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Montana Districting and Apportionment Commission

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Request for Information (RFI) Prisoner Reallocation

Background

The Montana Districting and Apportionment Commission ("commission") is a five-member citizen commission created by the Montana Constitution to draw congressional and state legislative districts after each decennial census. The commission issues this Request for Information (RFI) for information related to a vendor performing an inmate reallocation process by adjusting Public Law 94-171 (P. L. 94-171) data for Montana's roughly 2,829 state inmates incarcerated in seven state facilities on April 1, 2020. The state has residential address information for approximately 1,132 state inmates.

The nonpartisan Montana Legislative Services Division (LSD) is assigned to provide administrative and technical support to the commissioners. The LSD staff use Maptitude for Redistricting from Caliper as their redistricting software. The commission must present a state legislative redistricting plan to the Montana Legislature at the beginning of the 68th Legislative Session, which starts in January 2023. After receiving recommendations from the Legislature, the commission may adjust and will finalize the state legislative districts for use in the 2024 election cycle.

Statement of Need

The purpose of this RFI is to seek information on inmate reallocation services from technically experienced and capable vendors who are interested in providing these services to the commission. The information gathered in this RFI will be used to formulate pricing for potential future requests for services in a public procurement process. However, this RFI is being sought strictly for the purpose of gaining knowledge of services available with an estimate of their corresponding costs and should not be construed as intent, commitment, or promise to acquire services or solutions offered. *No contract will be awarded as a result of this RFI.*

Who Should Respond:

Vendors are encouraged to participate in this request if they are interested in providing the services listed in this RFI to the commission.

Requirements:

The Commission has developed the following initial direction of a draft scope of work and related technical requirements.

Draft Scope of Work:

At a minimum, services must include the following tasks:

1. Perform address cleaning and standardization for residential addresses reported by the Montana Department of Corrections.
2. Identify the Census block(s) where correctional populations were reported for each incarceration facility.
3. Geocode roughly 1,132 inmates with available residential addresses from the Montana Department of Corrections.
4. Perform address cleaning and standardization for residential addresses that cannot be geocoded on first attempt.
5. Assign all geocoded inmate addresses to 2020 Census blocks.
6. Assign all partial or imprecise inmate addresses to smallest geographic unit possible (e.g., zip code, city/town, etc.).
7. Randomize assignment to the state at-large of all remaining inmates that cannot be reallocated to the smallest geographic unit, are missing a residential address, list an out-of-state address, or are incarcerated in the federal portion of a facility.
8. Adjust P. L. 94-171 data according to specified requirements adopted by the commission.
9. Return adjusted P. L. 94-171 data to the State of Montana and Caliper for use in Maptitude.

The services may include additional address cleaning and geocoding. The commission has requested additional residential address for inmates from the Department of Corrections. If this information is received by the commission, the additional addresses would also need to be removed from the randomization and assigned as provided for the other inmate residential addresses. It is not clear if additional data will be received by the Montana Department of Corrections or how many addresses may be provided.

RFI Response Requirements

Please provide all requested information outlined in this RFI. In addition, responses must include the complete name, mailing address, telephone number, and email address of the vendor. Responses must be signed and dated by the vendor.

Please answer each of the following questions:

1. What are the vendor's qualifications and specific experience cleaning and geocoding residential addresses and adjusting P. L. 94-171 data.
2. What methodology will the vendor use to perform the required services, including any alternatives to steps 6 and 7 in the Draft Scope of Work that the vendor would suggest to reallocate inmates without an address or federal inmates.

3. What is the vendor's estimate of the time required for each step in the Draft Scope of Work?
4. What format would the vendor require for inmate address data to be delivered from the commission?
5. In what format would the vendor return the adjusted data to the commission?
6. How does the vendor propose to upload the adjusted data into Maptitude? If the vendor cannot upload the adjusted data into Maptitude, please describe alternative methods and the associated costs to complete that step.

Costs, Time, and Expenses

1. The vendor must provide an estimate of:
 - a. the cost to complete the required services in the Draft Scope of Work in total; and
 - b. the cost to complete each step in the Draft Scope of Work related to the required services.
2. If possible, the vendor should provide an estimate of the cost per inmate address or an hourly rate for processing any additional inmate residential addresses.

Submission Details

Submit one electronic copy of the requested information in eMACS for the solicitation LEG-RFI-2022-0016NH.

Responses to this RFI must be received by 5:00 p.m. Mountain Daylight Time on November 4th, 2021.

This RFI does not obligate the commission to pursue a contractual relationship with an entity that responds to this RFI and does not limit the commission to or restrict the commission from pursuing a contractual relationship with an entity that does not respond to this RFI.

The commission reserves the right to request additional information for clarification during the review of the responses to this RFI.

An entity responding to this RFI is responsible for all costs associated with its response. Responses become the property of the commission and are subject to public disclosure.

Questions should be directed to the Q&A Board within the Request for Information solicitation.

The Single Point of Contact for this RFI is Nolan Harris.

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