State of Nebraska
REQUEST FOR PROPOSAL FOR CONTRACTUAL SERVICES FORM

ATTN: Chris Kliment
FOLSOM & W. PROSPECTOR PLACE
P.O. BOX 94661 (68509-4661)
LINCOLN, NE 68522
TELEPHONE: (402) 479-5718

RETURN TO:
NE DEPT OF CORRECTIONAL SERVICES

SOLICITATION NUMBER	RELEASE DATE
RFP 82500-O3	**October 9, 2015**
OPENING DATE AND TIME	PROCUREMENT CONTACT
October 27, 2015 2:00 p.m. Central Time	**Chris Kliment**

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This form is part of the specification package and must be signed in ink and returned, along with proposal documents, by the opening date and time specified.

PLEASE READ CAREFULLY!

SCOPE OF SERVICE

The State of Nebraska, Department of Correctional Services, is issuing this Request for Proposal, RFP Number 82500-O3 for the purpose of selecting a qualified Contractor to provide Risk Needs Assessment Instruments and training for NDCS Parole Officers.

Written questions are due no later than October 16, 2015, and should be submitted via e-mail to chris.kliment@nebraska.gov . Written questions may also be sent by facsimile to (402) 479-5663.

Bidder should submit one (1) original of the entire proposal. Proposals must be submitted by the proposal due date and time.

PROPOSALS MUST MEET THE REQUIREMENTS OUTLINED IN THIS REQUEST FOR PROPOSAL TO BE CONSIDERED VALID. PROPOSALS WILL BE REJECTED IF NOT IN COMPLIANCE WITH THESE REQUIREMENTS.

1. Sealed proposals must be received in Nebraska Department of Correctional Services by the date and time of proposal opening indicated above. No late proposals will be accepted. No electronic, e-mail, fax, voice, or telephone proposals will be accepted.
2. This form "REQUEST FOR PROPOSAL FOR CONTRACTUAL SERVICES" MUST be manually signed, in ink, and returned by the proposal opening date and time along with bidder's proposal and any other requirements as specified in the Request for Proposal in order to be considered for an award.
3. It is the responsibility of the bidder to check the website for all information relevant to this solicitation to include addenda and/or amendments issued prior to the opening date. Website address is as follows: http://das.nebraska.gov/materiel/purchasing.html
4. It is understood by the parties that in the State of Nebraska's opinion, any limitation on the Contractor's liability is unconstitutional under the Nebraska State Constitution, Article XIII, Section 3, and that any limitation of liability shall not be binding on the State of Nebraska despite inclusion of such language in documents supplied with the Contractor's bid or in the final contract.

IMPORTANT NOTICE: Pursuant to Neb. Rev. Stat. §84-602.02, all State contracts in effect as of January 1, 2014 will be posted to a public website beginning July 1, 2014. All non-proprietary or confidential information as defined by Law **WILL BE POSTED FOR PUBLIC VIEWING.**

Contractor hereby grants permission to the State of Nebraska and/or its agencies to reprint or republish any and all copyrighted documents related to Contractor's response to this Request for Proposal, and any and all figures, illustrations, photographs, charts, and other supplementary material on a website accessible by the public pursuant to Neb. Rev. Stat. §84-602.02. This waiver does not

apply to proprietary information properly submitted in a separate sealed, package clearly marked "Proprietary."

Contractor represents and warrants that the contents of this response to Request for Proposal and all figures, illustrations, photographs, charts, and other supplementary material herein are original and do not libel anyone or infringe upon any patent, copyright, proprietary right, or any other right whatsoever of any other party. Contractor represents and warrants that Contractor has full power and authority to execute this Copyright Release and to grant the State of Nebraska and/or its agencies the right granted herein.

Contractor agrees to indemnify, defend, and hold harmless the State of Nebraska and/or its agencies against any and all claims, suits, and/or judgments, including costs, expenses, damages, and reasonable legal fees based upon and arising from Contractor's violation of the rights of others and/or by reason of a breach of any of the foregoing warranties.

BIDDER MUST COMPLETE THE FOLLOWING

By signing this Request for Proposal for Contractual Services form, the bidder guarantees compliance with the provisions stated in this Request for Proposal, agrees to the terms and conditions unless otherwise agreed to (see Section III) and certifies that bidder maintains a drug free work place environment.

Per Nebraska's Transparency in Government Procurement Act, Neb. Rev Stat §73-603 DAS is required to collect statistical information regarding the number of contracts awarded to Nebraska contractors. This information is for statistical purposes only and will not be considered for contract award purposes.

_____ **NEBRASKA CONTRACTOR AFFIDAVIT**: Bidder hereby attests that bidder is a Nebraska Contractor. "Nebraska Contractor" shall mean any bidder who has maintained a bona fide place of business and at least one employee within this state for at least the six (6) months immediately preceding the posting date of this RFP.

_____ I hereby certify that I am a **Resident disabled veteran or business located in a designated enterprise zone** in accordance with Neb. Rev. Stat. §73-107 and wish to have preference, if applicable, considered in the award of this contract.

FIRM: Multi-Health Systems Inc.

COMPLETE ADDRESS: 3770 VICTORIA PARK AVENUE, TORONTO, ON, M2H 3M6, CANADA

TELEPHONE NUMBER: 1-800-268-6011 FAX NUMBER: 1-888-540-4484

SIGNATURE: Hazel Wheldon DATE: Oct 22/15

TYPED NAME & TITLE OF SIGNER: Hazel Wheldon, MA – *President & C.O.O.*

A. GENERAL INFORMATION

ABOUT MHS and MHS CUSTOMER SERVICE

MHS was established in 1983 and is a privately held company that specializes in providing high quality, scientifically validated assessments to qualified professionals. Multi-Health Systems has over 30 years of experience producing, supplying and assisting professionals with assessments of the highest quality. Our assessments are well known in North America as well as internationally. We have approximately 100 employees in various departments committed to producing, researching and supporting assessments of the highest quality.

The MHS Public Safety vertical publishes many of the best and most innovative assessments in public safety assessment. We pride ourselves on publishing assessments that are rigorous in their science, highly functional, and accessible.

We offer proven, evidence based and validated risk assessments for use within the Corrections, Probations, Institutions, Community Corrections, Probation and Parole systems. These assessments have been proven and validated by the authors, by various independent professional research facilities/organizations, and "in the field" by current users. They are appropriate for both males and females, and allow for continuity between prison and the community.

MHS has the pleasure of working extensively with criminal justice organizations to implement similar projects.

Contact Information:
MHS, Public Safety Division
Contact Name: Dominic Guay Assessment Consultant
Phone: 800.456.3003 ext. 295
Email: Dominic.Guay@mhs.com
Hours of Operation

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14120-0950

Canada (Head Office)

MHS Inc.
3770 Victoria Park Ave.
Toronto, Ontario
M2H 3M6

MHS Client Services: Monday to Friday, 8:00 am to 6:00 pm EST
MHS Software Support: Monday to Friday, 9:00 am to 6:00 pm EST

TABLE OF CONTENTS

A) NDCS PROPOSAL FOR LSCMI RISK ASSESSMENT TOOL (PAGES 1-28)

B) SIGNED DOCUMENTATION

C) NEBRASKA PROBATION VALIDATION STUDY

D) LSCMI SDK DEVELOPER GUIDE

E) JAMES LANT RESUME

F) DR STEPHEN HAAS RESUME + RESEACH DOCUMENTATION

G) DR. KEVIN WILLIAMS RESUME

H) DOMINIC GUAY RESUME

I) TRAINING QUALITY ASSURANCE OVERVIEW

C. MANDATORY REQUIREMENTS and PROJECT REQUIREMENTS

What is the LS/CMI?

We agree that "Risk and needs assessments play a critical role in maintaining safe and functional correctional environments and in enhancing public safety. By identifying characteristics that increase the likelihood of criminal or other deviant behavior, correctional officials can implement proactive interventions to enhance public safety and institutional security."

