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Equal Opportunity Employer

ADMINISTRATIVE SERVICES
PURCHASING

June 11, 2013

PRE-BID CONFERENCE

June 5, 2013
3:30 P.M.

MERCED COUNTY

RFP NO. 7000

DAY REPORTING CENTER FOR ADULT OFFENDERS

Attendees:

Kim Nausin – Merced County Purchasing
Amy Gonzales – Merced County Purchasing
Karen Boyd – Corrective Solutions
Kathy Priznich – BI/Geo Care
Rodney Quinn – Geo Care
Tabatha Weeda – Merced County Mental Health
Curt Willems – Merced County Mental Health

Introduction:

Kim Nausin of Merced County Purchasing opened up the meeting. Attendees were required to sign in. The agenda and questions/answers submitted to date were passed out. Everyone introduced themselves and the companies they represented. The following BID requirements were reviewed:

ORAL ANSWERS AT THE CONFERENCE <u>WILL NOT</u> BE BINDING. BIDDERS ARE INSTRUCTED TO DISREGARD ANY PROSPECTIVE ORAL REPRESENTATIONS IT MAY HAVE RECEIVED PRIOR TO, AND DURING, THE SOLICITATION PROCESS OF THE BID.

General Overview of Bid Requirements:

- Announcement of Bid
- Scheduled Activities – Section 1.5-Page: 7
- Deadline for written questions – June 10, 2013
- Closing Date – June 19, 2013 at 4:00 PM
- Questions must be submitted in writing – RFP Terms and Conditions, Proposal , Page 2
- Contact personnel for information – Kim Nausin, (knausin@co.merced.ca.us)
- Number of Copies – Hardcopy submittal (1 original, 4 copies). Optional Electronic Submittal in a separate file in MS Word format.
- Financial Statement – hardcopy submittal in a separate, sealed envelope and optional electronic submittal in a separate file in PDF format. Specific requirements are RFP Terms and Conditions – Proposal, Page 13.

The meeting was opened up for discussion, questions and answers.

Meeting adjourned at 3:45 p.m.

QUESTIONS SUBMITTED TO DATE:

Question 1: ***RFP pg. 8, Section 2.1 Proposer Qualifications***
This section states that the proposed program shall be 4-6 months in length. Is 6 months the maximum amount of time the County expects participants to be in the program?
Answer: That is the ideal time we are looking on, but all proposals will be considered.

Question 2a: ***RFP, pg. 11, Section 2.4 Additional Location – Option 1***
Will there be additional funding available if the County decides to pursue the option for a satellite DRC?
Answer: It is optional, and if proposed, will need to be looked at with the entire budget picture.

Question 2b: **Would the County be open to providing the Proposer with County space in Los Banos for the Los Banos satellite DRC site?**
Answer: At this point, there is no county space available to the probation department for this program.

Question 3: ***RFP, pg. 11, Section 2.4 Additional Location – Option 1***
This section states that a satellite DRC in the Los Banos area would serve up to 20 participants. Are these 20 slots included as part of the 65 slots to be maintained under the overall contract, or is this in addition to the 65?
Answer: It is intended to be in addition to the 65, but we are open to all proposals.

Question 4: ***RFP pg. 27, Section 14 Patent Indemnity***
In this section, the sample agreement states that "The Bidder may also be required to furnish a bond or other indemnification to the County against any and all loss, damage, costs, expenses, claims, and liability for patent or copyright infringement." Does this apply to this RFP? If so, please provide more information so the Proposer can include this cost in its proposed pricing.
Answer: I do not believe it applies.

Question 5: **Can we obtain a copy of the County's agreement with the current provider?**
Answer: Yes. Just send Kim Nausin a separate email with your Public Records Request.

Question 6: **Are all of the "Suggested Program Elements - Option 2" Section 2.5 being provided by the current contractor?**
Answer: No, several are, but this list is not exhaustive.

Question 7: **Does the Probation Department establish the frequency of daily check-ins based on each phase of the program or is the expectation that the contractor establish those guidelines based on offense and assessment results?**
Answer: This is determined by the vendor.

Question 8: **Is an electronic monitoring component desired?**
Answer: No

Question 9: ***RFP Page 8: 2.2.1 Location and 2.2. 2 Hours of operation*, would the "satellite clinic" in Los Banos need to be opened on a Saturday and Sunday?**

Answer: No.

Question 10: ***RFP Page 14: 2.5.13 Data Collection* indicates that data to be collected on assessment scores upon entry and exit. Is this referring to the STRONG Assessment that probation does prior to referral to DRC or is this up to the Proposer to develop an assessment tool to capture before and after scores? Currently we use the state reporting system CalOMS that does not have a "score" but it has treatment indicators that shows client status at entry, annually and at exit to show progress. This allows our department to look at approximately 52 different factors that contribute to needs for services, progress, outcomes, referrals and re-arrests.**

Answer: The STRONG assessment.

Question 11: ***RFP Page16: 3.3 Letter H.* The last part of the paragraph that states "but not limited to a consideration of the professional service fee", does this allow for the Proposer to have clients pay a share of cost?**

Answer: The proposer may choose to include a client pay option.

Question 12: Is the awarded Proposer expected to work with the County Alcohol & Drug agency and/or the County Mental Health agency under this contract? If so, in what capacity?

Answer: No.

Question 13: Are Proposers required to provide documentation that they own or hold the lease on their proposed DRC site with their proposal submission?

Answer: No.

Question 14: Will the awarded Proposer be required to provide DRC participants with bus passes under this contract?

Answer: No.

Question 15: Please confirm that if a Proposer submits their proposal electronically, they are not required to submit a hard copy.

Answer: This is correct. The scanned version should still be signed in blue ink, however.

Question 16: RFP *pg 16, Section 3.3 Submittal Format, Item D* - If the Proposer submits attachments to their proposal (sample reports, staff certifications, staff resumes, etc.) will these attachments be counted as part of the 50 page limit?

Answer: No.

End of questions.

KN/ag