

**Michigan State Court Administrative Office**

**Request For Proposal**

**For**

**Development and Implementation of a Statewide Juvenile Detention Screening  
Instrument (JDSI)**



**Issue Date: Wednesday, July 24, 2025**

**Proposal must be received no later than: Thursday, August 28, 2025**

**Michigan Supreme Court**

**925 W. Ottawa St.**

**Lansing, Michigan 48909**

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## Michigan State Court Administrative Office

### Request For Proposal

#### For

### Statewide Juvenile Detention Screening Instrument (JDSI)

#### Request for Proposal (RFP) Timeline

Event	Date*
RFP Issue Date	Thursday, July 24, 2025
Deadline for Notice of Intent to Apply**	Thursday, August 7, 2025
Deadline for bidders with Notice of Intent to Apply to submit questions regarding the RFP	Thursday, August 7, 2025
Anticipated date the SCAO will respond to bidder questions	Thursday, August 14, 2025
Proposal deadline	Thursday, August 28, 2025

**\*All deadlines indicate the document is to be received by 5:00 p.m. Eastern Standard Time. Any documents received at 5:01 p.m. Eastern Standard Time on the deadline date, or after, are late and will subject the bidder to disqualification.**

**\*\*An email to the RFP contact with the name of the bidder stating that the bidder intends to apply is sufficient to qualify as a Notice of Intent to Apply.**

#### RFP CONTACT:

Jennifer Schwandt, Administrative Assistant, Child Welfare and Juvenile Justice Services

State Court Administrative Office

Email: [schwandtj@courts.mi.gov](mailto:schwandtj@courts.mi.gov)

1. **INTRODUCTION:** The Michigan State Court Administrative Office (the “SCAO”) invites proposals for the development and implementation of one customized statewide juvenile detention screening instrument for use across Michigan’s 83 counties.
2. **BACKGROUND:** To ensure the appropriate use of secure detention for youth, Michigan enacted a new law, effective October 1, 2024, that requires court-designated individuals or agencies to use a detention screening tool and for courts to consider the screening results before detaining a youth pending hearing. MCL 712a.15(3) SCAO is seeking the development of a customized statewide juvenile detention screening instrument to meet this requirement and reflect the Michigan Task Force on Juvenile Justice Reform's recommendations.

On June 9, 2021, Governor Gretchen Whitmer signed *Executive Order 2021-6*<sup>1</sup> establishing the Michigan Task Force on Juvenile Justice Reform (Task Force). The Task Force was charged with “conducting a comprehensive and data-driven needs assessment of Michigan’s

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<sup>1</sup> [Executive Order 2021-6: Task Force on Juvenile Justice Reform](#)

juvenile justice system, complete with recommendations for changes in state law, policy, and appropriations to improve youth outcomes.”

The Task Force issued their final report and recommendations<sup>2</sup> on July 22, 2022. A key finding of the Task Force was that “Michigan lacks statewide policies and tools to ensure that predisposition detention is used only for youth who are a public safety or flight risk.

Another key finding of the Task Force was that “black youth are disproportionately represented in all parts of the juvenile justice continuum, and few statewide structures exist to address disparities.”

In response to the Task Force report and recommendations, the Michigan Justice for Kids and Communities bill package was passed on December 12, 2023. As part of this legislative bill package, effective October 1, 2024, Michigan courts must conduct screening and assessment tools on justice-involved youth at various decision-making points to help inform decisions. The State Court Administrative Office is required to determine the tools appropriate for trial courts to use.

As to detention placements, [MCL 712A.15\(3\)](#) states, “Before a juvenile may be detained in a secure facility pending hearing, an individual or agency designated by the court shall use a detention screening tool on the juvenile. Before detaining a juvenile, the court shall consult the results of the detention screening tool and follow any rules regarding its use that are promulgated by the supreme court. The court shall share the results of the detention screening tool with all parties before a juvenile's detention hearing.”

3. **PURPOSE:** The purpose of this RFP is to develop and implement a statewide, customized detention screening instrument tailored to Michigan’s justice-involved youth. This customized detention screening instrument will be evidence based (empirically studied) to accurately and confidently predict the immediate risk of a youth related to public safety, or flight risk. This screening instrument will assist Michigan courts in the decision-making process prior to detaining a youth in a secured facility.