The Level of Service Risk/Needs assessments are the most widely used and widely researched risk/needs assessments in the world. The Level of Service/Case Management Inventory (LS/CMI) is an assessment that measures the risk and need factors of late adolescent and adult offenders. The LS/CMI is also a fully functioning case management tool. This single application provides all the essential tools needed to aid professionals in the treatment planning and management of offenders in justice, forensic, correctional, prevention and related agencies.

The tools measure an offender's likelihood to reoffend and guide you through the decision process that follows. LS tools can be used to help make decisions surrounding resource allocation, placement, case planning, appropriate security level classification, and treatment progress.

The Level of service risk/needs assessments are widely used as they...
Generate results that have a real impact - Offenders recidivated at a rate of 15% less than offenders managed by officers not using the LS tool with RNR principles.

Are based on Research you can trust - Proven to accurately predict recidivism, violence, and a large number of other relevant outcomes. It is valid across age, gender, ethnicity, and offender type.

Accurately assess any population - Valid and reliable in different countries, states, provinces, offender populations, genders, various minority groups, and settings.

Are widely accepted - One of the most widely used instruments for the assessment of recidivism, the LS instruments are currently being used by probation, parole, community corrections, prisons, psychologists and mental health professionals across the country and around the world.

Support your decisions - Using a widely validated risk/need assessment can provide support where judgments are questioned.

The Level of Service Risk Assessment tools (LSI-R, LS/RNR, LS/CMI, and YLS/CMI) are unsurpassed in the depth and breadth of research support. They are based on "What Works" and "Evidence Based Practice", they were designed to facilitate case planning regarding level of supervision, level of service, and the targeting of criminogenic needs through case monitoring, reassessment, case closure and follow-up.

Key areas measured include Criminal History, Education/Employment, Family/Marital, Leisure/Recreation, Companions, Alcohol/Drug Problems, Antisocial Patterns, Procriminal Attitude Orientation, Barriers to Release, Case Management Plan, Progress Record, Discharge Summary, Specific Risk/Needs Factors, Prison Experience-Institutional Factors, and Special Responsivity Considerations.

The information provided are ideal for informing release decisions an inmate's assessed risk of reoffending, documenting past criminal history, program completion, institutional conduct, and other individual characteristics related to the likelihood of reoffending into parole release decisions.

The structured decision making process the LS/CMI provides is consistent with professional standards of care and is consistent with available risk assessment and management guidelines. The tool has proper training related to relevant areas of risk assessment and management.

The LSI-R and LS/CMI are the only tools where there exists a large body of documented, replicated, peer-reviewed original studies, comparative meta-analytic reviews, and independent reviews in Buros Measurement Yearbooks. The LS has an unsurpassed level of predictive criterion validity across a range of outcomes:

- general recidivism
- violent recidivism
- Parole success
- domestic abuse
- technical violations in the community
- prison misconducts, including violence
- halfway house success
- positive early case closures

Can the LS/CMI be used at (1) at intake, (2) at parole board hearings, (3) while under parole supervision, and (4) prior to discharge for those released without community supervision:

There is no need to use multiple forms for different points in the criminal justice process. The LS tools are suitable for use at all different points in the criminal justice system including but not limited to intake to prison, classification, reentry, and parole supervision. It is being used successfully for all these purposes across the country.

The LS/CMI is ideal for use at (1) at intake, (2) at parole board hearings, (3) while under parole supervision, and (4) prior to discharge for those released without community supervision. For each point in the system, the same tool will be used making it easy for different groups to communicate with the same common language. There is no population that the tool does not work on including probation, parole, prison/jail, mentally ill, etc. it has been tested on virtually every population you can think of.

The use of Dynamic items (assessing factors that can be changed ie. Education, Substance Abuse, Homelessness) allows officers to target areas of risk that can be changed and has drastically improved the officers ability to reduce the likelihood of recidivism. The use of dynamic items also allows you to document change over time and align with evidence based practice when measuring the impact of a particular intervention. The LS/CMI contain the largest number of predictive dynamic items with over two thirds of the items being dynamic). LSI products are extraordinary in their documented validity of assessments of change.

Can NDCS staff members be trained on the use of the LS/CMI including Evidence Based Practices?

The selected contractor shall provide multiple levels of training for NDCS staff. Initial training on the instrument shall be provided to all parole officers by June 1, 2016, and to all relevant unit and case management staff by December 1, 2016. Refresher training shall be offered on an annual basis for all parole officers and relevant NDCS staff. Contractors must also offer train-the-trainer services to ensure self-sustainability within the department.

Training is recommended for those who need in-depth knowledge of the LS/CMI and its use and interpretation. By attending our LS/CMI User Training, you will learn necessary skills for interviewing an offender, accurately scoring an LS/CMI assessment, as well as enhancing the quality of case management, treatment planning, and service delivery

User Training and Train the Trainer training are available. After the initial staff training you have the option to host a "The Train the Trainer" training which will allow you to train new employees and conduct booster trainers without incurring the cost of bringing in an outside trainer every year. This will significantly reduce your training costs.

Stephen M. Haas and Mountain State Criminal Justice Research Services, LLC will provide multiple levels of LS/CMI training for NDCS staff. Initial training on the instrument will be provided to all parole officers by June 1, 2016, and to all relevant

unit and case management staff by December 1, 2016. Refresher trainings will be offered on an annual basis for all parole officers and relevant NDCS staff. MSCJRS will also offer train-the-trainer services to ensure self-sustainability within the department.

MSCJRS will provide training to all parole officers (approximately 55) by June 1, 2016. Both User and User Trainer agenda examples are provided and attached to this proposal. The training will be provided at a cost of $750.00 per training day, plus travel expenses to and from Charleston, WV. The User training consists of 4 days, plus 2 travel/preparation days for a total of 6 days. The proposal includes the 3-day MHS, Inc. standardized curriculum, plus training on the LS/CMI online data system. In addition, the agenda includes the completion of both examinations in-class on the last day of the workshop; thereby, saving time and making the path toward certification more efficient for you and your participants. Travel/preparation days include travel, preparation of materials, scoring examinations, and developing and issuing certificates. Successful participants will be certified to administer the LS/CMI to individuals receiving services in your department/agency.

Meals and lodging are based on per diem rates obtained from the Bureau of Administration, U.S. Department of State published January 1, 2015. NDCS will order the necessary trainings kits from Multi-Health Systems, Inc. and have them delivered to the training facility prior to the first day of training. I will forward LS/CMI Participant Training Workbook, PowerPoint presentation, and any supplemental materials for reproduction and dissemination to trainees in the form of handouts. Please review the *Training Materials and Equipment Checklist* appended to this letter to make sure the equipment is available at the training site on or prior to the start of the workshop.
MSCJRS will provide training to all relevant NDCS facility staff (approximately 150) by December 1, 2016. During the second and third contract years, the selected contractor shall provide refresher training to all relevant parole and NDCS facility staff. No later than April 1, 2017, MSCJRS will provide train-the-trainer services to both parole and NDCS facility staff in order to ensure self-sustainability. In addition, staff will be trained in how to incorporate risk/needs assessment results into an appropriate case management plan. This is a core component of the Level of Service/Case Management Inventory and part of the standard curriculum.

See attached Training Appendix for additional information.

Outcome of training

- Employees who are engaged in process
- Maximizing use of the tool
- Supervisors who can support its use
- Develop in-house trainers who can sustain and support on going training

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The contractor shall also provide quality assurance auditing and monitoring of the implementation of the instrument within NDCS and the Adult Parole Administration. These audits shall ensure fidelity in implementation and the contractor shall assist NDCS in redirecting operations to ensure appropriate and consistent use of the tools among staff.

