

Drug Evaluation and Classification (DEC) Program Evaluation Request for Proposal (RFP)

Attachment K - Scope of Work

Section 1: Purpose

The Indiana Criminal Justice Institute (ICJI) is seeking proposals to administer the Drug Evaluation and Classification (DEC) Program's international standards for impaired driving enforcement in the State of Indiana, as defined in this Request for Proposal (RFP) document. These programs include Advanced Roadside Impaired Driving Enforcement (ARIDE), Standardized Field Sobriety Tests (SFST), and Drug Recognition Expert (DRE) training. The DEC Program will provide oversight of the selection, training, certification, and recertification of ARIDE practitioners, DREs, SFST practitioners and instructors, and DREs. This RFP aims to award National Highway Traffic Safety Administration (NHTSA) federal funds to a selected Respondent. This engagement includes only the delivery, coordination, and documentation of DEC-related training programs listed below. Activities outside these training and coordination duties are excluded unless approved in writing by ICJI.

Section 2: Drug Evaluation and Classification Background:

The DEC Program provides federal grant funding to support training programs to law enforcement officers in the techniques of detecting impaired driving and enforcing impaired driving laws. The DEC Program Coordinator will conduct ARIDE, SFST, and DRE courses to train law enforcement officers to observe, identify, and articulate the signs of impairment related to drugs, alcohol, or a combination of both in order to reduce the number of impaired driving incidents, incapacitating injuries, and fatal crashes. The DEC Program must apply internationally accepted standards recognized by NHTSA and the International Association of Chiefs of Police (IACP) to select, train, and certify DREs and DRE instructors, SFST practitioners and instructors, and ARIDE practitioners.

The DEC Program is supported by federal funding administered by NHTSA at the Federal level and by the State Highway Safety Offices (SHSO) at the State level. The Indiana SHSO resides within ICJI. Grant funding is available through ICJI under the following federal grant programs:

- Section 402: State and Community Highway Safety Grant Program: The Section 402 program provides grants to states to improve driver behavior and reduce deaths and injuries from motor vehicle-related crashes. Section 402 funds may be used to further programs created to reduce drug- and alcohol-impaired driving.
- Section 405: National Priority Safety Program. Section 405 is the National Priority Safety Program, which provides grant funding to address selected national priorities for reducing highway deaths and injuries. Section 405(d) funds are used to reduce the risk of driving under the influence of alcohol, drugs, or a combination of the two.
- Section 164: Repeat Offender Provision: This provision encourages states to enact a repeat offender law. Among other requirements, offenders are required to receive an assessment of their degree of alcohol abuse and treatment, as appropriate.

Section 3: Definitions:

Advanced Roadside Impaired Driving Enforcement (ARIDE): The ARIDE program was developed by NHTSA with input from the IACP Technical Advisory Panel (TAP) and the Virginia Association of Chiefs of Police. ARIDE is a 16-hour training program created to address the gap in training between the SFST and the DEC programs.

Candidate DRE: An individual in the process of achieving certification, through the state coordinator, as a DRE. To achieve certification, a person must successfully complete a training program consisting of the following:

- A NHTSA/IACP-approved SFST training course
- A two-day NHTSA/IACP-approved DRE Preschool or equivalent
- A seven-day NHTSA/IACP-approved DRE School
- On-the-job field certification

DEC Program Coordinators:

- DEC State Coordinator: A state coordinator must be approved by ICJI and is designated to act as the statewide coordinator for the DEC Program. The Respondent may propose a state coordinator candidate for ICJI consideration. The duties and responsibilities of the position are detailed in Attachment L and Attachment M. The state coordinator is responsible for administrative support related to coordination, including documentation, tracking, scheduling, and reporting.
- DEC Agency Coordinator: A respondent's agency coordinator may be designated within their department or agency and be responsible for maintaining program records, ensuring the maintenance of program standards, and conducting training and certification sessions within the agency. Responsibility for this function may rest with one individual, in the case of a small or closely coordinated effort or may be decentralized among several people throughout the agency. If an agency coordinator is not designated, the state DEC Program coordinator shall serve as that agency's DEC Program coordinator.

