

# COUNTY OF FRESNO

## ADDENDUM NUMBER: THREE (3)

RFP NUMBER: 962-5347

### RE-ENTRY EMPLOYMENT READINESS SERVICES FOR IN-CUSTODY AND OUT OF CUSTODY OFFENDERS

June 2, 2015

PURCHASING USE  
hrs

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READINESS SERVICES FOR IN-CUSTODY AND OUT OF CUSTODY  
OFFENDERS\962-5347 ADD 3.DOC

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, 2<sup>nd</sup> Floor  
FRESNO, CA 93702-4599

CLOSING DATE OF PROPOSAL WILL BE AT 2:00 P.M., ON JUNE 25, 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: **Carolyn Flores, phone (559) 600-7110,**  
e-mail [CountyPurchasing@co.fresno.ca.us](mailto:CountyPurchasing@co.fresno.ca.us).

**NOTE THE FOLOWING ADDITIONS, DELETIONS AND/OR CHANGES TO THE REQUIREMENTS OF  
REQUEST FOR PROPOSAL NUMBER: 962-5347 AND INCLUDE THEM IN YOUR RESPONSE. PLEASE  
SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL.**

#### **ACKNOWLEDGMENT OF ADDENDUM NUMBER THREE (3) TO RFP 962-5347**

COMPANY NAME: \_\_\_\_\_  
(PRINT)

SIGNATURE: \_\_\_\_\_

NAME & TITLE: \_\_\_\_\_  
(PRINT)

Questions submitted regarding RFP #962-5347 Re-Entry Employment Readiness Services for In-Custody and Out of Custody Offenders:

**Q1. Is this a new program or a re-procurement? If a re-procurement, who is the current provider?**

*A1. This will be a new program. There is not a current provider of these services.*

**Q2. How many participants are to be served each in-custody and post-release?**

*A2. The number of participants to be served both in-custody and post-release will be left up to the vendor based on their proposal.*

**Q3. Are the participants served in post-release the same as those in-custody?**

*A3. It is anticipated that there will be post-release participants referred to the program that may not have participated in the in-custody program.*

**Q4. Who is eligible for in-custody employment readiness services and what is the referral process?**

*A4. Individuals that meet the established criteria would be eligible for the program. The referral process would be determined/created by Probation/Vendor.*

**Q5. What is the average number of jail admissions for participants and for what type of offenses?**

*A5. The average daily admission to the Fresno County Jail is approximately 90. The average daily population is approximately 2700. The average Transition from Jail to Community (TJC) population is approximately 37. Majority of offenses are drug/substance abuse related and property offenses.*

**Q6. Do participants who will be served by this program have prior work experience? Please provide the types of industries worked.**

*A6. It is expected there would be participants that may not have prior work experience. As for those participants who may have work experience, we are unable to provide the industries worked at this time.*

**Q7. Will this program be serving males and females? If both, please provide the percentage of participants who are male and female?**

*A7. Yes. The percentage is unknown.*

**Q8. What is the length of time for services to be provided to participants for each phase of services: in-custody employment readiness services, post-release services and post-employment services?**

*A8. This will be left up to the vendor to determine within their proposed program as to what would be adequate timeframes for participants to be successful at each phase.*

**Q9. Will the County be providing offices and equipment for the Vendor to provide both in-custody and post-release services? If so, please provide a description of what is provided, for example, location and size of office and type of office equipment.**

*A9. For in-custody services, according to the Fresno Sheriff's Office (FSO), there is no office space available. There is also no WIFI available in the jail. Any equipment, Laptops, iPads, internet/air cards, etc., brought in by the vendor, would need to be approved by the Captain/Asst. Sheriff. Interview rooms and classrooms could be available, if needed. The County will not be providing any offices or equipment for post-release services and will need to be provided by vendor.*

**Q10. What are the types of entrepreneurship opportunities that could be explored by those receiving in-custody employment readiness services?**

*A10. This is at the discretion of the vendor and what the vendor would like to include in their proposal.*

**Q11. Are there specific curriculums that providers should use for in custody employment readiness services and post-release services?**

*A11. There are no identified curriculums for in-custody or post-release services. Please see requirements for program in RFP.*

**Q12. Is there a specified curriculum for "cognitive behavioral therapy to assist offenders with changing their thought processes and improving their decision-making skills (page 22, question 1e)?" Does the County have preferred curriculum for those who have received T4C previously?**