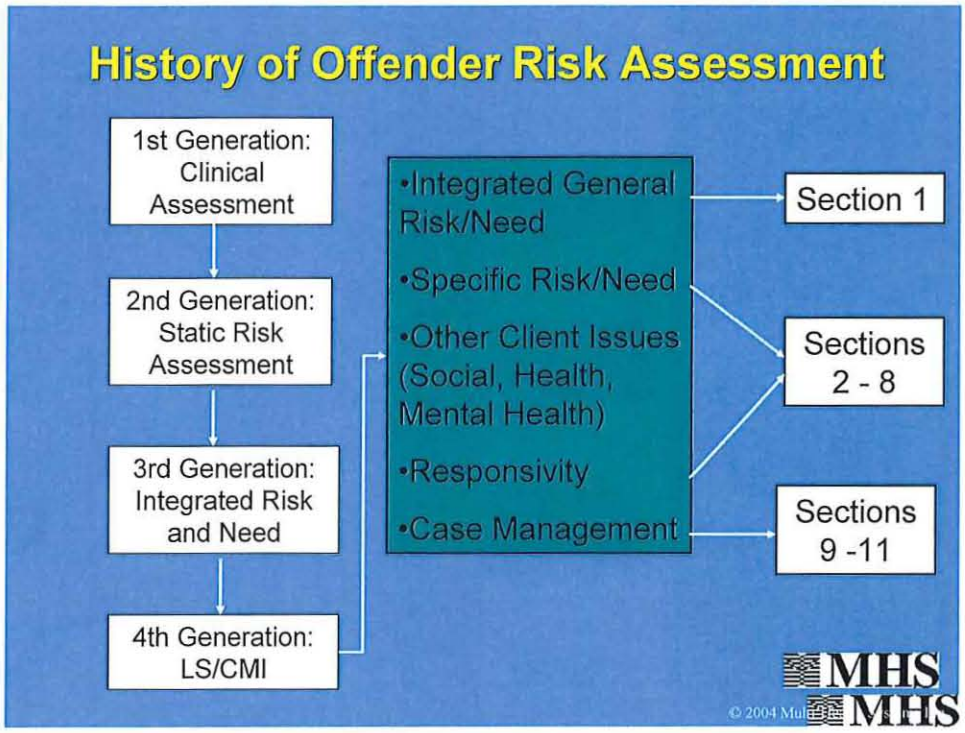
MSCJRS will further provide quality assurance auditing and monitoring of the implementation of the instrument within NDCS and the Adult Parole Administration. These audits will ensure greater fidelity in implementation of the LS/CMI and will assist NDCS in modifying operations to ensure appropriate and consistent use of the tools among staff. Dr. Haas has extensive experience in conducing statewide implementations of the tool, and has developed multiple quality assurance approached tailored to the specific needs of each state. Recently, Dr. Haas developed the Quality Assurance for Treatment Intervention and Supervision Programs (QA-TIPS) (since been labeled the "WV Model" by others) for the state of West Virginia. This approach has received international attention and was recognized as significant evidence-based program model by the National Criminal Justice Association resulting in a workshop at being delivered at the National Forum in 2015. A webinar of this program, with Dr. Stephen Wormith serving as the moderator, can be viewed here: http://www.jrsa.org/webinars/index.html#qa

MSCJRS will also provide quarterly quality assurance auditing and monitoring of the implementation of the instrument within NDCS and the Adult Parole Administration during the first contract year. Reports will be submitted by March 15, 2016, June 15, 2016 and September 15, 2016. The selected contractor shall issue a report to the Director of NDCS and the Adult Parole Administrator to describe the first year of implementation. This report will be provided by January 15, 2017. Based on the findings included in the first year of implementation report, MSCJRS will provide implementation and other assistance to NDCS and Adult Parole Administration staff, as appropriate and mutually agreed upon, in order to redirect operations and ensure appropriate and consistent use of the tools among staff. In addition, the selected contractor shall provide results detailing the second and third years of implementation to the Director of NDCS and the Adult Parole Administrator at the conclusion of each contract yea. If NDCS and/or the Adult Parole Administration are unable to directly retrieve reports from the electronic risk/needs assessment program, the MHS, Inc. will provide all electronic reports to NDCS and the Adult Parole Administration within 48 hours.

Please see additional information in Section F.

The instruments must be at least third generation (i.e., containing static and dynamic factors), though preference will be given to instruments that are fourth generation (i.e., risk and needs assessments that integrate a case management component).

The LS/CMI is a fourth generation risk/needs assessment wherein at least two-thirds of the items are dynamic.



Instruments must currently be validated using a correctional population within the United States

The LS/CMI normative sample consisted of 157,947 North American youth and adult offenders – 60,156 American adult and youth offers from 10 jurisdictions and 97, 791. Normative sample is geographically representative. Results have been replicated in various jurisdictions. LS tools have not needed to be modified or adjusted to be relevant or

Table 4.1. Racial Frequencies of the U.S. Sample

	Male Inmate		Female Inmate		Male Community		Female Community	
	n	%	*n*	%	*n*	%	*n*	%
Caucasian	11,455	68.81	1,135	67.96	22,694	76.19	7,299	78.21
African American	3,307	19.86	310	18.56	4,755	15.96	1,252	13.42
Hispanic	597	3.59	40	2.40	455	1.53	51	0.55
Asian	350	2.10	12	0.72	660	2.22	120	1.29
Native American*	528	3.18	93	5.57	726	2.43	243	2.60
Other	60	0.36	50	2.99	245	0.82	84	0.90
Missing	351	2.11	30	1.80	251	0.84	283	3.03
Total	16,648	100.00	1,670	100.00	29,786	100.00	9,332	100.00

* The Native American group includes offenders identified as American Indian.

Note. Normative cases missing gender were excluded.

How can the LS/CMI contribute to NDCS goal of using an actuarial tool that has been validated in Nebraska to determine the likelihood of the parolee engaging in future criminal behavior?

MHS is committed to providing frequent validation of the LSCMI on Nebraska's Parole Offender Population. In May of 2015 a report presenting the analysis and validation of normative data for the Level of Service/Case Management Inventory™ from the Nebraska Administrative Office of the Courts & Probation was completed. The data findings were used to examine the relevance of the LS/CMI in the State of Nebraska, create local normative data, and explore the reliability and validity of the assessment tool. These analyses also examined the efficacy of the LS/CMI as an offender management instrument in Nebraska and have provided information that may be useful in describing the offender population of the Nebraska.

Please see the attached Nebraska Study that speaks to the validation of the LSCMI in the State of Nebraska.

Level of Service/Case Management Inventory:

Analysis of Data from the

Nebraska Administrative Office of the Courts & Probation

May 5, 2015

Report prepared by

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Senior Psychometrician

&

Kevin Williams, Ph.D.

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MHS

ASSESSMENTS

How does the LS/CMI align with evidence-based process?

As you know the concept of evidence-based practice in corrections refers to corrections practices that have been proven through scientific corrections research —to work to reduce offender recidivism. The six principles of EBP that are most relevant to the work of state judiciaries are:

1. The Risk Principle;
2. The Need Principle;
3. The Treatment and Responsivity Principles;
4. Use of valid/reliable Risk/Needs Assessment Instruments;
5. Motivation and Trust; and
6. Integration of Treatment and Community-Based Sanctions.

LS Aligns perfectly with each of these core principles

Research shows that a assessment needs to accommodate for 6 principles.

