



**ADMINISTRATIVE SERVICES
PURCHASING**

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October 2, 2013

Equal Opportunity Employer

PRE-BID CONFERENCE

**October 1, 2013
10:00 A.M.**

MERCED COUNTY

RFP NO. 7012

WARRANT REDUCTION ADVOCACY PROGRAM (WRAP)

Attendees:

**Kim Nausin – Merced County Purchasing
Amy Gonzales – Merced County Purchasing
Scott Ball – Merced County Probation
Sarah Jimenez – Merced County Probation
Jennifer McKenzie – BI/Geo Care
Kelly Turner – Symple Equazion**

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 WILL NOT 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:

- Pre-Proposal Conference (optional) – Section 1.4. – Page: 6
- Scheduled Activities – Section 1.5-Page: 7
- Deadline for written questions – October 4, 2013
- Closing Date – Wednesday, October 16, 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.

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

QUESTIONS SUBMITTED TO DATE:

Question 1: Is there a form that the contractor will fill out for clients to document the number and method of times the contractor has contacted the client?

Answer: A form can be created with input from the approved vendor; however, it will be mandatory that documentation of contact/method be given to Probation on a monthly basis.

Question 2: On page 1 of the RFP, it states that “Required documentation (i.e. financial) should be submitted as an attached PDF file.” Should the financial information be submitted as a separate attachment from the combined final proposal response?

Answer: The financials should be in a separate attachment.

Question 3: Is the \$75,000 budget the amount for the first 6 months, the annual amount available for this project or the amount available for the initial 18-month contract period?

Answer: The \$75,000 is the annual amount available for this project. This amount was approved by the Community Corrections Partnership and is budgeted annually.

Question 4: The RFP states “Will process up to 100 referrals...” Is this a maximum daily 100 referrals or are the clients progressively referred?

Answer: One hundred per year with the authority to refer more as workload permits.

Question 5: What are the expected hours of the program?

Answer: Unknown. Need to be able to handle the workload regardless of hours.

Question 6: The financial documentation is to be separate?

Answer: I checked the RFP, there's no requirement for financials for this RFP.

Question 7: So it's the annual amount versus – not the 18 months? There's an addition to that after the first year, correct?

Answer: Yes.

Question 8: And question 4, “Is the maximum daily referrals or are the clients progressively referred.” Is this something similar to what we currently have or is it going to be 100 clients period or is it 100 clients on the average daily or is it 100 clients per 3-month period or what's the breakdown of the 100 clients?

Answer: My belief, and I will have to go back and take another look at this, is that on an annual basis up to 100 clients.

Question 9: One thing that I think about is safety and using personal vehicles and those vehicles being known around town and my way of thinking is that we're not or wouldn't be County employees so there wouldn't be a vehicle available to us. It would be up to us to take safety precautions to make sure our vehicles are -

Answer: Correct and with regard to safety, this vendor or individual is a non-biased, non-threatening liaison to our offenders. So we're not looking for somebody to go out with probation officers and be a threatening, you know. We're looking for an entity that will make phone calls, send letters, send emails, send texts, whatever it takes to get the offender back in line with probation or to remind the offender that they have court and to help get them into court. I kind of view this – social workers, for instance. Social workers go into the same homes, often, that we do but most of their work is not

threatening work. They're not threatening to take the children away, they're out offering services. So what we're really looking at is a service provider who merely gets referrals from Probation, tries to make contact with the individual and comes back to probation and says, we're unable to make contact, they no longer live there, which we may know already. The whole point of the program is to reduce our frequency of violations of probation, reduce warrants and in turn that's going to reduce pre-trial time in custody, so we'll also reduce the jail population, primarily pre-trial inmates and by keeping them in line, we're going to be improving the ability for rehabilitation and reducing recidivism. I know in Santa Cruz, the vendor they utilize is Friends Outside and I don't know how familiar everyone at the table is with Friends Outside but they truly are the un-biased, non-threatening entity that works with clients in the community. I don't know if that alleviates your concerns a little bit because the role of the vendor is so non-law enforcement oriented.

Question 10: Yes, it does, but it also generates another question: So far as referrals, it did state that they need to be evidence-based. Is that the only type of referrals that can be made would be evidence-based for, let's say, some type of group?

Answer: Absolutely not. There would be no restriction on that. In fact, I need to take a look at that language. We constantly refer to evidence-based programs but we also refer to life-skills programs. Workforce Investment would not be an evidence-based, for instance. We're looking at referrals for the whole range of services. I hope the language doesn't say they have to be limited to just evidence-based.

Question 11: Now, should I send you these questions, as well?

Answer: Yes, please.

Meeting adjourned at 10:13 a.m.

End of questions.

KN/ag