



C o u n t y o f S a n L u i s O b i s p o

GENERAL SERVICES AGENCY

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REQUEST FOR PROPOSAL PS- #1165 EVIDENCE BASED JAIL TREATMENT PROGRAMS FOR SAN LUIS OBISPO COUNTY JAIL INMATES

QUESTIONS AND ANSWERS

Updated on February 6, 2012

February 3, 2012

January 30, 2012

January 20, 2012

January 18, 2012

Answers are in blue italicized text.

On page 6, Section 3b, it states you want to know pricing on a per class basis, but the sample contract indicates a lump sum amount as an option and further down under section 5, it asks for the total fixed fees for the project.

The contract is included as a sample only. The requirements of the RFP should guide your response.

Is the budget for the project set and if so, how much has been allocated for the project?

It is not in the best interest of the County to disclose this information until the close of the RFP.

Can (or should we) submit pricing for the whole project or do you want it broken down by class? Do you want a detailed budget? Is this a cost reimbursement contract or per diem?

It is for the vendor to propose based on the recommendation of the programming. Page 6, section 3b, requests proposed program costs and pricing on a per class basis, including the number of participants required, if applicable.

Are there any key positions expected for this project? If so, what are they?

Vendor needs to identify positions expected for their project proposal, reference page 10, section 1.8.

Can you give us information about the size and environment in the county jail as referenced on Page 6, top paragraph?

A tour of the jail will be provided during the Pre-Bid Job Walk.

Can we have a list of your contracted providers and a list of those who have an intent to bid?

The Jail currently has no contracted providers for evidence based treatment programs. The RFP has been mailed to the following vendors, BI Incorporated, Community Solutions, Inc, County Drug and Alcohol Services but the RFP was posted on the County's website, it is unknown who will respond.

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Re: 3h-Are there time frames already established in the Notice to Proceed or can you give us a sample of a Notice to Proceed?

The general goal is to have something in place in the next several months. We do not have an exact time frame.

PROJECT SCOPE:

1.3 Can we get a floor plan of the portion of the Jail designated for this RFP and the description of the space (offices, private meeting space, group rooms, square footage etc.)? Can they tell us what equipment, if any, would be made available to us (computers, copiers, desks, chairs, tables etc.). if it is not made available are there any restrictions on what equipment we would be allowed to use to set up this program?

We are unable to provide floor plans of the jail. Attending the Pre-Bid Job Walk will provide this information. There may be restrictions placed on the type of equipment allowed into the jail due to safety and security concerns. Type of equipment will be based on programming recommendations and will be reviewed.

1.4 At what intervals will inmates be able to access programming (days of week and hours)? How will inmate availability be regulated between varying services and security requirements at the jail?

This would partly be based on the programming recommendations but there are specific jail lockdown hours that vendors do have to work around. Again, the tour of the jail will help answer these questions.

1.6 Will significant others or children/sources of family support be permitted to participate at some level in our programming or are they excluded?

Currently, they are not included.

1.7 In addition to getting the list of contracted providers noted above, can we get a program description and contact information for each?

No, not readily available.

2.2 Is a job duty statement the same as a job description?

Yes.

2.3 How long is the detention security training so that we can figure it into our start up time frame?

One day.

5.2 What is the anticipated length of stay in this program?

Vendor should provide program recommendations and length of stay based on the program structure.

How many clients will be expected to be served annually? What is the validated assessment tool currently used by the Probation Department?

*Reference page 9, section 1.3, "Up to 50 male or female inmates are to be served monthly...."
Probation Department currently uses the LSI-R.*

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You mention the female ADP is roughly 80 and in section 1.3 that up to 50 male or female participants will be served monthly. Do you have an estimated percentage of how many of the 50 will be men versus women? Do you have current inmate demographic information we can access?

Based on the jail's current population, 18-20% would be women. Demographic information is not readily available.

6.1 Can we go on more than one Job walk?

Yes.

Added at 4pm on 1/18/12:

Annual budget amount?