1. The Risk Principle (who)—the LS/CMI provides risk level which allows users to target those individuals who are moderate- to high-risk offenders
2. The Need Principle (what)—The LS/CMI provides a profile of criminogenic needs. This enables officers with the identification and treatment of the offender's —criminogenic needs, i.e., those needs associated with the likelihood of recidivism. This principle states that one should only target moderate to high criminogenic needs with relevant evidence based interventions.
3. The Treatment and Responsivity Principles (how)—effective interventions, which are cognitive-behavioral; emphasize positive reinforcements and certain and immediate negative consequences; are appropriate to the offender's gender, culture, learning style, and stage of change; are based on a chronic-care model requiring continuity, aftercare, and support; and require continuous monitoring and evaluation of both program operations and offender outcomes.
4. Use of Risk/Needs Assessment Instrument—professional judgment must be combined with an actuarial tool that assesses dynamic risk and criminogenic need factors
5. Motivation to change on the part of the offender is an important starting place for behavioral change. Behavior change will only take place if the offender chooses to do so. The LS/CMI format allows for motivational interviewing when gathering information
6. Integration of Treatment and Community-Based Sanctions. - The research unequivocally demonstrates that in the absence of treatment, neither punishment, nor incarceration, nor any other criminal sanction reduces recidivism—beyond the period of confinement, restraint, or surveillance. In fact, punishment and sanctions increase the likelihood of recidivism slightly, even when controlling for respective offender risk levels.

The risk and needs assessment shall be performed at the commencement of the parole term and every six months thereafter by office staff trained and certified in the use of the risk and needs assessment. How the LS/CMI can be used to measure change over time. (Dynamic items)?

The use of Dynamic items (assessing factors that can be changed ie. Education, Substance Abuse, Homelessness) allows officers to target areas of risk that can be changed and has drastically improved the officers ability to reduce the likelihood of recidivism. The use of dynamic items also allows you to document change over time and align with evidence based practice when measuring the impact of a particular intervention. The LS/CMI contains the largest number of predictive dynamic items with over two thirds of the items being dynamic). LSI products are extraordinary in their documented validity of assessments of change.

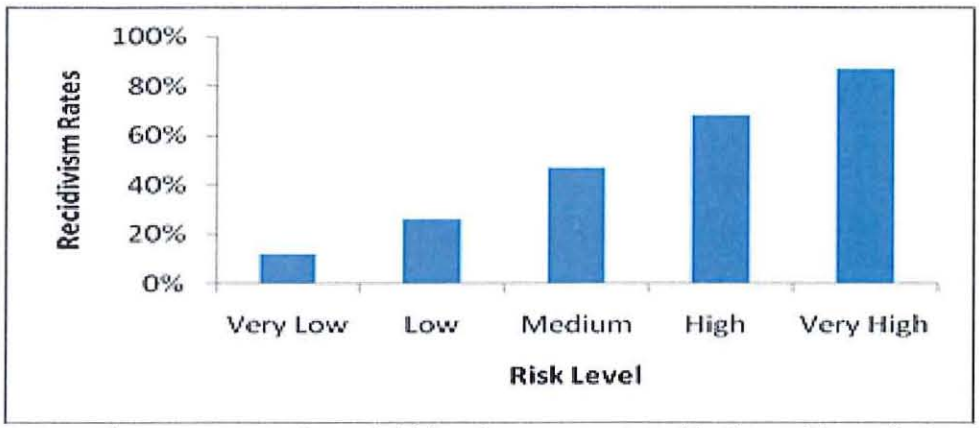
Is the LS/CMI valid? What is the predictive validity rating. What is the Area Under the Curve (AUC)?

"Andrews, D.A., et al. (2012). Are the major risk/need factors predictive of both female and male reoffending? A test with the eight domains of the Level of Service/Case Management Inventory. *International Journal of Offender Therapy and*

Comparative Criminology, 56, 113-133" is a meta-analysis showing the AUC for the LS/CMI in predicting general recidivism. The Male AUC is reported at .746; and the female AUC = .827.

The Level of Service Risk Assessment tools (LSI-R, LS/CMI, and YLS/CMI) are the best-validated risk/need instruments in corrections. The LSI is unsurpassed in the depth and breadth of research support. Based on "What Works" and "Evidence Based Practice", they were designed to facilitate case planning regarding level of supervision, level of service, and the targeting of criminogenic needs through case monitoring, reassessment, case closure and follow-up.

The pew center recently published a paper called "Risk/Needs assessment 101". The chart that they used to demonstrate that is was possible to predict the likelihood of reoffending was from the LS/CMI.



- The most commonly used risk/needs assessment tool in the world are the Level of Service tools.[i] A validation study of the LS demonstrated its ability to accurately identify individuals at high risk of recidivating.
- **The PEW Center "Risk/Needs Assessment 101: Science Reveals New Tools to Manage Offenders"

The Level of Service Risk Assessment tools (LSI-R, LS/CMI, and YLS/CMI) are the best-validated risk/need instruments in corrections.

The LSI-R and LS/CMI are the only tools where there exists a large body of documented, replicated, peer-reviewed original studies, comparative meta-analytic reviews, and independent reviews in Buros Measurement Yearbooks.

The demonstrations of the predictive criterion validity of the LSI risk/need scales are unsurpassed in their number and extent of cross-validation within and across typical categories of outcomes (in process and post-sentence), settings (forensic, community and institutional corrections) and offender types (male, female, exceptional, non-exceptional).
the positive features of LSI include all of the following:

- Well-validated risk/need scores. Across different researchers, settings, countries, outcome measures
- The multiple cross-validations do not take advantage of chance
- Assessment of need areas that are strongly linked with positive outcomes when targeted
- Assessments of change have been linked with enhanced predictive validity;
- Assessments of need have been linked with alternative measures of domains;
- Provides opportunity to validate targeting of non-criminogenic needs;
- Keyed to both community and institutional corrections;
- Evidence that prison workers access to risk information increased transfers to community alternatives to incarceration;
- Incorporates elements that have been associated with enhanced public protection at the agency level.

Why is their such solid validity for the Level of Service Products?

- Samples the major risk/need factors in theory, fact, and professional opinion.

- Samples the major factors of wide applicability (across gender, settings, ethnicity).
- Multiple sources of information: interviews (offender/collaterals), reviews of official records/files, psychometrics if available.
- Built in checks: "if-then" rules in scoring.
- MI probes of offenders assessment of the assessment, professional override
- Quality manual, training, supervision, support (MHS and LSI consultants)

The LSI has an unsurpassed level of predictive criterion validity across a range of outcomes:

- general recidivism
- violent recidivism
- parole success
- domestic abuse
- technical violations in the community
- prison misconducts, including violence
- halfway house success
- positive early case closures

LSI does not rely on the results of single studies Never engages in selective presentation of results (meta-analyses preferred).

The LS/CMI US sample consists of 60156 offenders including both men and women and inmates and community offenders. There were 16648 male inmates and 1670 female inmates. There are 29786 male community offenders and 9332 female community offenders.

Can NDCS test the validity of the LS/CMI assessment at least every five years? How can MHS contribute? During the initial contract period, the selected contractor must revalidate the tools using NDCS offenders and tailor the cut-off points for each risk level to meet the needs of the Nebraska offender population. The contractor shall specify whether their tool currently incorporates, or may be modified to incorporate, weighted items or cut-off points that specifically relate to the needs of juveniles and/or female inmates. Preference will be given to tools that incorporate age and/or gender-specific risk classifications

Revalidation of the suite of instruments shall occur every three years. NDCS is open to prospective bidders revalidating their own instruments, but will be allowed to consider revalidation through alternate sources (e.g., internal NDCS researchers, external research organizations, local universities or research centers, et al.). In light of this, researchers shall provide cost estimates for their services both with and without the 3-year post-implementation revalidation component.

MHS has a very robust experienced research team and is happy to provide revalidation. We are also have an open research policy and are willing to support validation for NDCS through alternate sources.

In order to validate the LS/CMI on the NDCS population we would need a sample of no less than 1000 offenders we would also need at least one year of follow outcome data in order to complete the necessary analysis.

The LS/CMI Assessment center technology contains the ability to modify cut-offs at the risk level and at the criminogenic need level.

Can we no later than March 1, 2016, revalidate the tools using NCCS offenders and tailor the cut-off points for each risk level to meet the needs of the Nebraska offender population?

