

**Agency:** Unified Court System  
**Office:** Contract and Procurement Administration,  
 Court Adm  
**Date:** 1/6/2004 12:30:31

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<b>Contact</b>	<b>Contract</b>	<b>Contract</b>
<b>Category Number:</b>	<b>ID Number:</b>	<b>Project Title:</b>
19	OCA-HS01	Human Resources Grant Funded Special Courts

**Description of Goods or Services to Be Bid**

The NYS Unified Court System (UCS) will be establishing, or enhancing, a number of special grant-funded court parts (Drug-Diversion-To-Treatment, Domestic Violence, Mental Health) at selected judicial locations throughout New York State over the next twelve (12) to eighteen (18) months. These special courts will focus on the treatment and rehabilitation of defendants charged with drug, alcohol, domestic violence-related offenses or mental health issues. Following is a list of the types of services and minimum qualifications which may be required depending on the needs of the specific court(s) in question: **CASE MANAGEMENT SERVICES:** Arrange participants admission to treatment, conduct intake interviews, conduct program orientation, conduct urine screens, collect progress reports, work closely with participants to facilitate success in the program. Case management services are supervised by the project coordinator. **PROJECT COORDINATOR:** Oversees the overall treatment court operation. The project coordinator supervises all case managers and clinical supervisors and is responsible for overseeing treatment plans. The project coordinator is a liaison between the court, treatment providers and drug court team. The project coordinator must be a CASAC or QHP with substance abuse/alcohol counseling experience. **CLINICAL SUPERVISOR:** Supervises all clinical staff assigned to the problem solving court under the direction of the project manager. The position monitors treatment plans, reviews, intake screens and recommendations for linkages. The clinical supervisor may be required to conduct bio-social assessments of clients. The clinical supervisor must be a CASAC or QHP with substance abuse/alcohol counseling experience. **DRUG, ALCOHOL AND INFECTIOUS DISEASE AWARENESS TRAINERS:** Educational experts certified to train professionals and clients in the field of substance abuse and infectious disease. Trainers must have age appropriate and culturally diverse curricula to meet the needs of the consumer. **PROGRAM EVALUATORS:** Program evaluators conduct both a process and outcome evaluation of the program. The evaluator should have a Masters or Ph.D. degree in Social Work, Criminal Justice, Substance Abuse or a related field. Grant writing training and experience is preferred. **RESEARCH SERVICES/MIS:** Must have experience in developing and defining evaluative criteria. Develop methodology for collecting, storing and maintaining adequate data to support the drug court's operations as well as process and outcome evaluations. **TECHNOLOGY AND MEDIA SERVICES:** Develop program specific databases and provide technical assistance and training in same. Develop and provide training tools, i.e., videos, manuals, on-line training programs, etc. **DRUG TESTING SERVICES:** Provide timely, accurate, reliable and economical state of the art testing procedures and results to drug court participants for a wide variety of substances. Must be an OASAS licensed treatment facility or NYS licensed medical laboratory authorized to conduct multi panel drug screens. **PSYCHIATRIC ASSESSMENT SERVICES:** Perform psychiatric/mental health and learning disability assessments as ordered by the court to determine the level

of care and assistance needed. Provide advice and assistance in the referral and placement into necessary psychiatric services. Assessments must be performed by licensed psychiatric social workers, psychiatric nurses or doctors of psychiatry. CLINICAL ASSESSMENT SERVICES: Must be an OASAS licensed treatment facility or employ certified alcohol and substance abuse counselors and/or qualified healthcare professionals trained and experienced in the substance/alcohol abuse field. Clinical personnel will perform complete bio-psycho-social assessments to determine clients' level of addiction and appropriate treatment plan. The services will also provide recommendations for indicated mental health or developmental disability assessments. HEALTH CARE SERVICES: Provide medical/dental services to clients and their families. Will provide or arrange for physical and/or dental examination and make referrals for appropriate health care. Home visits may be required. Provide health care counseling and education. VOCATIONAL SERVICES: Assist participants with barriers to becoming gainfully employed by conducting work ready assessments focusing on vocational skill, interest and job readiness. Provide job development skills, apprenticeship training, GED classes and placement assistance. EDUCATIONAL TRAINING: Provide GED training and reviews for GED exam. Trainers must be certified to teach curriculum required for state GED certificate. LIFE SKILLS TRAINERS: Provide training to drug court participants in a variety of topics including parenting, household budgeting, homemaking. Must be able to develop curriculum that is age and gender specific. Trainers must be culturally proficient. EMERGENCY HOUSING: Temporary, affordable residential dwelling for participants and their children to relocate to an area outside a drug ridden neighborhood or an unsafe residence. CHILD CARE SERVICES: Provide a safe, supervised and supportive environment to the children of participants while participants are in treatment. TRANSPORTATION: Affordable and convenient transportation for participants to attend court, counseling and other appointments required as part of the treatment plan. PROGRAM TRAINERS, LECTURERS AND CURRICULUM DEVELOPMENT EXPERTS: Trainers must be experienced in training and curriculum development to meet the needs of the consumer. Trainers must be able to provide visual aids, manuals/handouts and equipment to conduct training. Trainers must have experience in developing age/gender/race specific training programs. Although this is an open solicitation in effect throughout the twelve (12) - eighteen (18) month period, specific response deadlines prevail in each court jurisdiction. Interested parties meeting the minimum experience and requirements and wishing to obtain further information regarding court locations, additional requirements, qualifications and respective due dates for the purpose of submitting a proposal should contact the UCS person and office designated herein. NOTE: Individuals and organizations (public or private) selected for contracting will be required to participate in an intensive training program to be conducted at announced site(s) and date(s), which may be held at out-of-state locations. REQUIREMENTS: The UCS intends to meet this challenge by contracting with qualified, experienced individuals, governmental and private sector (not-for-profit or for profit) providers of highly specialized counseling and rehabilitative human and treatment services for the geographic regions in question. Selected providers shall serve under the direction of the respective courts.

**Have these goods or services have been purchased from an out-of-state/foreign vendor within the past 3 years ? No**

**Eligibility / Qualifications Requirements / Preferences:**

See minimum qualifications noted above for each individual position.

**Subcontracting Provisions:**

Per individual position.

**Minority business sub-contracting goal:**

**Women-owned business sub-contracting goal:**

**Proposal Due Date:** N/A

**Exemption :**

**Contract Terms:** Position specific.

**Location Where Goods to be Delivered or Service Performed:**

Position specific.

**CONTACT**

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**SUBMIT TO (check if same as Contact)**

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