*A12. There are no identified curriculums for question 1e on page 22. Please see evidence-based statements on page 22 of the RFP.*

**Q13. Are the same clients served during the in-custody and post-release components of the program? What is the process of participants being referred for both phases?**

*A13. There is the potential for clients to be served in-custody and post-release. The referral process will have to be developed.*

**Q14. Can a participant who did not receive in-custody employment services receive post-release employment services? If so, what is the referral process for these individuals? Will there be an opportunity to provide in-custody employment readiness services to these individuals before beginning employment services?**

*A14. Yes, a participant may receive post-release employment services without having received in-custody employment services. It is anticipated that there will be an opportunity to provide in-custody employment readiness services. The referral process will have to be developed.*

**Q15. What types of case management services are to be provided for in-custody participants? Will the provider's staff have an opportunity to work with other Fresno County Jail staff to coordinate?**

*A15. The types of case management services for in-custody participants are to be determined by the vendor in their proposal. The provider will need to discuss with the Fresno Sheriff's Office to develop procedures*

**Q16. For case management services, what is the difference between case management services requested for this contract and those currently provide by Turning Point to in-custody and post-release program participants?**

*A16. Turning Point currently works with post-release clients, primarily focusing on mental health and substance abuse needs and does not provide any in-custody services, whereas the awarded contract would be more employment readiness oriented for both in-custody and post-release participants. The vendor is to provide what case management services they intend to use for the program in the RFP.*

**Q17. What is the Re-entry WORKS program in relation to Transition from Jail to Community (TJC)?**

*A17. TJC participants may be referred to the in-custody employment readiness program.*

**Q18. What types of data are to be collected by program staff and provided to the Fresno Community Corrections Partnership (CCP)? How frequently will data need to be collected?**

*A18. The data to be collected will be determined based upon the proposal that is awarded the contract. The frequency is unknown at this time.*

**Q19. Could the County please clarify how many years of proposed budgets offerors should submit with proposals?**

*A19. The total annual budget for the requested services is set at \$276,950, as mentioned in the Cost Proposal Instructions on page 24 of the RFP, and cannot exceed this amount. If the budget is anticipated to change annually, a separate budget should be submitted for each year.*

**Q20. Page 28, section C, lists as an award criteria, "What is the maximum capacity the bidder has to serve offenders?" By "capacity" does the County mean the number of offenders to be served, or does the County mean the resources and expertise the bidder will use to serve offenders?**

*A20. "Capacity" refers to the number of offenders served.*

**Q21. Is there a projected number of clients to be served at any one time? Is there a projected number of clients to be served throughout an entire year? Is there a minimum number of clients that can be served by this program?**

*A21. No, there isn't a projected or minimum number of clients to be served. The maximum number of clients able to be served is required to be provided in the vendor's proposal.*

**Q22. Are all the services requested in this RFP new services to Fresno County? What are the primary services mandated by this RFP?**

*A22. This program is new and the minimum services required are listed in the Scope of Work on page 22.*

**Q23. What service providers currently provide services for ex-offenders in Fresno County? Are any service providers currently providing vocational services for ex-offenders paid for by Fresno County?**

*A23. Question is too vague as Fresno County has multiple departments that utilize several programs.*

**Q24. Is there start-up funding in addition to the total annual amount?**

*A24. There is no additional funding beyond the maximum annual compensation as outlined in the Cost Proposal on page 24.*

**Q25. What types of meetings would the selected provider be required to attend?**

*A25. There may be monthly, bi-monthly or quarterly meetings; however, once contract is awarded, the matter would be discussed with the contract provider.*

**Q26. May a hybrid budget inclusive of part line-item and part pay for performance budget be proposed rather than line-item budget as requested in the RFP?**

*A26. No.*

**Q27. To clarify, are for-profit organizations eligible to apply?**

*A27. Yes.*

**Q28. In regards to the statement in the RFP on pages 1D and 24, "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." Is this limited to non-profit organizations as stated in RFP or does this apply to for-profits as well?**

*A28. This only applies to non-profit organizations.*

**Q29. Is this program currently being run by an existing vendor? If so, how are they doing in operating the program?**

*A29. There is no program currently in place.*

**Q30. Could the County please provide an estimate of participants who will need treatment for mental health, substance abuse and/or co-occurring disorders post-release?**

*A30. The number of participants served will be determined based on the awarded contract.*