In order to revalidate the LS/CMI on NDCS offenders, NDCS will need to collect assessment data and at one year of recidivism data. The sample should include no less than 1000 offenders.

Is the LS/CMI relevant for female offenders?

In an independent systematic literature review of studies examining the accuracy with which risk assessment tools can predict violence and recidivism in female offenders, the review findings indicate that the most effective tool for assessing both violence and recidivism in women was the LSI. (The predictive validity of risk assessment tools for female offenders: A systematic review, Kate Anya Geraghty ?, Jessica Woodhams).

The LS/CMI provides a gender-informed RNR assessment with proven validity for female offenders. Empirical research regarding the development, normative samples, reliability, and predictive validity with female offenders supports the LS/CMI as a comprehensive RNR assessment for use with females.

- Off the shelf Gender-Informed
- Normative data from over 20,000 women from inmate and community populations in four countries
- The inclusion of several assessment items addressing gender-specific factors involving risk, need, and responsivity
- An RNR assessment that is as reliable with females as it is with males
- http://downloads.mhs.com/lscou/GI-Supplement.pdf

Is the instrument available in the public domain or whether there are non-training costs associated with the tool. If such costs are associated, prospective bidders shall include the amount of these costs in their bid proposal.

The Level of Service Tools are not public domain tools, however, they are positioned to accessible. In our proposal, we will be including training and licensing costs.

If the vendor's electronic method of data collection will be through a program or on a platform outside of the Nebraska Inmate Case Management System (NICAMS), the contractor shall state the available options for data storage (e.g., physical servers housed on-site, cloud-based data storage, et al.) the platform base.

The LSCMI is accessible through a variety of different delivery methods. You have a number of options but the two that are most relevant to your organization are: A) The LSCMI Online Center which is an off the shelf platform and B) The Software Developers Kit which would enable NCDS programmers to integrate the LS/CMI into NICAMS.

The LS/CMI Online center brings you the robustness of the LS/CMI and couples it with flexibility and functionality of the internet. Features include but are not limited too:

- The LS/CMI Assessment Center has electronic methods for data entry, storage, and retrieval, as well as automated instrument scoring.
- Access from anywhere with an internet connection: There is no need for sites to be connected via a network.
- Tiered access: The web application includes three tiers. This means that your organization can be divided into levels such as total organization, county level, and site level. The administrator will have access to all the files.
- Password access: Your administrator will set-up users with customized access to the site. The administrator can choose which rights each user has to the site. For example, add/modify/delete offenders. The [Administrator generates the password for each user which will restrict them to the access they were **given** and restrict access for those who do not have a password. Rights for former employees can easily be removed. Offence History only needs to be completed once: if offense history was completed for the screening version or the LS/CMI) it is automatically exported for a reassessment so it does not need to be entered twice. It only needs to be update to reflect any new charges.
- Security: The Website is programmed with the same security as those used by banks. Automatic Scoring: Scoring will occur in seconds and reports will be made available to your officers instantly. No time is spent handscoring.
- Free comparison reports and progress reports: Officers can compare an offender's original assessment to a reassessment to document any change over time. Free reprints: A scored report can be printed as many times as you wish at no additional charge.
- Free Aggregate data export: Data for the entire organization can be exported for analysis when you wish to make administrative decisions. Data is exported into an excel spreadsheet.

- Emailable reports: Reports can be saved and either shared electronically or stored electronically if you wish. Customization Offense Classification:
- A drop-down menu is built into the web app or your administrator can customize the list of offenses to match what is used in your organization.
- Customizable Intervention drop-down menu: The system includes a default drop-down list of intervention categories (e.g., alcohol abuse).Within each category, the administrator can build a drop-down menu of interventions available in your area that officers can use when building their case plan. This drastically reduces typing for the officers and gives administrators a controlled way of comparing which risk factors were identified and compare that to which interventions were received.
- Follow-up feature: The site includes a feature that follows up 1 year post assessment to determine the offender's status. This will give enable you to establish evidence-based program effectiveness, the corner stone of evidence-based practice.

For the online version, there is no setup fee, but the cost per use is as follows:

Usage	Cost
1-499 uses	10.00 per use
500-99 uses	5.00 per use
1000+ uses	3.00 per use

For 10000+ offenders an unlimited use license fee of $3.00 per offender can be negotiated.

These prices will include technical assistance, upgrades, and updates, which will be available at no additional cost during the three year contract.

Our database servers are privately hosted servers and they're running SQL Server 2008.

MHS is committed to the security and protection of confidential data. Cpnsistent with that our websites www.mhs.com and www.mhsassessments.com utilize advanced security methods. These include the following:
Unauthorized Access: Access to online services located at MHS Assessments is restricted to qualified users and requires an ID and Password. Registration of MHS customers or their designation administrators is rigorous with defined qualification user levels.
Data Security: All MHS data (including administrators and test user information, test data, including responses to test items, and report text) are stored in an industry standard database. Access to these data is strictly controlled.
Personal Data and Ecommerce:

MHS protects the personal data of MHS customers, the data of their clients, and the data collected via electronic commerce transactions with the highest levels of security. Through the e-commerce purchase process, we ask for the purchaser's name, address, license number, credit card information ("Financial Data"), and other personal data required to process requests to purchase and maintain customer accounts. MHS servers use 128/256-bit industry-standard Secure Sockets Layer (SSL) encryption which is encryption technology that works with the most current web browsers. SSL encrypts the purchaser's personal information, including Financial Data and other personal data as well as test user information, including test data, responses, and reports returned to the Administrator, protecting against disclosure to third parties. To confirm validity of the MHS SSL certificate please click the DigiCert® seal below.

Contractors are to be aware that the ultimate goal for NDCS, however, is to integrate the offender risk/needs assessment tool and scores into the Nebraska Inmate Case Management System (NICaMS) once development resources are available to do so. Contractors shall provide a thorough description of their current electronic platform; the feasibility of integration with NICaMS (e.g., through passing data from the third-party platform into NICaMS, by constructing the

scoring algorithms into a dedicated screen in NICaMS, et al.); and an estimate of the time and costs associated with the technical, physical, and manual resources needed for this integration to occur.

SDK – The Software Developer's Kit (SDK) is a scoring algorithm that can be used to integrate the LS/CMI directly into your Case Management System. **This is the delivery method of choice for larger organizations** because employees do not need to go in and out of systems, the data is stored in house and is available for analysis whenever you wish, the system is maintained by you and does not require outside vendors to support, access or maintain the system. This also means there are no maintenance fees, administration fees or technical support costs. MHS does have a team of programmers here to act as a resource to your internal team. The organization would purchase the SDK for $2000.00 (a one time fee) and then have internal programmers program the LSI-R into their CMS or OMS. Some organizations have chosen to build independent programs around the SDK. The programmers create the screens and develop the code to link the LSI-R screens to the SDK. At the beginning of the year you are asked to give a conservative estimate of the uses you will use. The counter on the SDK counts up. At the end of the year your SDK will be reset after you have sent us an audit file. You will be billed for the number of uses you went over the estimate. If you are under the estimate those uses will expire for this reason it is best to estimate conservatively.

Please see Appendix D for the Software Developer's Guide attached after Nebraska Validation Study

The following SDK and Online delivery methods have the following price options:

SDK Uses (one time setup fee of $4000.00 for the SDK)

The sliding scale for estimating sdk cost per assessment is as follows:

Usage	Cost
2500-4999	$2.25 each
5000-7499	$2.05 each
7500-9999	$1.85 each
10000-14999	$1.65 each
15000+	$1.50 each

Can we provide an on-site demonstration?

MHS is available to make an on-site demonstration including system overviews of the software, the various methods by which results can be extracted and/or otherwise retrieved from the data system, the feasibility of integrating any proprietary software program into the Nebraska Inmate Case Management System (NICaMS), an estimate of the amount of time required to conduct each thorough assessment, how the various items and domains are scored, how to calculate final scores, how the information gleaned from the risk assessment instruments are best used to inform case management practices, whether any override factors may exist and how to use them, access to a test environment for staff to practice using the instrument, and any other related questions that may arise.

