscriptions and professional activity costs – restrictions apply;</li> <li>• Professional/consultant service costs must follow the applicable federal grant guidelines and state policy;</li> <li>• Publication and printing costs – restrictions apply;</li> <li>• Rental costs of buildings and equipment;</li> <li>• Training costs; and</li> <li>• Travel costs – mileage, per diem, and lodging cannot exceed state rates. Go to <a href="http://mom.mt.gov/default.mcpv">http://mom.mt.gov/default.mcpv</a> to access the Montana Operations Manual. Once inside the manual, click Travel.</li> </ul> <p>For allowable costs, go to <a href="http://ojp.gov/financialguide/DOJ/index.htm">http://ojp.gov/financialguide/DOJ/index.htm</a> . Under <i>Top 10 Topics</i> select '2. Allowable Costs'.</p>	<ul style="list-style-type: none"> <li>• Bad debts;</li> <li>• Construction in general;</li> <li>• Compensation and travel of federal employees;</li> <li>• Costs incurred outside the project period;</li> <li>• Donations and contributions;</li> <li>• Entertainment;</li> <li>• Fines, penalties, and interest expense;</li> <li>• Food and beverages (including alcoholic);</li> <li>• Fundraising and investment costs;</li> <li>• Goods or services for personal use;</li> <li>• Land acquisition/purchase of real property;</li> <li>• Lobbying;</li> <li>• Membership fees to organizations whose <i>primary</i> activity is lobbying;</li> <li>• Pre-agreement costs;</li> <li>• Purchase or lease of vehicles;</li> <li>• Supplanting;</li> <li>• Tips; and</li> <li>• Uniform allowances.</li> </ul> <p>For unallowable costs go to <a href="http://ojp.gov/financialguide/DOJ/index.htm">http://ojp.gov/financialguide/DOJ/index.htm</a> . Under <i>Top 10 Topics</i> select '3. Unallowable Costs'.</p>

## X. Application Checklist

**Application Checklist:** Please refer to this checklist before submitting the application and required additional documentation.

- Project Narrative
- Budget Detail and Budget Narrative
- Position Descriptions (if personnel is requested in budget)
- Organizational Chart
- Financial Resource Disclosure Form (found online at <http://mbcc.mt.gov/Funding/Forms-Info#Financial>)
- Accounting System and Financial Capability Questionnaire – Non-profits only (found online at <http://mbcc.mt.gov/Funding/Forms-Info#Financial>)