Drug Recognition Expert (DRE): An individual who has successfully completed all phases of the DRE training requirements for certification established by the IACP and NHTSA and who has been approved for certification by the state coordinator for the state wherein they have law enforcement jurisdiction or within their primary state of employment.

Drug Recognition Expert Instructor: A trained and certified DRE who has received further training and experience instructing within the DEC Program and who has successfully completed the NHTSA/IACP DRE Instructor Development Course (IDC) or an approved equivalent. A DRE Instructor is qualified to teach SFST and ARIDE based upon the qualification as a DRE Instructor.

Standardized Field Sobriety Tests (SFST): A battery of three tests developed and validated through a series of controlled experiments supported by research grants from NHTSA. The three tests include: Horizontal Gaze Nystagmus (HGN), Walk and Turn (WAT), and One Leg Stand (OLS).

Standardized Field Sobriety Testing Instructor: An individual who has successfully completed the NHTSA/IACP approved SFST Instructor Development Course (IDC) or an approved equivalent.

Standardized Field Sobriety Testing Instructor Development Course (IDC): This course trains law enforcement officers to effectively teach and provide feedback to students. The course provides all participants with a foundation in effective instruction principles, effective learning environments, promoting participation and interaction, and delivering effective feedback.

Section 4: Respondent Eligibility Requirements

The Respondent must:

1. Adhere to all duties, roles, responsibilities, and standards outlined in Attachment L and Attachment M. Any training materials implemented by Respondent for use in the DEC program must be sanctioned by the IACP prior to responding to this RFP.
2. Utilize DRE curricula recognized by the IACP.
3. Develop a plan to conduct ARIDE, DRE, and SFST trainings, certification courses, recertification courses, and/or conferences to maintain a minimum of 200 DRE certified law enforcement officers in Indiana.
4. Collect and store DRE data, to be shared with ICJI.
5. Utilize a system for the collection and transmission of DRE data and reporting approved by ICJI.
6. Establish and maintain a partnership with the Indiana Law Enforcement Academy.
7. Comply with all provisions of the Contract.
8. Comply with all award conditions set forth in the Special Conditions.
9. Submit all reports in the prescribed format and timeframes as determined by ICJI.
10. Submit performance measures as listed in the Special Conditions.
11. Comply with federal guidelines contained in 2 CFR Part 200.
12. Comply with 23 CFR Part 1300—Uniform Procedures for State Highway Safety Grant Programs.

Section 5: Required Respondent Tasks

Respondent shall provide the following training opportunities during the Contract period.

1. Two (2) DRE Courses with a minimum attendance of twenty (20) students per course. Each course will consist of
 - a. A two-day DRE Preschool or equivalent course,
 - b. A seven-day DRE School, and
 - c. An on-the-job Field Certification.
2. Thirty (30) ARIDE courses with a minimum attendance of fifteen (15) students per course.
3. Two (2) SFST IDC courses with a minimum attendance of twenty (20) students per course.
4. Three (3) SFST courses at the Indiana Law Enforcement Academy with an average attendance of 150 students per course.
5. Five (5) Regional SFST Course site visits.
6. One (1) DEC Refresher course with a minimum attendance of 250 law enforcement officers.

The Respondent shall submit draft training agendas to the State a minimum of 30 days prior to the start of each course.

The Respondent will secure facilities, schedule dates, and coordinate instructor availability for each course. The Respondent is responsible for all logistical and facility-related costs unless the State approves exceptions in writing. All travel expenses for in-state and out-of-state instructors must follow the State Travel Policy. Pre-approval is required for airfare, lodging, and per diem.