REFERENCE CHECKS

2) Can be provided if required by State Of Nebraska.

Here is a list of some LSCMI users across the United States:

Tennessee DOC
Utah Department of Corrections
LA County Probation Dept
Nebraska State Probation

State of OR Dept of Correction
Minnesota Dept of Corrections
DOC State of Kansas
Kansas Judicial
Oklahoma Dept of Corrections
Texas Dept Of Criminal Justice

MHS is committed to providing contact information with existing clients approval for reference checks.

SECRETARY OF STATE/TAX COMMISSIONER REGISTRATION REQUIREMENTS

A. Our legal team can provide that documentation if required.

TECHNICAL REQUIREMENTS.

1. TECHNICAL REQUIREMENTS

MHS equipment complies with the Nebraska Information Technology Commission and Nebraska Office of the Chief Information Officer Standards and Guidelines.

2. NETWORK REQUIREMENTS

MHS agrees to provide the above network requirements to NDCS before the installation begins.

3. CLIENT-SERVER REQUIREMENTS

a. Users will not require new workstations. The LS/CMI Online center is web- based. If NDCS decides to integrate the LS/CMI into Nebraska Inmate Case Management System (NICaMS), then NDCS programmers will program to be accessible on existing workstations as well.

B. DELIVERABLES (REQUIRED)

a. No later than January 1, 2016, the selected contractor shall deliver a suite of risk/needs assessment instruments to include tools administered:

b.
   1. At intake
   2. At parole board hearings
   3. While under parole supervision, and
   4. Prior to discharge for those released without community supervision.

c. No later than March 1, 2016, the selected contractor shall revalidate the tools using NDCS offenders and tailor the cut-off points for each risk level to meet the needs of the Nebraska offender population.

d. No later than June 1, 2016, the selected contractor shall provide training to all parole officers (approximately 55).

e. No later than December 1, 2016, the selected contractor shall provide training to all relevant NDCS facility staff (approximately 150).

f. During the second and third contract years, the selected contractor shall provide refresher training to all relevant parole and NDCS facility staff.

g. No later than April 1, 2017, the selected contractor shall provide train-the-trainer services to both parole and NDCS facility staff in order to ensure self-sustainability.

h. If no case management component exists, staff must be trained in how to incorporate risk/needs assessment results into an appropriate case management plan.

i. The contractor shall also provide quarterly quality assurance auditing and monitoring of the implementation of the instrument within NDCS and the Adult Parole Administration during the first contract year. Reports are due March 15, 2016, June 15, 2016 and September 15, 2016.
j. The selected contractor shall issue a report to the Director of NDCS and the Adult Parole Administrator to describe the first year of implementation. Report is due January 15, 2017.
k. Based on the findings included in the first year of implementation report, the contractor shall provide implementation and other assistance to NDCS and Adult Parole Administration staff, as appropriate and mutually agreed upon, in order to redirect operations and ensure appropriate and consistent use of the tools among staff.
l. The selected contractor shall provide results detailing the second and third years of implementation to the Director of NDCS and the Adult Parole Administrator at the conclusion of each contract year.
m. If NDCS and/or the Adult Parole Administration are unable to directly retrieve reports from the electronic risk/needs assessment program, the contractor shall provide all electronic reports to NDCS and the Adult Parole Administration within 48 hours.
n. If a proprietary software program or integration of risk/needs assessment software into the Nebraska Inmate Case Management System (NICaMS) is available, the selected contractor shall provide the technical materials and support to ensure NDCS and the Adult Parole Administration have the necessary access to extract raw data, retrieve reports, and otherwise obtain information about offenders and their risk/needs assessments.

PROPOSAL SUBMISSION

b. FINANCIAL STATEMENTS

-Banking reference to follow.

RELATIONSHIPS WITH THE STATE

For the past three years MHS inc has been working with the Nebraska State probation and their the LSCMI and YLSCMI risk assessment instrument tools. The main point of contact at Nebraska Probation is: Suzanne Eggert

Suzanne Eggert | Contracts & Grants Manager
Nebraska Administrative Office of the Court & Probation
Executive Building | 521 So. 14th St., Room 101 | Lincoln, NE 68509
t 402.471.4981 | f 402.471.4891
suzanne.eggert@nebraska.gov | www.supremecourt.ne.gov

BIDDER'S EMPLOYEE RELATIONS TO STATE

No party named in the proposal response is or was an employee of the State within the past three (3) months an no employee of any agency of the State of Nebraska is employed by the MHS.

No State of Nebraska Employee or subcontractor is employed at or by MHS.

CONTRACT PERFORMANCE

MHS has had no contract terminated for convenience, non-performance, non-allocation of funds, or any other reason.

SUMMARY OF BIDDER'S CORPORATE EXPERIENCE

MHS has worked with several State Department of Corrections to successfully implement the LSCMI. Most notably, MHS has implemented the LSCMI with Tennessee Department of Corrections, Kentucky Department of Corrections, and West Virginia DOC.

The Timeline of implementation for all three Statewide implementations was roughly 3 months. This included the coordination of training and finalization of the delivery methods. Once both of these tasks were completed and a purchase order is received, the integration into the case management system can be done very quickly

The scheduled and actual completion dates;

- Tennessee DOC: Implementation March 2011
- West Virginia DOC Implementation: June 2011
- Kentucky DOC Implementation: July 2010

The Contractor's responsibilities;
To work with client, selected trainers, and programming team to make sure staff is trained on the LSCMI in desired amount of time. Once training is completed, objective is to work with both programming teams to ensure integration is completed effectively and in a timely manner

References:

Tennessee DOC Contact: Jeri Trotter:
Jeri Trotter
Contract Administration
Rachel Jackson Building
320 6th Avenue North
Nashville, TN 37243
Jeri.trotter@tn.gov
615.253.8106
Kentucky DOC

Cyndi Heddleston
5025643486
Cyndi.Heddleston@ky.gov

West Virginia DOC
Dr Stephen M Haas
3045588814
stephen.m.haas@wv.gov

MHS was the prime contractor for all three projects. All three projects listed were completed during the month that was originally forecasted. All costs and pricing remained the same as originally submitted in the cost and training proposal. This is the cost and implementationpolicy that MHS and the outsourced list of trainers apply for every project.

The bidder was the prime contractor for all three of these implementations. They partnered with various trainers that assisted in the training of staff over the three month implementation.

SUMMARY OF BIDDER'S PROPOSED PERSONNEL/MANAGEMENT APPROACH

Project Owner: Dominic Guay – Daily point of contact for implementation or any inquiries about the day to day functionality of the LSCMI system. Will coordinate any meetings between NCDS and MHS. Available to conduct an online or onsite Demonstration of the LSCMI.

Training responsibilities: Stephen Haas- Responsible for conducting training for NCDS LSCMI users.

Stephen M. Haas and Mountain State Criminal Justice Research Services, LLC will provide multiple levels of LS/CMI training for NDCS staff. Initial training on the instrument will be provided to all parole officers by June 1, 2016, and to all relevant unit and case management staff by December 1, 2016. Refresher trainings will be offered on an annual basis for all parole officers and relevant NDCS staff. MSCJRS will also offer train-the-trainer services to ensure self-sustainability within the department.