The intended use of the screening instrument will be to guide judicial decisions regarding the appropriate use of detention. As indicated by the Juvenile Justice Reform Task Force, appropriate use of detention is limited to ensuring public safety or reducing risk of flight from court processes. The instrument shall be tailored to Michigan’s youth and juvenile justice system and align with current requirements under Michigan law and court rules. The instrument shall be developed using evidence-based research that shows the tool is accurately predictive of risk factors. The detention screening instrument shall be designed to be administered by various juvenile justice professionals throughout the state, including but not limited to, judges, referees, juvenile probation officers, other court personnel, juvenile detention workers, and juvenile justice specialists with the Michigan Department of Health and Human Services.

The SCAO will only accept one (1) proposal per Responding Bidder for this RFP.

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<sup>2</sup> [Michigan Task Force on Juvenile Justice Reform Report and Recommendations](#)

The SCAO expects to award a contract to a single bidder. The selected bidder is expected to be available during normal SCAO business hours (9:00 a.m. – 5:00 p.m. Eastern Standard Time Monday through Friday). During development and implementation, the expectation is that the services provided will be executed remotely unless otherwise specified by the SCAO.

4. **OBJECTIVES:** RFP bidders will submit proposals for the juvenile detention screening instrument.
  - a. The screening instrument should:
    - i. Focus on public safety, risk of flight, and juvenile well-being
    - ii. Conform to the requirements of Michigan state law and court rules
    - iii. Align with current [SCAO guidelines on the use of screening and assessment tools](#)
    - iv. Accommodate the various statewide practices within a decentralized juvenile justice system
    - v. Be based in research and guided by evidence
    - vi. Integrate with data management systems
  - b. To support a statewide rollout of the screening instrument, proposals must include:
    - i. A development process that is collaborative with the SCAO team and key juvenile justice partners across the state
    - ii. A statewide training plan to ensure all courts statewide can use the screening tool
    - iii. A project plan, to include identified benchmarks or milestones, detailing progress monthly or quarterly throughout and up to the 24 month timeline.
  - c. The best proposals will also include a plan to validate the effectiveness of the tool, either included in the project or as a potential second phase of work. Validation plans should include a timeline and budget, which can be included in the project or identified as in excess of the project timeline and maximum bid price identified in Sections 6 and 10. Validation plans should include identified benchmarks and milestones, metrics to measure, and any other details relevant to evaluate the efficacy of the plan. Proposals are not required to include a validation plan to be considered.
5. **SCOPE OF WORK:** Using evidence-based methods and standards, the selected bidder will:
  - a. Develop a Michigan-specific juvenile detention screening instrument for Michigan justice-involved youth.
  - b. Develop and propose a comprehensive plan, including the objectives, methodology, and timeline, that addresses the Section 4 objectives.

- c. At the SCAO's direction, develop and facilitate a juvenile justice workgroup, that is representative of small, medium, and large counties, to assist with the screening instrument's development.
  - d. Develop and implement a plan for statewide implementation, training, and technical support.
  - e. Maintain data security, confidentiality, storage, and destruction requirements, as required by an executed Data Sharing Agreement (DSA) with the SCAO, which will be signed by the Selected Bidder before the transfer of any confidential or proprietary information that is necessary for the development of the screening tool.
6. **MAXIMUM BID PRICE:** The maximum bid price must not exceed **\$300,000** inclusive of all costs and expenses. Proposals will be evaluated based on the best overall value to the State of Michigan.
7. **ISSUING OFFICE AND RFP/SCAO CONTACT INFORMATION:** This RFP is issued for the Child Welfare and Juvenile Justice Services Division of the SCAO. The sole point of contact concerning this RFP is Jennifer Schwandt, Administrative Assistant, Child Welfare and Juvenile Justice Services, via email at [schwandtj@courts.mi.gov](mailto:schwandtj@courts.mi.gov). Contacting other personnel or representatives or contacting Ms. Schwandt by any method other than in writing about this RFP, may result in bidder disqualification.
8. **DOCUMENTATION:** Working documents of any kind must be retained by the selected bidder for seven years from the date of the completion of the development and implementation of the detention screening instrument and shall be provided to the SCAO.
9. **THE SCAO'S RESPONSIBILITIES:** The SCAO will provide the selected bidder with relevant information to support the efforts of the project. This includes documentation related to Michigan's juvenile justice system, court processes, and other relevant data and documentation deemed appropriate.
10. **PROJECT COMPLETION:** The project must be completed no later than 24 months from the execution of a signed contract. The final juvenile detention screening instrument and training materials must be submitted directly to: Jennifer Schwandt, Child Welfare and Juvenile Justice Services, via email at [schwandtj@courts.mi.gov](mailto:schwandtj@courts.mi.gov).
11. **AMENDMENT OR CANCELLATION OF THE RFP BY THE SCAO:** The SCAO reserves the right to cancel, amend, modify or otherwise change this RFP at any time. Further, the SCAO may seek retraction and/or clarification of any discrepancy or contradiction that may be discovered during the RFP and proposal review process. Any changes after the RFP issue date will be made available to bidders in the same manner as the RFP.
12. **AMENDMENTS BY BIDDERS PROHIBITED:** The scope of the work to be undertaken under this RFP—and the maximum price payable per submitted RFP—will only change via a written agreement signed by the State Court Administrator.

