

COUNTY OF FRESNO
ADDENDUM NUMBER: ONE (1)
RFP NUMBER: 952-5395
DAY REPORTING FOR ADULT OFFENDERS

Issue Date: December 4, 2015

IMPORTANT: SUBMIT PROPOSAL IN SEALED PACKAGE WITH PROPOSAL NUMBER, CLOSING DATE AND BUYER'S NAME MARKED CLEARLY ON THE OUTSIDE TO:

COUNTY OF FRESNO, PURCHASING
4525 EAST HAMILTON AVENUE, 2nd Floor
FRESNO, CA 93702-4599

CLOSING DATE OF PROPOSAL WILL BE AT 2:00 P.M., ON DECEMBER 28, 2015.

PROPOSALS WILL BE CONSIDERED LATE WHEN THE OFFICIAL PURCHASING TIME CLOCK READS 2:00 P.M.

All proposal information will be available for review after contract award.

Clarification of specifications is to be directed to: Gary E. Cornuelle, phone (559) 600-7114 or e-mail gcornuelle@co.fresno.ca.us.

NOTE THE FOLLOWING AND ATTACHED ADDITIONS, DELETIONS AND/OR CHANGES TO THE REQUIREMENTS OF REQUEST FOR PROPOSAL NUMBER: 952-5395 AND INCLUDE THEM IN YOUR RESPONSE. PLEASE SIGN IN BLUE INK AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL.

- **The Bid Opening date has been moved to December 28, 2015 at 2:00 P.M.**

ACKNOWLEDGMENT OF ADDENDUM NUMBER One (1) TO RFP 952-5395

COMPANY NAME: _____
(PRINT)

SIGNATURE (In Blue Ink): _____

NAME & TITLE: _____
(PRINT)

Purchasing Use: GEC:ssj

ORG/Requisition: 34300300 / 3431600221

REVISED AND/OR ADDITIONAL PAGES TO THE RFP

1. **Location/Space** (Page 3 of Overview and Page 20 of Scope of Work). Replace what was stated in the RFP with the following:

"The Probation Department will provide the vendor with space to operate the DRC at 2212 N. Winery Avenue, Suite 122, Fresno, CA 93703, or at an alternate comparable space as designated by the Probation Department. The vendor will be sharing the suite on Winery with the Probation Department's Drug Suppression Unit and approximately 4,000 sq. ft. will be available for the DRC. The shared suite has two locking doors to separate a majority of the Probation space from the DRC space. Probation will have access to both areas in order to utilize shared space such as the staff restrooms, conference and break rooms. DRC will not have access to the Probation areas on the East side of the building. The doors block the hallway in the Southeast corner outside offices 15 and 17 and in the Northeast corner outside offices 4 and 5. See attached site map (Attachment A) which delineates DRC space, Probation space, and shared space. The DRC entrance is in the Southwest corner of the building and Probation's entrance is in the Northwest corner. There is a non-secured parking area for DRC and Probation staff and clients, which is lit at night.

The County will be paying the lease, which includes janitorial services and restroom supplies, as well as paying for water/sewer/garbage and utilities (PG&E) costs. The County has a contract for security alarm maintenance and monitoring, which it pays for, and County security checks on the building. The County will be providing space only to the vendor. The vendor will be responsible for providing everything else, i.e., furniture, equipment, supplies, telephones, etc. The vendor will ensure the DRC facility is secure by providing adequate supervision during hours of operation."

2. Administrative Policy No. 5, found under "**General Conditions**", applies to this RFP for non-profit organizations interested in submitting a bid and is referenced below:

Contract Salary Limitation Fresno

County Administrative Policy No. 5 provides that in contracts with non-profit organizations that primarily serve Fresno County and professional service contracts where Fresno County is the sole client, the contractors must agree to the following contract language: "The contractor agrees to limit administrative cost to a maximum of 15% of the total program budget and to limit employee benefits to a maximum of 20% of total salaries for those employees working under this agreement during the term of the agreement. Failure to conform to this provision will be grounds for contract termination at the option of the County of Fresno." Any bidder that wishes an exemption from this contract requirements must set forth the request for exemption, as well as a complete explanation of why the exemption should be granted, in the bidder's response to the RFP. Only the Board of Supervisors can approve such exemption.

Policy Statement: Contractors shall be limited to a maximum 15% administrative cost as compared to the total program budget and employee benefits shall be limited to a maximum of 20% of salaries.