- a. Amount allocated for administrative services?
- b. Amount allocated for supplies and materials?
- c. Amount allocated for treatment staff?

This is for the vendor to propose and would be based on the programming recommendations. It is not in the best interest of the County to disclose the budget until the close of the RFP.

Please clarify length of contract and start date?

This would be based on the programming recommendations. The general goal is to have something in place in the next several months. We do not have an exact time frame.

How is inmate program eligibility determined?

Using a validated assessment tool. The Jail does not use an assessment instrument at this time but is considering sharing information with the Probation Department who currently uses the LSI-R.

How many inmates will be program participants?

Up to 50 male or female inmates are to be served monthly, page 9, section 1.3.

Required frequency of contact with each inmate?

It is for the vendor to propose and would be based on the programming recommendations.

Are Sheriff's Department Policies and Procedures available to develop outcome measures for the purpose of reducing recidivism and improving public safety.

The Sheriff's Office Policies and Procedures is not available, the requirements of the RFP should guide your response.

When is the Preferred Vendor Questionnaire due?

The Preferred Vendor Questionnaire on Page 2 should be turned in with your RFP response.

When is Appendix A to be completed and turned in?

Appendix A is included as a sample only and does not need to be turned in with your RFP response.

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Is there a current Substance Abuse Program operating in the Jail?

Narcotics Anonymous.

Added on 1/20/12:

What is the contract Max?

It is not in the best interest of the County to disclose this information until the close of the RFP.

If no dollar amount is given, is there some formula that the county prefers?

It is for the vendor to propose based on the recommendations of the programming. Page 6, section 3b, requests proposed program costs and pricing on a per class basis, including the number of participants required, if applicable.

Does the county have a budget template they would like to be used?

No.

Will there be space for staff in the jail to conduct business (staff offices, group area, 1:1 meeting rooms)?

There is very limited office space. Attending the Pre-Bid Job Walk will provide this information.

Will there be a designated treatment "wing" in the jail or will inmates be expected to come to a designated area daily?

There is no treatment "wing" at this time. Inmates will be expected to come to a designated area.

What are the expected hours of operation for inmates/staff to be conducting services?

It is for the vendor to propose based on programming recommendations.

Are there staffing credential expectations?

Reference page 11, section 2.2, "Contractor must identify staff and their experience in the intended assignment and provide a job duty statement with qualifications stated in terms of experience, knowledge, skills and abilities necessary to carry out the duties of the position."

How many staff are expected to be on site during business?

It is for the vendor to propose based on programming recommendations.

Will custody staff be present during operation?

Attending the Pre-Bid Job Walk will best provide this information since the type of custody staff supervision (direct vs indirect) will vary depending on the housing unit location. Custody staff will always be in the vicinity but may not always be in the program rooms.

What is the indirect rate cap?

As in question #2, the vendor is to propose program costs based on the recommendation of the programming.

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Are there start-up funds?

It is for the vendor to propose based on programming recommendations.

What is the expected start date?

The general goal is to have something in place in the next several months. We do not have an exact time frame.

Added on 1/30/12:

Is there a budget template that is being used for the RFP 1165 SLO Jail Treatment Program?

There is no budget template.

Added on 2/3/12:

Can you provide us with a copy of the jail schedule? We are looking at a number of different schedules that we could use to meet the needs of both the male and female populations. We are also looking at how we can provide short term education for those who are only going to be in for a week or two and then more in-depth services for those whom have longer sentences.

The jail lock down hours and meals are:

*5:00 AM - 6:00 AM
1100 AM - 12:00 PM
4:00 PM - 5:00 PM
11:00 PM - Midnight*

We do offer various programs throughout the day but as stated on the tour we are in transition and can work around different schedules depending on the population served.

Added on 2/6/12:

Do you mean "client" as in former people we treated, or contractors and/or individuals who purchased services in a professional relationship such as other organizations?

It would be organizations/departments who purchased your professional services, not people you treated.