13. **ACCEPTANCE OR REJECTION OF PROPOSALS:** The contract will be awarded to the responsive and responsible bidder who minimally meets all RFP requirements and offers the best value to the SCAO, as determined by the SCAO alone. The SCAO reserves the right to (a) reject any and all proposals received as a result of this RFP or (b) to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the SCAO. The SCAO need not select a bidder—or award a contract—based on any submitted proposal.
14. **INCURRING COSTS:** Bidders are solely responsible for any costs, expenses, and damages that they incur in the RFP process.
15. **RESPONSE DATE:** Complete proposals must be submitted in PDF format via email at [schwandtj@courts.mi.gov](mailto:schwandtj@courts.mi.gov) on or before **Thursday, August 28, 2025, at 5:00 p.m. Eastern Standard Time** for consideration. The subject line of the email should be marked “Statewide Juvenile Detention Screening Instrument.” Proposals received after this date and time will be considered late and subject to disqualification.

16. **PROPOSALS TO BE CONSIDERED:**

Bidders will submit complete RFP responses or the SCAO may reject the proposal. The SCAO recommends reading all RFP materials before preparing a proposal. All submitted proposals are offers to contract with the SCAO; proposals are irrevocable and binding for 90 calendar days from the submission date. If the SCAO chooses to engage with a Selected Bidder, the SCAO may incorporate any part of the bidder’s proposal into a contract.

This RFP is not SCAO’s offer to contract with any bidder; it is a request to receive proposals. This RFP may not provide a complete statement of the SCAO’s requirements or contain all matters upon which agreement must be reached. Other than verified trade secrets, all materials submitted with a bidder’s proposal will become the sole property of the SCAO and will not be returned.

17. **PRIVATE CONTRACTOR RESPONSIBILITY:** The selected bidder is required to assume responsibility for all services offered in its proposal.

18. **QUESTIONS AND CLARIFICATION REQUESTS:**

Bidder questions about this RFP must be emailed to the RFP Contact no later than Thursday, August 7, 2025. In the interest of transparency, only written questions are accepted.

The SCAO also reserves the right to request clarification from bidders if their proposals are unclear to the SCAO. Any bidder’s failure to timely clarify is cause for the bidder’s disqualification.

19. **RESERVATIONS:** The SCAO shall:

- (a) Disqualify a bidder for failure to follow all RFP instructions, unless expressly waived by the SCAO.
- (b) Disqualify a proposal based on: (i) a lack of requested information from the bidder in response to this RFP; or (ii) if the SCAO decides that a bidder purposely or willfully submitted false or misleading information in response to the RFP.

The SCAO may also do any of the following:

- (a) Discontinue the RFP process at any time for any or no reason. The issuance of an RFP, your preparation and submission of a proposal, and the SCAO's subsequent receipt and evaluation of your proposal does not commit the SCAO to award a contract to you or anyone, even if all the requirements in the RFP are met.
- (b) Consider an otherwise disqualified proposal, if no other proposals are received.
- (c) Consider a bidder's prior performance.
- (d) Negotiate with one or more bidders on price, terms, technical requirements, or other deliverables.
- (e) Evaluate the proposal outside the scope identified in the RFP if the SCAO receives only one proposal.