The following language will be included in each applicable contract:

"The contractor agrees to limit administrative cost to a maximum of 15% of the total program budget and to limit employee benefits to a maximum of 20% of total salaries for those employees working under this agreement during the term of this agreement. Failure to conform to this provision will be grounds for contract termination at the option of the County of Fresno."

The above provision shall be applied to renewal or multi-year contracts with non-profit organizations which primarily serve Fresno County and professional services contracts where

Fresno County is the sole client, such as:

- Community based organization service contracts related to social services, health services, or probation services.
- Cultural art program contracts.
- Professional services contracts.

This policy will not apply to contracts between the County and the Federal or State governments; or one-time

contracts. The Board of Supervisors will consider exemptions to this policy only upon the recommendation of the County Administrative Office.

Management Responsibility: It shall be the responsibility of any County official authorized by the Board of Supervisors to execute contracts or enter into agreements on behalf of the County to review all applicable contracts to insure that this policy is fully enforced.

It shall be the responsibility of the County Administrative Officer to review requests for exemptions to this policy and to make recommendations to the Board of Supervisors on such requests for exemption.

QUESTIONS AND ANSWERS

Q1. Regarding the drug testing, are presumptive drug test results acceptable?

A1. Probation requires confirmation drug tests on non-negative drug screenings.

Q2. Is drug testing paid for by the vendor?

A2. Yes, drug testing supplies and services are paid for by vendor.

Q3. Are there prescribed caseload requirements?

A3. No

Q4. Attachment D, page 1: It is unclear what is meant to go in the Administrative column versus the Direct column, please elaborate.

A4. The Administrative column is intended for personnel or percentage of any personnel's time who do not provide direct services to clients (i.e. Accountants/Administrators) and the Direct column is for personnel who do provide direct services (i.e. Counselor).

Q5. Does Probation anticipate a need for a domestic violence component at the Day Reporting Center?

A5. Domestic violence would not be a required component as Probation utilizes certified Batterer Intervention Programs that are already in place for domestic violence cases.

Q6. Some agencies require gender-based programming which requires a male and female moderator. What is Probation's stance on this matter in relation to the Day Reporting Center?

A6. Probation will not require gender-based programming for the DRC.

Q7. What are the current caseload numbers?

A7. Caseload numbers have averaged between 40 – 50 clients over the last 6 months.

Q8. Are 18 to 25 year olds the target population?

A8. 18 to 25 year olds are currently the primary age group referred to the Day Reporting Center, but there is no age restriction for program acceptance.

Q9. Will some clients be on electronic monitoring? Would Probation provide the necessary electronic monitoring equipment?

A9. Electronic monitoring is not a component of the Day Reporting Center. However, some probationers may be on electronic monitoring in lieu of custody time as part of their probation terms and conditions. Probation provides the electronic monitoring hardware through another agreement in these instances.

Q10. Which vendor provides the electronic monitoring equipment?

A10. Correctional Healthcare Co. Inc. (offender funded) and Satellite Tracking of People LLC

Q11. Do the 50 slots encompass all phases of the program?

A11. Clients in all phases of the program count towards the 50 slots with the exception of the aftercare component as stated in the RFP, page 21, Relapse Prevention: "Participants in the aftercare program are not part of the 50 contracted slots."

Q12. The budget proposal in Attachment D is for 50 slots. Is the Fee Schedule for 60 to 100 slots listed in Attachment C a requirement in our response to the RFP?

A12. Yes

Q13. Due to caseload ratios and economies of scale, the incremental breakpoints as listed in Attachment C may not be most beneficial to the Department for optimal cost breaks. Can optional slot breakpoints be proposed?

A13. No, slot breakpoints will remain in increments of 10 as listed in Attachment C.

Q14. The bidder is responsible for purchasing furniture and equipment for the program. Is this part of the \$400,000 or will there be a separate budget?

A14. The furniture and equipment will be part of the \$400,000

Q15. Is there any county furniture that can be utilized for desk, tables, chairs, etc., so that all the bidder needs to buy are computers and phones if it has to come out of the \$400,000?

A15. Purchasing furniture from County Surplus is an option

Q16. Or can additional funding be allocated for furniture as long as the County maintains ownership of the furniture at the conclusion of the contract?

A16. No, additional funding will not be allocated for furniture

Q17. Best practices require mental health assessments to be performed by a licensed clinician. There is not enough in the budget to ensure we hire a person certified for mental health assessments. Can this requirement be satisfied by county personnel, or are there other options?