MSCJRS will provide training to all parole officers (approximately 55) by June 1, 2016. Both User and User Trainer agenda examples are provided and attached to this proposal. The training will be provided at a cost of $750.00 per training day, plus travel expenses to and from Charleston, WV. The User training consists of 4 days, plus 2 travel/preparation days for a total of 6 days. The proposal includes the 3-day MHS, Inc. standardized curriculum, plus training on the LS/CMI online data system. In addition, the agenda includes the completion of both examinations in-class on the last day of the workshop; thereby, saving time and making the path toward certification more efficient for you and your participants. Travel/preparation days include travel, preparation of materials, scoring examinations, and developing and issuing certificates. Successful participants will be certified to administer the LS/CMI to individuals receiving services in your department/agency.
Meals and lodging are based on per diem rates obtained from the Bureau of Administration, U.S. Department of State published January 1, 2015. NDCS will order the necessary trainings kits from Multi-Health Systems, Inc. and have them delivered to the training facility prior to the first day of training. I will forward LS/CMI Participant Training Workbook, PowerPoint presentation, and any supplemental materials for reproduction and dissemination to trainees in the form of handouts. Please review the *Training Materials and Equipment Checklist* appended to this letter to make sure the equipment is available at the training site on or prior to the start of the workshop.
MSCJRS will provide training to all relevant NDCS facility staff (approximately 150) by December 1, 2016. During the second and third contract years, the selected contractor shall provide refresher training to all relevant parole and NDCS facility staff. No later than April 1, 2017, MSCJRS will provide train-the-trainer services to both parole and NDCS facility staff in order to ensure self-sustainability. In addition, staff will be trained in how to incorporate risk/needs assessment results into an appropriate case management plan. This is a core component of the Level of Service/Case Management Inventory and part of the standard curriculum.

Quality Assurance responsitibilites: Stephen Haas
Data Analysis: James Lant and Kevin Williams, Ph.d. – Will be providing the annual summary reports and analysis on the NCDS population.

All resumes have been provided. See Table of contents for the order in which they are attached.

SUB-CONTRACTORS

Stephen M. Haas, Ph.D.
Mountain State Criminal Justice Research Services, LLC
Phone: 304/382-5254
Email: Stephen.M.Haas@gmail.com

TECHNICAL APPROACH

Understanding of the project requirements;

We understand that that in collaboration with the office of Parole Administration the following project requirements need to met:

a. The Office requires a Risk and needs assessment that has been validated in Nebraska to determine the likelihood of the parolee engaging in future criminal behavior. The risk and needs assessment shall be performed at the commencement of the parole term and every six months thereafter by office staff trained and certified in the use of the risk and needs assessment.
    a. These instruments shall include, at a minimum, instruments suitable to be used: (1) at intake, (2) at parole board hearings, (3) while under parole supervision, and (4) prior to discharge for those released without community supervision.
    b. The instruments must be at least third generation (i.e., containing static and dynamic factors), though preference will be given to instruments that are fourth generation (i.e., risk and needs assessments that integrate a case management component).
    c. The instruments must currently be validated using a correctional population within the United States.
b. The office shall test the validity of the risk and needs assessment at least every five years. This may be done in collaboration with MHS or an independent researcher.
    c. During the initial contract period, the selected contractor must revalidate the tools using NDCS offenders and tailor the cut-off points for each risk level to meet the needs of the Nebraska offender population. The contractor shall specify whether their tool currently incorporates, or may be modified to incorporate, weighted items or cut-off points that specifically relate to the needs of juveniles and/or female inmates.
    d. Multiple levels of training for NDCS staff. Initial training on the instrument shall be provided to all parole officers by June 1, 2016, and to all relevant unit and case management staff by December 1, 2016. Refresher training shall be offered on an annual basis for all parole officers and relevant NDCS staff. Contractors must also offer train-the-trainer services to ensure self-sustainability within the department. The contractor shall also provide quality assurance auditing and monitoring of the implementation of the instrument within NDCS and the Adult Parole Administration. These audits shall ensure fidelity in implementation and the contractor shall assist NDCS in redirecting operations to ensure appropriate and consistent use of the tools among staff.
    e. A delivery method that has established electronic methods for data entry, storage, and retrieval, as well as automated instrument scoring.
f. Or a delivery method that allows NDCS, integrate the LS/CMI and scores into the Nebraska Inmate Case Management System (NIACoMS)

Proposed development approach

- Onboarding LS/CMi Assessment center – the following steps must be followed in order to onboard the LS/CMI online system.
    - Set up customizations including geographic, criminogenic interventions, criminal codes
    - Set up users with access rights and passwords.
    - Distribute passwords to users once training is complete

- Training of NDCS Staff
  - Stephen M. Haas and Mountain State Criminal Justice Research Services, LLC will provide multiple levels of LS/CMI training for NDCS staff. Initial training on the instrument will be provided to all parole officers by June 1, 2016, and to all relevant unit and case management staff by December 1, 2016. Refresher trainings will be offered on an annual basis for all parole officers and relevant NDCS staff. MSCJRS will also offer train-the-trainer services to ensure self-sustainability within the department.
  - MSCJRS will provide training to all parole officers (approximately 55) by June 1, 2016. Both User and User Trainer agenda examples are provided and attached to this proposal. The training will be provided at a cost of $750.00 per training day, plus travel expenses to and from Charleston, WV. The User training consists of 4 days, plus 2 travel/preparation days for a total of 6 days. The proposal includes the 3-day MHS, Inc. standardized curriculum, plus training on the LS/CMI online data system. In addition, the agenda includes the completion of both examinations in-class on the last day of the workshop; thereby, saving time and making the path toward certification more efficient for you and your participants. Travel/preparation days include travel, preparation of materials, scoring examinations, and developing and issuing certificates. Successful participants will be certified to administer the LS/CMI to individuals receiving services in your department/agency.
  - Meals and lodging are based on per diem rates obtained from the Bureau of Administration, U.S. Department of State published January 1, 2015. NDCS will order the necessary trainings kits from Multi-Health Systems, Inc. and have them delivered to the training facility prior to the first day of training. I will forward LS/CMI Participant Training Workbook, PowerPoint presentation, and any supplemental materials for reproduction and dissemination to trainees in the form of handouts. Please review the *Training Materials and Equipment Checklist* appended to this letter to make sure the equipment is available at the training site on or prior to the start of the workshop.
  - MSCJRS will provide training to all relevant NDCS facility staff (approximately 150) by December 1, 2016. During the second and third contract years, the selected contractor shall provide refresher training to all relevant parole and NDCS facility staff. No later than April 1, 2017, MSCJRS will provide train-the-trainer services to both parole and NDCS facility staff in order to ensure self-sustainability. In addition, staff will be trained in how to incorporate risk/needs assessment results into an appropriate case management plan. This is a core component of the Level of Service/Case Management Inventory and part of the standard curriculum.
  -

- Quality Assurance
  - MSCJRS will further provide quality assurance auditing and monitoring of the implementation of the instrument within NDCS and the Adult Parole Administration. These audits will ensure greater fidelity in implementation of the LS/CMI and will assist NDCS in modifying operations to ensure appropriate and consistent use of the tools among staff. Dr. Haas has extensive experience in conducing statewide implementations of the tool, and has developed multiple quality assurance approached tailored to the specific needs of each state. Recently, Dr. Haas developed the Quality Assurance for Treatment Intervention and Supervision Programs (QA-TIPS) (since been labeled the "WV Model" by others) for the state of West Virginia. This approach has received international attention and was recognized as significant evidence-based program model by the National Criminal Justice Association resulting in a workshop at being delivered at the National Forum in 2015. A webinar of this program, with Dr. Stephen Wormith serving as the moderator, can be viewed here: http://www.jrsa.org/webinars/index.html#qa
  - MSCJRS will also provide quarterly quality assurance auditing and monitoring of the implementation of the instrument within NDCS and the Adult Parole Administration during the first contract year. Reports will be submitted by March 15, 2016, June 15, 2016 and September 15, 2016. The selected contractor shall issue a report to the Director of NDCS and the Adult Parole Administrator to describe the first year of implementation. This report will be provided by January 15, 2017.
  - Based on the findings included in the first year of implementation report, MSCJRS will provide implementation and other assistance to NDCS and Adult Parole Administration staff, as appropriate and mutually agreed upon, in order to redirect operations and ensure appropriate and consistent use of the

tools among staff. In addition, the selected contractor shall provide results detailing the second and third years of implementation to the Director of NDCS and the Adult Parole Administrator at the conclusion of each contract yea. If NDCS and/or the Adult Parole Administration are unable to directly retrieve reports from the electronic risk/needs assessment program, the MHS, Inc. will provide all electronic reports to NDCS and the Adult Parole Administration within 48 hours.