20. **COMPLIANCE WITH LAWS, INCLUDING ANTI-DISCRIMINATION LAWS:** The selected bidder shall certify that it will comply with all applicable federal, state and local laws and regulations including those prohibiting discrimination in its employment practices.
21. **INDEMNIFICATION:** Agencies submitting a proposal must be willing to sign a contract that will provide a full indemnification and hold the SCAO, the MSC, the Michigan Court of Appeals (COA), each entity's agents and assigns, and each entity's affiliates, harmless of any liability arising from or out of the provision of services by the selected bidder. Any resulting contract will include a full statement of responsibility for (i) reimbursing the SCAO for any costs or expenditures that are disallowed in an audit and (ii) for all claims against the SCAO arising, in whole or in part, from the selected bidder's acts or omissions during the business relationship with the SCAO.
22. **INSURANCE:** The selected bidder shall carry insurance coverage in such amounts as necessary to cover all claims arising out of their services and/or their failure to provide such services under the terms of the Contract.
23. **NO CONFLICT OF INTEREST:** The selected bidder may not have a personal or financial interest, direct or indirect, that would conflict in any manner or degree with the performance of the Contract.
24. **CONTRACT PAYMENT SCHEDULE:** The selected bidder is required to register to receive payments by EFT at Sigma Vendor Self Service (VSS) (<http://www.Michigan.gov/SIGMAVSS>). The SCAO's Finance Division has thirty (30) calendar days to pay all approved invoices.
25. **INDEPENDENT CONTRACTOR STATUS:** The selected bidder will act as an independent contractor in the performance of duties under the contract. Accordingly, the selected bidder will be responsible for payment of all taxes including federal, state, and local taxes arising out of the selected bidder's activities in accordance with an agreement, including by way of illustration but not limited to federal and state income taxes, social



security taxes, worker's compensation taxes, unemployment insurance taxes, and any other taxes or fees required to execute the project. The selected bidder will not use any subcontractors to perform the services unless approved by the SCAO before they are hired. The selected bidder will supply all of its own materials and equipment except as otherwise agreed upon.

**26. CONFIDENTIALITY OF DOCUMENTS AND PROPRIETARY INFORMATION**

**FOR BIDDERS:** All documents submitted as part of the bidder's RFP submission will be deemed confidential during the evaluation process. RFPs must contain sufficient information to be evaluated, and a contract written without reference to any proprietary information. If a bidder feels that effective evaluation of its proposal requires inclusion of proprietary information, bidder must mail such information in a separate, sealed envelope labeled "Proprietary Information" with the RFP number to State Court Administrative Office, Attn: Jennifer Schwandt, P.O. Box 30048, Lansing, MI 48909. The envelope must contain a letter from the bidder's legal counsel describing the documents in the envelope, representing in good faith that the information in each document is not "public record," and briefly stating the reasons that each document meets is not a public record.

**27. CONFIDENTIALITY OF DOCUMENTS AND PROPRIETARY INFORMATION**

**FOR CONTRACTORS:** The selected must agree to confidentiality provisions. The SCAO may disclose confidential or proprietary information pertaining to the SCAO's past, present, and future activities to the selected bidder. The selected bidder will agree to limit access of confidential or proprietary information to those of its employees who have a need for such access and such employees are bound to the same confidentiality provisions. The selected bidder shall not disclose such Confidential or Proprietary Information to any third party without prior approval from the SCAO, including but not limited to all drafts and final version of reports prepared, unless disclosure is required by law or court order. The selected bidder will return all Confidential or Proprietary Information to the SCAO immediately upon the termination of the contract and permanently delete any electronic copies of the data stored by the selected bidder. If requested by the SCAO, the selected bidder will provide written confirmation that deletion has been completed. The selected bidder will not disseminate any confidential or proprietary information obtained during any term of the selected bidder, including but not limited to by issuing press releases, making public statements about or sharing any of the terms of this selected bidder with any third party without doing all of the following: 1) Disclosing to the SCAO the complete content of the intended communication; 2) obtaining the SCAO's consent; and 3) obligating the third party to abide by the terms of the Confidentiality provisions in this Agreement, including obtaining a written agreement if requested by the SCAO. The selected bidder will not use the SCAO's, SCAO's or the MCOA's name, logo or other images, or website information for promotional or marketing purposes without express written permission from the SCAO.