A17. Referring clients in need of a mental health assessment to appropriate personnel at Fresno County Department of Behavioral Health is a viable option.

Q18. Which risk/needs assessment is being utilized by Probation and will it automatically be completed on each client?

A18. The Static Risk and Offender Needs Guide (STRONG) assessment tool is currently being utilized by Probation and will be completed on each client.

Q19. Will the complete results be shared with the provider as part of a referral package so that a comprehensive individualized treatment plan can be completed by the assigned Case Manager?

A19. If the STRONG assessment results are available at the time of referral, they will be included in the referral package. If the assessment has not been completed by the time the referral package is sent to the DRC vendor it will be provided upon completion.

Q20. Minimum hours are listed as M-F 8AM-8PM and 4 hours on Saturday and Sunday. We believe there should always be a minimum of 2 staff at the site at any given time. Given the budget of \$400,000 there is no way to hire enough staff to meet those hours, and have staff complete all the programming and requirements of a Case Manager. Additionally, our experience has shown that most clients do not attend on the weekends and evenings. Would Probation consider beginning the program with limited evening hours (say twice per week until 8PM), and no weekends. As the program grows and becomes more established, if the need is there to expand hours would additional funding be available?

A20. Probation would like to leave program hours of operation as listed in the "Hours of Operation" section on page 20 of the RFP.

Q21. Is the on-site computer lab to be funded directly by Probation or is that to come out of the \$400,000.

A21. On-site computer lab will be funded by vendor

Q22. What is the minimum number of computers expected in the lab?

A22. The minimum number of computers is what the vendor deems necessary to fulfill the needs of their proposed program.

Q23. Recognizing that a criminal background check will be completed on all staff, will Probation allow staff who are formerly incarcerated, but who have exemplary records for a period of time like 3-5 years, to be hired? Formerly incarcerated individuals can have a motivating impact on clients in our experience.

A23. Formerly incarcerated personnel have been hired in the past, but each case is unique and criminal background evaluations are done on a case by case basis.

Q24. Is this an existing program? If so, who is the current provider?

A24. Yes, B.I. Incorporated a GEO Reentry Services company.

Q25. Will the provider be responsible for arranging and paying for internet access?

A25. Yes

Q26. Since the provider will be responsible for their phone lines and providing a computer lab, among other responsibilities, will start-up funds be available?

A26. No

Q27. On page 23 of the RFP it states that the funding is \$400,000 for 50 slots and that the vendor is to submit monthly invoices for 1/12 of that amount, i.e., \$33,333.33. Will the vendor be paid 1/12 of \$400,000 every month even if there were less than 50 participants in the program in a given month? There was discussion at the vendor conference yesterday that the census has been 40-50 for the past six months so that raises the question of whether the vendor is still getting paid for the full 50 slots.

A27. Yes, the vendor will be paid 1/12 of \$400,000, i.e. \$33,333.33, every month even if the number of slots falls below 50.

Q28. If we proposed a program with 70 slots at \$600,000, would the invoicing work the same way, i.e., would we get paid each month for 1/12 of \$600,000 (\$50,000) even if there were fewer than 70 participants in a given month?

A28. Invoicing would work the same way. If Probation sees a need to increase the number of slots above 50, Probation will provide the vendor a 30 day notice of its intent to do so and the annual amount and monthly invoices (1/12 of annual amount) will respectively correspond with the proposed costs provided by the vendor in Attachment C – Fee Schedule of the RFP. For example, if Probation notifies

vendor that it wishes to increase the program slots to 70 and the vendor proposed that the annual cost to operate 70 slots is \$600,000, the vendor would invoice 1/12 of that amount (\$50,000) monthly until Probation gives a 30 day notice of a change in program slot numbers.

- Q29. The program hours required under the RFP (68 hours per week) will dictate that ANY responder spend the majority of the program funds on staffing. For example, if a vendor were to pay a Living Wage to each employee of \$21.98 (1 Adult, 1 Child as reported for Fresno County by the Living Wage Calculator, Department of Urban Studies and Planning, Massachusetts Institute of Technology, 2014), approximately \$300,000 a year would be absorbed by staffing costs. While a vendor may choose to pay lower wages, lower rates would be problematic for attracting and retaining staff that have the appropriate experience and education. Without qualified staff, the center becomes little more than a check-in facility.**

Because such a large portion of the budget is dedicated to staffing, few funds remain for program services that evidence based practices has found to be important to effecting long term change in clients, such as incentives, food and prosocial activities. In addition, most programs find little utilization of night and weekend hours by the clients.

