

Vendor Conference Minutes
Drug Court Data Gathering RFP

August 23, 2017

Vendor Attendees: Lisa Kruse; Nick Bakken

Staff Attendees: Chris Sander, Paul Medinger, Becky Spanjers

Questions/Answers

1. Do you know where a majority of the data is coming from for this project?

We need to figure that out. Before Oct 2015, it would come from the CMS database. Past that date it would be in the Avatar database. We are working with our IT Department to get reports out of Avatar that look like the old reports from the CMS database to make comparison easier. Once we have funding attached to this request, it should move up in priority on our end.

2. How closely will the Research Partner work with NCSC?

Very closely, as they are key partners. NCSC will be able to give good direction.

3. What should the proposal look like?

If you refer to page 7, you should use the categories there to talk about your organization, staff and then set a price.

4. Can we talk about using student interns in our proposal?

Yes.

5. Can the two of us work together on this or do you want separate proposals from each of us?

You are able to work together. If you submit separate proposals, you will be competing against each other and only one of you will receive the award. If you plan on working together on this project, you should submit one proposal together.

6. If we do one proposal together, would we be able to get paid separately?

This service is very unique and while we usually like to contract with an entity, we would be able to figure out how to contract with each of you separately.

7. We wouldn't have an organization to discuss in our proposal, so what would you like to see there?

In that section, just please explain that you are teaming together and are individuals. Then, with the staff section, please talk more about your individual experience with these types of projects.

- 8. There is a concern about gathering qualitative data and liability if we are gathering the data from the clients.**

The Research Partner will only interview our staff, not clients.

- 9. Under Process Evaluation, there are site visits listed in June 2018. Will this need to be done in June and with how many people?**

Yes, this will need to be done in June and will be with 8 different parties.

- 10. Are there any other points in the timeline where observation will happen?**

We would like the Research Partner to observe court and try to make connections with 5 different treatment providers. We want to know how the treatment providers are following along with the evidence based research. This will need to be done in June 2018 also.

- 11. When will we need to do the observations of court and team meetings?**

This should be done 2-3 times at the beginning of the project. They meet every Thursday.

- 12. Do we have the ability to use the data that is gathered in this project for other things following the project?**

There is nothing that we are aware of that prevents this, but will do more checking on this if we obtain the grant and you are awarded this contract.

- 13. So the Research Partner collects the data and NCSC writes it up?**

Yes.