

COUNTY OF FRESNO
ADDENDUM NUMBER: ONE (1)
RFP NUMBER: 962-5480
MISDEMEANOR DIVERSION PROGRAM

Issue Date: June 21, 2016

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 JULY 7, 2016.

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: **Shannon W. Kirby**,
phone (559) 600-7116 or e-mail CountyPurchasing@co.fresno.ca.us.

NOTE THE ATTACHED ADDITIONS, DELETIONS AND/OR CHANGES TO THE REQUIREMENTS OF REQUEST FOR PROPOSAL NUMBER: 962-5480 AND INCLUDE THEM IN YOUR RESPONSE. PLEASE SIGN IN BLUE INK AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL.

ACKNOWLEDGMENT OF ADDENDUM NUMBER One (1) TO RFP 962-5480

COMPANY NAME: _____ (PRINT)

SIGNATURE (In Blue Ink): _____

NAME & TITLE: _____ (PRINT)

Purchasing Use: SWK:ssj

ORG/Requisition: 2860 / 8601600425

QUESTIONS AND ANSWERS

Q1. In the RFP Program Description, page 11, it states “....Contractor will assess the individual defendant to determine classes the individual should attend....” What kind of assessment is required?

A1. The District Attorney’s representative answered that their current process fulfills the “assessment” requirement: (1) the charging attorney identifies eligibility for the program and then, based on the violation, determines which class the offender should attend and (2) If there is a question about which class the offender should attend, the District Attorney’s representative would contact the Contractor and they would mutually agree on the proper class.

Q2. Is question 11 in the Check List applicable to the RFP?

A2. No.

Q3. Is question 12 in the Check List applicable to the RFP?

A3. No.

Q4. What is the total number of referrals by year (2013, 2014, 2015)?

A4.
2013: 373 2014: 2,279 2015: 1,392

Q5. Does the incumbent contractor have an office in Fresno?

A5. No

Q6. What is the rate of successful completion (defined as paid all fees and attended class)?

A6.

	<u>REFERRED</u>	<u>ENROLLED</u>
2013	84%	87%
2014	83%	88%
2015 (POST PLEA)	86%	87%
2015 (PRE FILE)	37%	89%

Q7. What is the length of time offenders have to complete the program?

A7. Four (4) months.

Q8. What assessment tool is the incumbent contractor utilizing?

A8. The prior contract did not provide for the contractor to assess the offenders. The District Attorney (DA) assigned the classes required based upon the violation and the file. When the DA had a question about which class to assign, they would call PES for our opinion.

Q9. What percentage of diversion program fees are returned to the District Attorney’s Office?

A9. \$50 Flat fee.

Q10. If there is a percentage returned to the DAO, how much money have been returned to the DAO per year (2013, 2014, 2015)?

A10. Roughly eighty thousand dollars (\$80,000) the last two (2) years – this year projected fifty thousand dollars (\$50,000)

Q11. What percentage of offenders are deemed indigent?

A11. This issue was not determined. By agreement with the DA, all participants in diversion program were required to pay full fees, prior to attending classes. Also, PES provided payment plans for offenders.

Q12. How are indigent offenders accommodated?

A12. See above

Q13. Does the incumbent contractor provide reporting directly to the courts for offenders that have successfully completed?

A13. No – reports to the District Attorney's office

Q14. What was the total amount of diversion fees, class fees and other fees collected by year (2013, 2014, 2015)?

A14. Restitution Collected

2013	none
2014	\$10,724.17
2015	\$12,260.89

Class Fees:

2013	\$50,537.50
2014	\$463,892.50
2015	\$336,153.00

DA Admin Fee:

2013	\$8,050.00
2014	\$84,300.00
2015	\$68,350.00

Q15. At what other locations in the county is the current provider teaching classes?

A15. The DA did not feel there was need to provide classes other than in Fresno, per se. We discussed holding classes in Clovis, and several other locations, but the DA did not feel the referrals from those locations warranted discreet classes.

Q16. Are the terms "class" and "counseling" synonymous in the RFP? Or is the RFP requesting both classes and group or individual counseling?

A16. Yes.

Q17. What classes are taught in a different language?

A17. All.

Q18. What languages are taught?

A18. English and Spanish. Participants have brought interpreters for other languages if needed.

Q19. What is the percentage of participants participating in languages other than English?

A19. Five percent (5%).