**28. Work Product**

All written or visual work product will belong to and be owned by the SCAO and will be subject to copyright or patent only by the SCAO. The SCAO shall have the right to obtain

from the selected bidder original materials produced and shall have the right to distribute those materials.

**REQUEST FOR PROPOSAL (RFP) FOR:  
STATEWIDE JUVENILE DETENTION SCREENING INSTRUMENT**

Proposal date: \_\_\_\_\_

**Section A**

Provide a detailed response to each question. “You” refers to the Bidder.

Information Sought	Bidder Response
<b>1. Contact Information</b>	
Bidder’s sole contact person during the RFP process. Include name, title, address, email, and phone number, and vendor customer code in SIGMA VSS.	
Person authorized to receive, modify, change, and sign a resulting contract, if different than the sole contact person. Include name, title, address, email, and phone number.	
<b>2. Assurances</b>	
<b>Abusive Labor Practices.</b> The bidder certifies that it will not furnish any deliverable that was produced fully or partially by forced labor, forced or indentured child labor, or indentured servitude, and will comply with any and all other applicable employment laws in carrying out its responsibilities.	<b>Enter YES or NO.</b>
<b>Iran Linked Business- Public Act 517 of 2012.</b> I certify that the Company is not an Iran-Linked business as defined by Public Act 517 of 2012.	<b>Enter YES or NO.</b>
<b>Clean Corporate Citizen.</b> I certify that the Company is a Clean Corporate Citizen as defined by the Environmental Protection Act, 1994 PA 451.	<b>Enter YES or NO.</b>
<b>Authorization to Verify Information Provided by Vendor.</b> I authorize the SCAO to verify that all information provided in this registration, in bidding and contracting documents, and any attachments or supplement documents and processes are accurate.	<b>Enter YES or NO.</b>

## **Section B**

### **Required Information**

#### **A. Cover Letter**

- Name of bidder
- Address of bidder
- Phone number and email address of bidder
- Introduction of bidder
- Authorized binding official
- Key project manager
- Names, positions, and background information about team members who will be working on the project

#### **B. Table of Contents**

#### **C. Qualifications**

- Provide a summary that addresses qualifications and experience of the individuals who will be conducting the study
- Include specific information on the staff's experience with similar organizations
- Describe successful outcomes with other contracts similar in scope and size in the past five years
- Marketing literature of any kind should NOT be included

#### **D. Statement of Methods and Procedures**

- Provide a statement describing the scope of work, as you understand it
- Describe the approach, means, methods, and procedures to be used to develop and implement a customized juvenile detention statewide screening instrument

#### **E. Structure and Content of Work Product**

- Provide a detailed breakdown and description of the specific steps, services, and outcomes that will be provided
- Describe how the final product, including a customized juvenile detention statewide screening instrument and training materials, will be presented upon completion

#### **F. Legal Status Information**

All bidders must include the following information in their proposals:

##### **(a) For Corporations (Profit or Non-Profit)**

1. Articles of incorporation, together with any amendments
2. Current bylaws
3. Evidence of authority to execute contracts
4. Other documents of legal status such as license for training institutions and Internal Revenue Service forms for tax status

- (b) For Limited Liability Companies (LLC)
  - 1. Articles of Organization
  - 2. Evidence of authority to execute contracts

- (c) For Partnerships
  - 1. Partnership Agreement
  - 2. Evidence of authority to execute contracts

- (d) For Limited Partnerships
  - 1. Certificate of limited partnership
  - 2. Evidence of authority to execute contracts

#### G. References

- List three client references who may be contacted.
- Include the client's name, contact person, phone number, email address, and number of years affiliated with each reference.

#### H. Work Plan and Schedule

- Provide a plan and timeline indicating tasks required and the start and completion dates for each. It is expected that the work will commence as soon as possible after the contract is awarded.

#### I. Cost of Services

- Provide a total cost estimate, including travel expenses, and “not to exceed” amount for the work described in scope of work. Note that if bidder is awarded the contract, travel expenses will only be reimbursed by the SCAO for travel located outside the Lansing, Michigan area, including lodging, mileage, and meals that the Contractor incurs in the reasonable fulfillment of the terms of its contract. Reimbursable travel expenses must be approved by the SCAO before they are incurred and will not exceed the standard reimbursement rates utilized by the SCAO.

#### J. Additional Services

- Provide any recommended services not specified in the RFP that may be beneficial to the Contractor’s overall outcome of the project.