**Q31. Can for profit entities bid on this proposal?**

*A31. Yes.*

**Q32. If so at what maximum capacity?**

*A32. The vendor should determine that in their proposal and the reviewing committee will evaluate each proposal as identified on page 28 of the RFP (Award Criteria).*

**Q33. Does the 15% maximum include both profit and indirect?**

*A33. The 15% maximum only applies to non-profit organizations.*

**Q34. Are we required to rent or purchase computer, copier equipment and/or furniture facilities via county vendor or may we use our procured vendors?**

*A34. The vendor awarded the contract may use their own procurement process.*

**Q35. Are tenant improvements for a leased space an allowable cost under this grant such as paint and updated carpeting?**

*A35. If these costs are going to be included and paid for with the funding in this RFP, then those costs need to be included in the required budget in Exhibit B. The review committee will evaluate each proposal as identified on page 28 of the RFP (Award Criteria).*

**Q36. What facility space for work readiness is available at the jail for in-custody and when are the times normally available?**

*A36. Interview rooms and classrooms could be available Monday thru Friday 8 a.m. to 4 p.m. If the rooms are needed after hours, they could be made available upon arrangement with FSO.*

**Q37. Are bonuses to staff based upon performance specific to the grant an allowable cost?**

*A37. This is up to the vendor. If the vendor desires to include this as part of the program, it will need to be explained within the proposal and included in the line-item budget in Exhibit B.*

**Q38. Addendum Number: One (1) asks Bidders to sign and return the addendum with their proposal. For all addenda issued by the County – is it acceptable for the Bidder to only return the completed signature page, and not return all pages of the addendum, with its proposal?**

*A38. Please submit the signed cover page only of any and all addendums released under this RFP.*

**Q39. Exhibit C – Budget Forms – provides Line Item Budget, Budget Summary, and Salary Benefit Detail forms for FY 2015-2016. Is the Bidder required to complete these budget forms for each of the three years of the Agreement term? Is the Bidder also required to complete these budget forms for each of the two potential extension years?**

*A39. The total annual budget for the requested services is set at \$276,950, as mentioned in the Cost Proposal Instructions on page 24 of the RFP, and cannot exceed this amount. If the budget is anticipated to change annually, a separate budget should be submitted for each year.*

**Q39a. On the Line Item Budget, will the County please provide an example of the type of information that should go under the “Notes / Comments / Description” column?**

*A39a. It should be a description of what is included in the line item (i.e. vehicle, radio and cell phone costs).*

**Q39b. On the Line Item Budget, Services and Supplies, Lines 45 and 46 – does “Trans” stand for “Transportation?”**

*A39b. Yes.*

**Q40. RFP page 22, Scope of Work, Item 1 requests in-custody employment readiness services for inmates in the Jail’s Transition from Jail to Community (TJC) program.**

**Q40a. On average, how many inmates are in the TJC program?**

*A40a. On average, there are 37 clients in the program.*

**Q40b. What are the hours of operation for the TJC program?**

*A40b. The TJC program operates 24 hours a day, but access to interview rooms and classrooms is Monday thru Friday, 8 a.m. to 4 p.m. and after hours upon arrangement with FSO.*

**Q40c. On average, what is the total length of an individual inmate’s participation (number of program days) in the TJC program?**

*A40c. The average length in the program is approximately 3-4 months.*

**Q41. In addition to the TJC program, are there any additional pods/programs within the Jail that a Bidder could propose to provide RFP services to? If so:**

*A41. Unknown as that would have to be addressed/proposed to the Fresno Sheriff's Department.*

**Q42. Is there a minimum requirement (number of programming hours) for the provision of Cognitive Behavioral Therapy (CBT) under this RFP?**

*A42. There are no minimums or maximums required. The review committee will evaluate each proposal as identified on page 28 of the RFP (Award Criteria).*

**Q43. Within the Jail, will the County provide the successful Bidder with Internet service, so the successful Bidder can operate a computer lab and provide computer-based employment programming to TJC program inmates?**

*A43. There is no WIFI provided for the awarded vendor, but the vendor may have internet access in the Jail if they obtain the appropriate approvals from the Captain/Asst. Sheriff to bring in their own internet/air cards, laptops, iPads, etc.*

**Q44. RFP page 22, Scope of Work, Item 2 and Item 4 request post-release services. On average, what is the total length of an ex-offender's participation (number of program days) in the post-release services requested by this RFP?**

*A44. This will vary based on the level of supervision and the program proposed.*