

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS



**JUDICIAL PURCHASING OFFICE**  
670 NEW LONDON AVENUE - ROOM 1006  
CRANSTON, RHODE ISLAND 02920  
TELEPHONE: (401) 275-6527  
FACSIMILE: (401) 275-6530

**Request for Information**  
**July 30, 2018**

**RFI Number 18-01**

**TITLE: Domestic Violence Screening Instrument (DVSI) Risk Assessment Training**

**SUBMISSION DEADLINE: August 16, 2018**

Questions concerning this Request for Information ("RFI") must be received by the Judicial Purchasing Office at [purchasing@courts.ri.gov](mailto:purchasing@courts.ri.gov) no later than **August 7, 2018 at 12:00 p.m.** Questions should be submitted as a Microsoft Word attachment. Please reference the RFI number on all correspondence. Questions received, if any, will be posted on the Purchasing page of the Judiciary's website as an addendum to this RFI. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Prepared by:**

**Carla M. Ciccone**  
**Purchasing Agent**  
**Rhode Island Supreme Court**

**Vendors must register online at the Division of Purchasing website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).**

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

The Administrative Office of State Courts (the "AOSC") is soliciting responses from qualified entities to provide information for the Rhode Island Judiciary (the "Judiciary") regarding their experience conducting training on the DVSI risk assessment tool in other jurisdictions.

**This is a RFI. NO award will be made as a result of this solicitation.**

**INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS:**

- Potential respondents are advised to review all sections of this RFI carefully and to follow its instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this request may be provided in addition to the information requested.
- All costs associated with developing or submitting a proposal in response to this RFI, or to provide oral or written clarification of its contents, shall be borne by the respondent. The AOSC assumes no responsibility for these costs.
- Responses misdirected to other Judiciary locations or which are otherwise not received by the Judicial Purchasing Office at the time of closing for any cause will be determined to be late and may not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the Judicial Purchasing Office.
- As no award will be made pursuant to this RFI, responses WILL NOT be published in the public domain.
- Interested parties are instructed to refer to the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) on a regular basis, as additional information relating to this RFI may be released in the form of an addendum.

## **Request for Information**

### REQUIREMENTS AND DEADLINES FOR QUESTIONS AND RESPONSES

This RFI outlines the type of information being requested from potential respondents and includes guidelines for content and format of responses.

All questions regarding this RFI must be in written form, pursuant to the terms and conditions expressed on page one (1) of this RFI.

Respondents desiring to reply to this RFI may do so, in writing, by providing one (1) original and four (4) complete copies by the date and time indicated on page one of this RFI. Submit responses to this RFI, marked “**RFI Number 18-01, DVSI Risk Assessment Training,**” to:

**JUDICIAL PURCHASING OFFICE**  
**670 NEW LONDON AVENUE - ROOM 1014**  
**CRANSTON, RHODE ISLAND 02920**

# Request for Information



## Domestic Violence Screening Instrument (DVSI) Training

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## 1.0 Introduction

This RFI is for planning purposes only. It is neither a solicitation notice nor a Request for Proposals. Responses to the RFI are not offers and will not be accepted by the AOSC to form a binding contract. The AOSC reserves all its rights including, but not limited to, its right to elect not to procure the goods and/or services that are the subject of this RFI. The AOSC reserves its right to procure goods and/or services from a vendor that has not responded to this RFI. The AOSC shall not be liable for any costs incurred by the vendor in preparation of its response.

## 2.0 Schedule

- |                        |                 |
|------------------------|-----------------|
| 1. Question deadline   | August 7, 2018  |
| 2. Submission deadline | August 16, 2018 |

## 3.0 Overview of the Project

The purpose of this RFI is to solicit information from vendors capable of providing an array of services regarding training for and implementation of the DVSI risk assessment tool in the Rhode Island District Court. The Rhode Island Judiciary (“Judiciary”) is requesting the same information from a variety of vendors in order to evaluate whether any vendor is capable of providing comprehensive training services on the DVSI risk assessment tool. Based on the information gathered through this RFI, the Judiciary will determine whether a single source selection or an LOI (Letter of Interest) or RFP (Request for Proposals) process is warranted.

**NOTE:** This RFI process is not designed to select an award recipient and will not necessarily result in a contract for services.

