

FAQs for Arrest-Related Deaths solicitation:

1. When is the technical report assessing alternative approaches for the 2012 data collection design due? There is a discrepancy in due date; the narrative of “2012 Arrest-Related Deaths Program: Design Phase” (page 9), lists the date as March 1, 2011. However, the Scope of Work (3rd paragraph of page 11), lists a due date of February 15, 2011.
 - *The solicitation incorrectly lists two different due dates (February 15, 2011 and March 1, 2001) for a technical report assessing the relative strengths and weaknesses of alternative data collection approaches. The correct due date for the report is March 1, 2011.*

2. What are the roles and responsibilities of the National Data Collection Agent (NDCA) with respect to the two meetings described on pages 9 (4th and 5th paragraph) and 11 (1st paragraph) of the solicitation?
 - *Each of the two meetings is expected to last 1 full day. The role of the NDCA is to (1) organize the logistics associated with the meetings, and (2) help BJS plan the content of the meetings and present it. Specifically, the NDCA will provide logistic support by (1) securing a location for the meeting; (2) inviting participants, confirming their availability, and making their travel arrangements (air and hotel) as well as handling travel reimbursements if necessary; (3) providing items such as a laptop, projector, and microphones to facilitate the meeting, (4) acquiring catering and refreshments served during the meetings, (5) printing and/or copying meeting materials and handouts, and (6) other logistical details as necessary. The NDCA will also work in collaboration with BJS to (1) set a date for the meetings, (2) identify potential participants, (3) determine topics of discussion, and (4) moderate and/or lead discussion sessions.*

 - *When budgeting for the meetings, the NDCA should plan for roughly 15 participants, including 2 members of BJS staff and 2 members of the NDCA staff. The rest of the participants will be a mix of local residents and those traveling for the meetings. The NDCA should plan to hold both meetings in Washington, D.C. and estimate traveling costs for 12 participants for each meeting. Travel cost estimates should include airfare to D.C., 1 night accommodation, and per diem expenses at the D.C. rate. The NDCA should plan for 50% of the participants coming from the west coast; and west coast participants may require 2 nights of accommodation for a 1 day meeting.*

3. Can you please provide additional clarification regarding what is meant by conducting “a pretest to determine the extent to which law enforcement agencies and local medical agencies can accurately complete the relevant section of the current CJ-11A form” (page 9, 3rd paragraph). In addition, is the pretest mentioned in the section, “2012 Arrest-Related Deaths Program: Design Phase” (page 9) the same as task #9 in the Scope of Work section, “test the feasibility of collecting ARD data directly from law enforcement agencies and associated medical agencies in no more 9 large jurisdictions” (page 11)?
 - *The pretest described on page 9 is the same task outlined on page 11.*

- *The “pretest” is meant to be a test of the feasibility of collecting ARD data directly from law enforcement and medical communities; specifically law enforcement agencies, medical examiner offices, and coroner offices. BJS does not expect the NDCA to collect data regarding specific arrest-related death incidents for this feasibility assessment. The focus of this test is to estimate the burden imposed on agencies (both time and financial) to complete the CJ-11A. The NDCA is expected to contact (in person or by phone) no more than nine law enforcement and/or medical examiner offices to discuss with senior management officials the extent to which CJ-11A questions pose burden on respondents. This assessment can be conducted at any time, as it does not relate to collecting arrest-related death **incidents**. However, the results from this pretest (due March 1, 2011) should be used to inform the report assessing alternative approaches for the 2012 data collection.*
4. BJS notes in the solicitation that it is currently in the process of developing a new CJ-11A form. When will the new CJ-11A form be available to the NDCA for use in creating the online data reporting tool? Will the NDCA be expected to create an online reporting tool for more than one version of the CJ-11A form?
 - *The CJ-11A form to be used as the basis for the online web-tool will be available to the NDCA at the time the award is granted. Therefore, the NDCA will use only this form to create the online tool—BJS does not expect the provided form to be modified during the course of the funding period. BJS anticipates this award will begin in October 2010; however, regardless of the project start date, the NDCA will be provided 3 months for the creation and implementation of an online tool.*
 5. Will BJS be the hosting provider for the website and application developed by the NDCA? Will BJS require the application (and web page) developed by the NDCA to be transferrable to any future data collection agents?
 - *The NDCA is expected to host the website and the application they develop. In addition, BJS expects the application (and web page) developed by the NDCA to be transferable to future data collection agents.*