Section 6: Deliverables

1. The selected Respondent shall submit fiscal and programmatic reports no less than quarterly.
 - a. For each training event, the Respondent shall submit a training agenda, instructor roster, attendance records, course materials, and a summary of results within the programmatic reports.
 - b. The Respondent shall provide a quarterly DEC Program Summary containing activity logs, training status, certification progress, risk updates, and upcoming priorities.
2. The selected Respondent will provide a schedule of activities to ICJI no less than quarterly. Reports should describe the training outcomes of all courses.
 - a. All course participants must meet the IACP-established learning objectives detailed in Attachment L and Attachment M.
 - b. All course participants must be able to observe, identify, and articulate the signs of impairment related to drugs, alcohol, or a combination of both in order to reduce the number of impaired driving incidents, incapacitating injuries, and fatal crashes.

Section 7: Staffing

The Respondent must employ or contract with qualified, productive, and professional personnel to work under this Contract. The Respondent shall submit a staffing plan that outlines how it will fulfill all the job duties required by this Scope of Work. The Respondent shall ensure that all staff receive ongoing professional development training in order to remain up to date on research-based best practices in impaired driving enforcement programs.

At a minimum, the Respondent shall employ or contract the personnel positions outlined below. Personnel responsible for the DEC program oversight should have a minimum of three (3) years of related professional experience. The Respondent shall provide the resumes for all personnel positions, which shall be approved by ICJI. Please note that multiple roles may be filled by the same staff member or contractor.

1. DEC Program State Coordinator
2. DEC Program Agency Coordinator
3. DRE Instructor
 - a. Only persons certified as DREs may be certified as DRE instructors.

- b. DRE Instructors must have successfully completed the NHTSA/IACP-approved DRE Instructor Development Course and have experience conducting drug influence evaluations and providing testimony in court related to impairment recognition.
 - c. Certified DRE instructors are responsible for observing, evaluating, and verifying the performance of candidate DREs throughout the training and certification process. Certified DRE instructors must provide periodic updated training to DREs already certified.
- 4. SFST Instructor
 - a. SFST Instructors must have successfully completed the NHTSA/IACP-approved SFST Instructor Development Course and have experience administering the SFSTs and providing testimony in court related to DUI/DWI enforcement.
 - b. SFST instructors are responsible for observing, evaluating, and verifying the performance of SFST candidates throughout the training process.

Section 8: Billing and Invoicing

The State shall reimburse the selected Respondent for the completion of all ongoing responsibilities outlined in this Scope of Work. Deliverable payments will be made after the deliverable is submitted, reviewed, and approved by ICJI.

Section 9: Independent Verification & Validation:

In the event the State determines that any independent verification and validation ("IV&V") oversight is required by the State during the term of this Contract, the Contractor shall comply with any such oversight during the term of this Contract, pursuant to which an independent third-party review may be conducted by a reviewer selected by the State, for the purpose of verifying that the Contractor has performed its obligations in compliance with the terms of this Contract. In the absence of any such IV&V oversight, the Contractor shall comply with any other appropriate methods or means for verification and validation required by the State during the term of this Contract for the purpose of verifying and validating that the Contractor has performed its obligations in compliance with the terms of this Contract. The Contractor shall provide all information and documentation requested during the State's IV&V oversight or verification and validation efforts related to this Contract and in connection with any IV&V oversight or verification and validation efforts related to an initiative of which this Contract is a part.

Section 10: Key Performance Indicators (KPIs):

The State will use Key Performance Indicators (KPIs) to measure performance and outcomes of the Contract. The specific KPIs and their targets will be defined and agreed upon by the State and the Contractor during the initial phases of the requirements under the Contract. At a minimum, on time delivery at quality standards of the scope provided within the budget set forth in the Contract will each be measured. Additionally, the State will collect a modified Net Promoter Score from customers to this Contract in its discretion. Low ratings on the modified Net Promoter Score or

failure to meet any other KPIs may be deemed, at the discretion of the State, to constitute default under the Contract.