## 4.0 Overview of the Judiciary

The Judiciary operates a unified state court system consisting of the following six (6) state-funded courts: Supreme; Superior; Family; Workers’ Compensation; District; and Rhode Island Traffic Tribunal. The Judiciary has control over six (6) courthouses and two (2) separate buildings located in Providence and Pawtucket which house administrative operations of the courts. The Supreme and Workers’ Compensation Courts are located in Providence. The Rhode Island Traffic Tribunal is located in Cranston with one branch operating at the Stedman Government Center in Wakefield. The Superior, District, and Family Courts operate in the following counties: Providence/Bristol; Kent; Newport; and Washington. The Pretrial Services Unit (the “PTSU”) operates within the District Court, which is where the DVSI risk assessment tool will be implemented and utilized for domestic violence offenders.

It is the mission of the PTSU to provide the court with neutral, verified information relevant to the pretrial release decision, to monitor conditions of pretrial release, and to provide appropriate services to released individuals pending trial. In addition, it is expected that the operation of the PTSU will result in the reduction of the rate of failure to appear for individuals released pending trial, the rate of crime committed by those individuals released pending trial, and the rate of unnecessary detention, and an increase in the use of non-financial conditions of release.

## **5.0 Domestic Violence Filings**

Within the Judiciary, domestic violence case filings are handled within the Superior Court and the District Court, depending upon whether domestic violence charges are felonies or misdemeanors. However, the first appearance for all criminal cases takes place in the District Court, even for felony cases transferred to the Superior Court. In 2017, there were 8,367 domestic violence cases filed, of which 1,443 were felonies and 6,924 were misdemeanors. The PTSU has historically supervised approximately 500 of these cases per year, but new legislation now requires that all felony DV cases be referred to the PTSU.

## **6.0 DVSI Risk Assessment Training and Implementation Goals**

The District Court will be implementing the DVSI risk assessment tool in all domestic violence cases. In order to do so effectively, relevant employees must be trained on the tool and how to interpret results. Information gained by administering the DVSI risk assessment tool will be used by judges to guide decisions relative to bail conditions. Staff members must understand how the tool is administered and how the results should impact supervision. Goals include:

- Inform appropriate staff how to properly administer the DVSI to ensure accurate interpretation of risk findings;
- Utilize a validated, evidence based tool to accurately identify risk levels associated with domestic violence defendants;
- Ensure identified risk levels are utilized for decision making with respect to bail conditions and supervision and monitoring; and
- Comply with recently passed Justice Reinvestment legislation, RIGL§12-13-24.1.

## **7.0 Objectives of this DVSI Risk Assessment Training RFI**

The Judiciary's principal objectives in issuing this RFI are as follows:

1. Evaluate vendor-supplied information to conduct a comparative analysis of the possible options for DVSI risk assessment training and implementation, and determine the next steps in identifying and securing a vendor in accordance with the Judiciary's Purchasing Rules & Regulations and other applicable state law;
2. Collect information in order to better understand the depth and breadth of vendors' experience in providing DVSI risk assessment training in other jurisdictions; and
3. Obtain references from or recommendations of other jurisdictions previously utilizing a vendor's services.

## **8.0 RFI Procedure**

Vendors are directed to answer the questions set forth in § 9.1, below, and provide information in response to each element of the requirements listed herein. Please include attachments as needed. The answers to this RFI will be evaluated by the Judiciary. Information gathered from this RFI may be utilized for a future DVSI Risk Assessment Training contract.

## **9.1 Questions About the Company**

1. Please provide a description of your company. Please include:
  - a) Company/Individual name;
  - b) Company website;
  - c) Account executive name;
  - d) Email address;
  - e) Telephone number;
  - f) Facsimile number;
  - g) United States office locations;
  - h) Number of regular full-time employees; and
  - i) Number of contracted employees.
2. Please provide a description of the products or services offered by your company that are applicable to the implementation of training on the DVSI risk assessment tool.
3. Please provide relevant credentials and/or licensing for employees who provide training.

## **9.2 DVSI Risk Assessment Training Experience**

Please list any training you have provided on the DVSI risk assessment tool in other jurisdictions.

Please include dates and locations of said training, as well as a description of the services provided.

## **9.3 Fees**

Please describe the applicable rate structure typically charged for training (e.g., flat fee, hourly rate, travel, etc.).

## **10.0 References**

Please provide a list of agencies where training has been completed, along with their contact information.