- Validation
  - In order to complete validation MHS will need data provided in an excel spreadsheet. The spreadsheet should contain assessment responses for no less than one thousand offenders. It should also contain follow up outcome data for one year post assessment. For Parolees ideal outcome data could be rearrest, parole violations, revocations, and graduated sanctions but this not required. For both parolees and offenders who "wrap" their sentence without parole supervision, we have the ability to measure reincarceration after a new conviction.
  - We can do a norm comparison without the follow up data although we recommend doing both analysis together.
- Integrating LS/CMI into Nebraska Inmate Case Management System (NICaMS)
  - In order to integrate the LS/CMI into Nebraska Inmate Case Management System (NICaMS) mhs will provide NDCS programmers with a development SDK (Software developer's Kit) and an SDK Developer's Guide. The guide is included in this package will provides an overview of the steps required for integration. It contains guidelines and sample applications for installing the SDK. This SDK includes the MHS-published LS/CMI scoring algorithm, allowing you to integrate the LS/CMI assessment directly into your existing system. This means that you are using the MHS-developed algorithm which has been thoroughly tested through our psychological research department. Quality control is built into every SDK that we produce and is therefore built into your customized system. To maintain the integrity of the assessment and calculation of scores, the normed data, test questions, and scoring algorithm cannot be changed. The LS/CMI algorithm is placed on a computer network and then linked to a database where the processed data is stored. The user interfaces, built by your programmer, display LS/CMI questions and buttons. The SDK accepts data from your designed application, processes the data, returns the numerical value (score) and other related numerical values to a data repository. Fromthere, you can extrapolate as much or as little data needed to generate a report based on your own requirements.MHS has a team of programmers on staff that can assist NDCS programmers with challenges.

Technical considerations

Roll out will depend on the delivery method that NDCS chooses to proceed with.
LS/CMI Assessment Center

- User and customization set up (the online account will need to be set up including customizations and users)
- Internet access (each user will require internet access)
- Aggregate data can be expertly in monthly batches for analysis.
- LS/CMI 2.0 roll over -

LS/CMI SDK developer kit.

- Integrating LS/CMI into Nebraska Inmate Case Management System (NICaMS)
  - In order to integrate the LS/CMI into Nebraska Inmate Case Management System (NICaMS) mhs will provide NDCS programmers with a development SDK (Software developer's Kit) and an SDK Developer's Guide. The guide is included in this package will provides an overview of the steps required for integration. It contains guidelines and sample applications for installing the SDK. This SDK includes the MHS-published LS/CMI scoring algorithm, allowing you to integrate the LS/CMI assessment directly into your existing system. This means that you are using the MHS-developed algorithm which has been thoroughly tested through our psychological research department. Quality control is built into every SDK that we produce and is therefore built into your customized system. To maintain the integrity of the assessment and calculation of scores, the normed data, test questions, and scoring algorithm cannot be changed. The LS/CMI algorithm is placed on a computer network and then linked to a database where the processed data is stored. The user interfaces, built by your programmer, display LS/CMI questions and

buttons. The SDK accepts data from your designed application, processes the data, returns the numerical value (score) and other related numerical values to a data repository. Fromthere, you can extrapolate as much or as little data needed to generate a report based on your own requirements.MHS has a team of programmers on staff that can assist NDCS programmers with challenges.

- The following components are included in the LS/CMI SDK:
  - assessment screen specifications
  - rating criteria
  - XML string layout (including the dataobject)
  - sample Client and Server applications
  - SDK installation

Deliverables and due dates

We understand that the following deliverables are required. We commit to meeting all deliverables with the exception of revalidating the LS/CMi using NDCS offenders by March 1st, 2016. Validation requires one year of follow up data in order to be reliable.

1. No later than January 1, 2016, the selected contractor shall deliver a suite of risk/needs assessment instruments to include tools administered:
   a. At intake
   b. At parole board hearings
   c. While under parole supervision, and
   d. Prior to discharge for those released without community supervision.

2. No later than March 1, 2016, the selected contractor shall revalidate the tools using NDCS offenders and tailor the cut-off points for each risk level to meet the needs of the Nebraska offender population.
3. No later than June 1, 2016, the selected contractor shall provide training to all parole officers (approximately 55).
4. No later than December 1, 2016, the selected contractor shall provide training to all relevant NDCS facility staff (approximately 150).
5. During the second and third contract years, the selected contractor shall provide refresher training to all relevant parole and NDCS facility staff.
6. No later than April 1, 2017, the selected contractor shall provide train-the-trainer services to both parole and NDCS facility staff in order to ensure self-sustainability.
7. If no case management component exists, staff must be trained in how to incorporate risk/needs assessment results into an appropriate case management plan.
8. The contractor shall also provide quarterly quality assurance auditing and monitoring of the implementation of the instrument within NDCS and the Adult Parole Administration during the first contract year. Reports are due March 15, 2016, June 15, 2016 and September 15, 2016.
9. The selected contractor shall issue a report to the Director of NDCS and the Adult Parole Administrator to describe the first year of implementation. Report is due January 15, 2017.
10. Based on the findings included in the first year of implementation report, the contractor shall provide implementation and other assistance to NDCS and Adult Parole Administration staff, as appropriate and mutually agreed upon, in order to redirect operations and ensure appropriate and consistent use of the tools among staff.
11. The selected contractor shall provide results detailing the second and third years of implementation to the Director of NDCS and the Adult Parole Administrator at the conclusion of each contract year.
12. If NDCS and/or the Adult Parole Administration are unable to directly retrieve reports from the electronic risk/needs assessment program, the contractor shall provide all electronic reports to NDCS and the Adult Parole Administration within 48 hours.
13. If a proprietary software program or integration of risk/needs assessment software into the Nebraska Inmate Case Management System (NICaMS) is available, the selected contractor shall provide the technical materials and support to ensure NDCS and the Adult Parole Administration have the necessary access to extract raw data, retrieve reports, and otherwise obtain information about offenders and their risk/needs assessments.

C. COST PROPOSAL REQUIREMENTS

This section describes the requirements to be addressed by bidders in preparing the Cost Proposal. The bidder must submit the Cost Proposal in a section of the proposal that is a separate section or is packaged separately as specified in the RFP from the Technical Proposal section.

The component costs of the fixed price proposal for providing the services set forth in the Request for Proposal must be provided by submitting forms substantially equivalent to those described below.

1. PRICING SUMMARY

This summary shall present the total fixed price to perform all of the requirements of the Request for Proposal. The bidder must include details in the Cost Proposal supporting any and all costs. These details must include, at a minimum, detailed descriptions and/or specifications of the goods and/or services to be provided, quantities, and timing and unit costs, if applicable.

The State reserves the right to review all aspects of the Cost Proposal for reasonableness and to request clarification of any proposal where the cost component shows significant and unsupported deviation from industry standards or in areas where detailed pricing is required.

2. PRICES

Prices quoted shall be net, including transportation and delivery charges fully prepaid by the bidder, F.O.B. destination named in the Request for Proposal. No additional charges will be allowed for packing, packages, or partial delivery costs. When an arithmetic error has been made in the extended total, the unit price will govern.'

MHS will quote prices as Net and transportation and delivery charges will be fully prepaid by the bidder.

D. PAYMENT SCHEDULE

MHS will follow the payment instructions and policies that are outlined by NE Department of Corretional Services. Invoices will only be generated once the system is delivered and in place.

Invoice Date	Deliverable(s)

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