

Informal RFI ACQ 22-04-01

Contract Researchers

ADMINISTRATIVE OFFICE OF THE COURTS
1206 Quince Street SE
Post Office Box 41170
Olympia, Washington 98504-1170

Issued: April 6, 2022

SUBMISSION DUE DATE: May 1, 2022 by 5:00 p.m. *Pacific Time* (for initial screening), and on-going. Submissions are required via e-mail.

Informal Request for Information (RFI) ACQ 22-04-01

Incredible Opportunity for Meaningful Work and Great Flexibility

Contract Researchers Needed

Work type: Full- or part-time; project-based contracts.

Location: Olympia WA (possibly 100% remote)

Category: Government, research

Authorization: US work authorization (required)

Funding: Funding is project-based. Projects may last for up to 12 months, and may include renewals.

Period of Performance: Submissions will be accepted on a rolling basis and the pool may be updated or refreshed at any time. Period of performance for a particular project will be determined on a project basis.

The Administrative Office of the Courts, Washington State Center for Court Research seeks to develop a pool of available and interested project staff for potential future project-based research opportunities. The Center for Court Research is part of the Administrative Office of the Courts for Washington State. The Center is the research arm of the AOC and produces high-quality actionable intelligence to inform and support policy-makers in Washington State as well as ensure the equal and effective administration of justice in Washington's courts.

If selected for a particular project, Contractors will be issued a contract specifically for the project, and will support research and evidence-building activities related to the operation of courts. Projects typically involve working with court data (e.g., administrative data from case management or assessment systems) and/ or original data collection (e.g., surveys, interviews and focus groups) on a variety of court- and justice-related topics. Current topic areas include:

- Racial and ethnic disproportionality
- Data visualization and dashboards
- Barriers and supports for access to justice
- Therapeutic courts—adult drug courts, family treatment courts and others
- Pretrial decision making
- Electronic home monitoring and other alternatives to detention
- Legal representation of children and youth in dependency cases
- Data development for tracking the work of the courts
- Recidivism and other outcomes
- Civil protection orders

Potential contract researchers must possess a solid understanding of applied research methods, strong written and oral communication skills for explaining technical topics to non-experts, and technical skills necessary to efficiently manage and analyze complex data. Because we offer a remote work option, individuals must possess a high level of initiative and self-direction.

If you have social science training and experience, an interest in conducting research to shape policies, practices, and programs in the courts, and are interested in the equal administration of justice, please send us a resume or vita, samples of your work, at least three professional references, and an estimate of your availability across the next 6 to 12 months. Contractors will be matched with projects periodically in the next 12 – 18 months.

Work will be project-based. Projects may last from 1 to 12 months and most will be part-time. Some or all may be performed remotely.

Send materials to contracts@courts.wa.gov with “ACQ 22-04-01” in the subject line.

AOC Procurement Policy

AOC is committed to fostering an environment of open and competitive procurement. Depending on the size and scope of a project, AOC may elect to: (1) contract directly with a particular researcher who is a good fit for a project, (2) informally compete a project by requesting bids from multiple researchers, or (3) conduct a formal procurement (like an RFP or RFQQ) for large projects (typically those with budgets exceeding \$100,000). AOC will use the list developed through this RFI to identify available and interested researchers for projects of all sizes, but reserves the right to contract with individuals or entities that are not on the list. Participation in this RFI does not guarantee any contracts or compensation, and is not required in order to be able to submit bids on future procurements.

Public Records

All responses, accompanying documentation, and other materials submitted in response to this RFP become the property of the AOC and will not be returned. They may be subject to public disclosure under General Rule 31.1. Any information contained in the response that is considered proprietary and exempt from disclosure by the Vendor under specified provisions of Rule GR 31.1 must be clearly designated by a transmittal letter identifying the portions claimed exempt by page, noting the particular basis for each such exemption. Failure to include such a transmittal letter in a response will be deemed a waiver by a Vendor of any assertion of exemption from disclosure of any portion of their response. In addition to the transmittal letter, each page claimed to be exempt from disclosure must be clearly identified by the word “confidential” printed in the lower right hand corner of the page. Any claim by a Vendor that the entire proposal is exempt from disclosure will not be honored.