Would the county be open to reducing the program hours so funds can be best utilized by the vendor to bring services and targeted treatment to the clients?

- A29. Probation would like to leave the program hours as listed in the "Hours of Operation" section on page 20 of the RFP.*

- Q30. Please confirm the new due date for RFP responses.**

- A30. Monday December 28, 2015 at 2pm*

- Q31. Please confirm that all telecom and internet will be the vendor's responsibility.**

- A31. Yes, all telecom and internet will be vendor's responsibility.*

- Q32. Mental Health Assessments - Please confirm that mental health assessments, while required by bid, will be performed by County mental health staff.**

- A32. Referring clients in need of a mental health assessment out to appropriate personnel at Fresno County Department of Behavioral Health is a viable option.*

- Q33. Risk / Needs Assessments – It is our understanding that the County currently uses the STRONG risk / needs assessment system. Please confirm which is correct: (a) the County will perform the risk / needs assessment and provide needs assessment results to vendor? or (b) will the vendor process the risk / needs assessments directly? If selection (b) is correct, will vendor have access to the County's STRONG system to run the needs assessment or does the vendor have to purchase the system directly?**

- A33. County will perform the STRONG risk/needs assessment and will provide the results to the vendor.*

- Q34. Hours of Operations - Please confirm which is correct: (a) the Day Reporting Center will operate seven (7) days a week with extended hours as proposed by vendor or (b) does the County have specific hours it wants the DRC available? If so, what are the specific hours?**

- A34. As stated in RFP on page 20, "Hours of Operation": The minimum hours of operation will be Monday – Friday, 8:00 a.m. to 8:00 p.m. as well as a minimum of 4 hours of operation on Saturdays and Sundays. Interested vendors shall confirm agreement to these requirements and provide the proposed hours of operation for weekends.*

- Q35. Current Staffing - How many staff does the current vendor have in place?**

- A35. The current vendor has four (4) full-time staff and two (2) part-time staff at this time.*

Q36. Staffing Qualifications - What qualifications does the County require for all personnel assigned to this DRC?

A36. *This is at the discretion of the vendor with the exception of the Programming section on page 20 of RFP: "Staff providing direct services will meet minimum state certification requirements for each specific discipline, i.e., substance abuse counseling, family and parenting counseling, and mental health assessment."*

Q37. Staffing and Operational Allowances - Please confirm the County's limits to vendors on what percentages can be used for staffing and operations allowances / expenses in regards to the budget plan.

A37. *If vendor is a non-profit organization, vendor should refer to the percentages listed in Administrative Policy No. 5 provided at the beginning of this addendum. If vendor is a for-profit organization, it is at the bidder's discretion regarding what percentages should be used for staffing and operational allowances and expenses. The overall proposal including staffing and operational costs will be reviewed by the Selection Committee in its evaluation and recommendation to the Board of Supervisions.*

Q38. Food service - Does the current vendor provide any snacks or refreshments at the DRC? If not, does the County want this service offered to DRC participants?

A38. *Snacks and refreshments are not a required component, but current vendor does provide them.*

Q39. Bus fare - Does the current vendor provide bus passes or tokens to the probationers? If so, how much per month?

A39. *Yes, the current vendor provides approximately 550 bus passes and tokens per month.*

Q40. Drug Testing - Please confirm if lab confirmations are required for all tests regardless of results or if only for non-negative results.

A40. *Lab confirmations are required on non-negative results only.*

Q41. Domestic Violence Classes - Are Domestic Violence classes required as part of provision of DRC services? If so, please define the requirements for the DV classes.

A41. *Domestic violence would not be a required component as Probation utilizes certified Batterer Intervention Programs that are already in place for domestic violence cases.*

Q42. Electronic Monitoring – It is our understanding that all electronic monitoring is to be provided by the current County vendor. Please confirm whether or not other related monitoring services commonly used in DRC operations, such as transdermal or breath alcohol testing, will be provided by the existing EM vendor or be a requirement of the DRC vendor.

A42. *Other related monitoring services will be a requirement of the DRC vendor.*

Q43. Please clarify whether or not vendors are to provide three (3) years of Audited Financials with our proposal submission. (RFP page 19, "Audited Financial Statements")

A43. *RFP page 19, Audited Financial Statements states that "This information is to be provided after the RFP closes, if requested. Do not provide with your proposal."*