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Issue Date: November 15, 2013

COUNTY OF MERCED
REQUEST FOR INFORMATION
NUMBER 7028

JAIL MINISTRY SERVICES

Please carefully read and follow the instructions. Please direct all questions to:

County of Merced
Department of Administrative Services-Purchasing Division
2222 "M" Street, Room 1
Merced, California 95340
Attn. Kim Nausin, Purchasing Manager
Phone: 209-385-7513
Fax: 209-725-3535
E-Mail: knausin@co.merced.ca.us

PLEASE RESPOND BY: 4:00 P.M., ON FRIDAY DECEMBER 6, 2013

STRIVING FOR EXCELLENCE

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SECTION 1

INTENT OF THE REQUEST FOR INFORMATION

1.1. INTRODUCTION

The County of Merced is requesting information from qualified organizations for Jail Ministry Services. There are approximately 850 inmates that partake in a variety of jail ministry services each month, both male and female, at two jail locations.

It is the intent of the County to solicit and contract with an organization experienced in Jail Ministry Services.

Information realized as a result of this RFI may be used as part of a competitive process for the selection of such services and may be used to construct a list of prospective vendors. There is no commitment, implied or otherwise, by the County to continue with a procurement process.

1.2. SCHEDULED ACTIVITIES

To the extent achievable, the following schedule shall govern the RFI. The County reserves the right to modify the dates below.

	Activity	Estimated Schedule Date
1.2.1.	Availability of the Request for Information	11/15/2013
1.2.2.	Deadline for Submission of Interpretation and/or Questions	11/25/2013
1.2.3.	Closing Date for the Request for Information	12/06/2013

SECTION 2

PROGRAM REQUIREMENTS

2.1 REQUIREMENTS

Merced County is requesting information from qualified parties to determine interest in assisting the Merced County Sheriff's Office in providing Jail Ministry Services to it detainees. The vendor would be required, at a minimum, to provide the following services:

A. Provide to all inmates, on a strictly volunteer basis, regardless of religious creed, beliefs, or affiliations, various counseling, educational, and ministry services.

B. Provide the aforementioned services 40 to 50 hours a week.

C. Ability to speak English, Spanish, and potentially Hmong.

D. Provide book exchange services, a GED instructor for both male and female inmates, and review of religious affiliation dietary restriction requests.

SECTION 3

REQUESTED INFORMATION

3.1 RESPONSE

Responses to the RFI must include, but are not limited to:

A. Provide a description of the organization and a summary of its skills/strengths.

B. Provide a summary of the key features of the organization and what makes it unique.

C. Budgetary price for the services.

D. Provide a description of how the organization would to deliver the services to the County.

SECTION 4

INFORMATION TO RESPONDENTS

4.1. REQUEST FOR INFORMATION CLOSING DATE

The County would like to receive the responses in the Merced County Department of Administrative Services-Purchasing Division on or before 4:00 p.m. on **Friday, December 6, 2013**. **Please provide responses in a sealed envelope, box or appropriate package with the RFI number marked on the outside (or in the subject line of the e-mail) and deliver to:**

Merced County Department of Administrative Services-Purchasing Division
2222 "M" Street
Merced, California 95340
Attention: Kim Nausin
Phone: 209-385-7513
Fax: 209 725-3535
E-mail: knausin@co.merced.ca.us

Please submit **one (1) original signature hard copy** to be signed in blue ink (original copies marked as such) and **one (1) additional copy.**

4.2. INTERPRETATION, CORRECTIONS AND ADDENDA

Please carefully examine the specifications, terms and conditions provided in the Request for Information. If you find an ambiguity, conflict, discrepancy, omission or error or if you have any questions please notify the contact person as shown above in 3.1 REQUEST FOR INFORMATION CLOSING DATE by the date shown in Deadline for Submission of Interpretation and/or Questions in 1.2 SCHEDULE OF ACTIVITIES. Any change in the RFI will be made only by written addendum, issued by the Department of Administrative Services-Purchasing Division and shall be incorporated in the RFI.

4.3. GENERAL INFORMATION

THE COUNTY SHALL NOT BE LIABLE FOR ANY COSTS INCURRED BY THE BIDDER IN CONNECTION WITH THE PREPARATION AND SUBMISSION OF THIS OR ANY OTHER RESPONSE TO AN RFI.

All responses and accompanying documentation submitted will become the property of the County and will not be returned.

The County of Merced reserves the right to reject any or all proposals, wholly or in part, received by reason of this request. All costs incurred by the consultant due to developing their submission shall be borne by the vendor.

ATTACHMENT A

SIGNATURE PAGE

(PLEASE COMPLETE AND PLACE IN FRONT OF RFI)

INDIVIDUAL/COMPANY:_____

ADDRESS: _____
(P.O. Box/Street) (City) (State) (Zip)

CONTACT PERSON:_____

TITLE: _____

TELEPHONE NO.:_____ FAX NO.: _____

E-MAIL ADDRESS: _____

WEBSITE
URL:_____

The undersigned hereby certifies that he/she is a duly authorized official of their organization and has the authority to sign on behalf of the organization and assures that all statements made in the response to the RFI are true.

_____
Authorized Representative - Name Title

_____
Signature Date