Q20. In the evaluation criteria (page 12) there is no allowance for assigning any weight or consideration into the cost of the classes, diversion program fees or other fees (page 13 Cost Proposal). Is cost not going to be part of the evaluation?

A20. Correct – cost is not part of the evaluation – except that there should be no cost to the County

Q21. In the evaluation criteria (page 12) there is no allowance for assigning any weight or consideration into the percentage or amount of fees payable to the District Attorney's Office (page 13, Cost Proposal). Is that percentage payable to the District Attorney's Office not going to be part of the evaluation?

A21. Correct – the amount paid to the D.A.'s office is not part of the evaluation.

Q22. Based on the importance of the County's responses to questions, would the County consider a two-week extension to the proposal due date? Researching possible local staff and multiple facilities can require a significant time span.

A22. No.

Q23. The program description lists 44 different types of misdemeanor charges that would qualify for the program. Based on the similarity of some of the charges, can these be grouped together for counseling/program participation?

A23. Yes.

Q24. Is this program currently in place? If so, can the County provide the name of the current provider?

A24. Yes – Pacific Educational Services.

a. How much does the current provider charge per each class?

a. Two hundred seventy dollars (\$270).

b. Does the County know the current collection rate success? What happens if a participant does not pay program fees?

b. One hundred percent (100%) as participants must pay the fees prior to attending the class.

c. What are current session group sizes?

c. Eighteen (18) to twenty-five (25) participants.

d. For the court fees and restitution fee collections, does the current vendor charge an additional fee for each collection service or is it deducted from the balance owed by the participant?

d. There is no additional fee to collect restitution.

Q25. If there is a program currently in place, please clarify the following items:

a. What counseling platform is utilized?

a. Cognitive Behavioral Therapy (CBT).

b. How many participants are currently enrolled in the program?

b. Two hundred (200).

c. How many counselors are utilized?

c. One (1) counselor per class. Four (4) counselors are used for Fresno County classes.

d. Will any class space be provided at any County site?

d. No.

e. Are weekend classes required?

- e. No – but classes should be offered on days where participants can reasonably be expected to attend.

Q26. Does the County require access into the vendor's electronic case file system?

A26. No.

Q27. How many times can a participant miss a counseling session before being deemed as a program termination?

A27. No set number – as long as the participant completes the program before the program deadline and return to court date.

Q28. Based on the County's request of providing classes across the county, any there any locations that the County would consider as restricted for program use?

A28. No.

Q29. How many participants are expected to be referred to the program monthly?

A29. Between eighty and one hundred ten (80 – 110).

Q30. If the participants are on the program for multiple charges, can the counseling be attended consecutively or must it be done concurrently? This is important when dealing with participants who have employment obligations, which may restrict them to only attend one class at a time.

A30. It is uncommon to have a participant diverted on multiple charges – but multiple consecutive sessions may be required in the appropriate case.

Q31. What is the percentage of juvenile to adult participants?

A31. Juveniles will not be referred to the diversion program.

Q32. Can juvenile sessions be held at the same location as adult sessions?

A32. N/A.

Q33. Who pays the program fees for juveniles?

A33. N/A.

Q34. Re: Counselors - Are any the specific degrees listed in the RFP (counseling, social work, and psychology) mandatory? Will the County allow for instructors that may have a different degree along with actual field experience?

A34. The specific degrees mentioned are not required, but are preferred. Yes.

Q35. Bilingual Staff - All efforts will be made to hire bilingual personnel. If there happens to be a participant with an extremely unique language requirement, what alternatives would the County accept? In this scenario, would the County permit the participant to bring a personal interpreter to the class?

A35. The county would accept a participant providing his/her own interpreter for unique languages.

Q36. Based on cost considerations, these classes will be performed in group sessions for maximum impact, thereby making a 1- or 2-participant class fiscally challenging. What is the County's policy on session size? Minimum? Maximum?

A36. There is no policy regarding the minimum or maximum class size, as long as participants are given a reasonable opportunity to complete the program.

Q37. Cost Proposal - Under Group 1-County: Is the County looking for a portion of the vendor's diversion fees to be reimbursed to the County? If so, what percentage or monthly amount is the County seeking?

A37. The county does not require a portion of the vendor's diversion fees to be reimbursed to the county.

Q38. Mandatory References - If a proposer fails to provide the five (5) references, will their submittal be disqualified?

A38. Yes.