



**REQUEST FOR PROPOSAL PS-#1171  
ADULT DAY REPORTING CENTER**

**QUESTIONS AND ANSWERS**

March 13, 2012

1. Did the County intend to require full indemnification for its own contributory negligence – or in proportion to fault?

I think this question should be directed for County Counsel and may be more appropriate to answer after selection of the vendor. I will forward this to County Counsel for their opinion, however, they may not respond prior to the submission date.

2. In addition, the Sample contract references the “see Risk Management Bulletin Board” for both the Indemnification and Insurance. What is and where can we find the Risk Management Bulletin Board.

Here is the link: <http://www.slocounty.ca.gov/hr/riskmanage.htm>

3. If a rental fee will be required, with the County please provide?

Property Management would be the staff to contact for this information

4. Page 21 of Appendix A – Performance Bond: This sections states “[Optional Paragraph]”. Does this mean a Performance Bond may or may not be required for the requirements of the RFP?

Yes, may not be included, typically used for construction project.

5. If the Performance Bond is required, will the County please clarify the 100% of the Contract Price value? (i.e. entire potential contract, one year only, etc.)

If used, yes...I believe that is a requirement

6. Since they cannot supply us with historical building cost we will need to know the building specs in order to estimate utilities and other building costs?

Building is 2400 square feet with two bathrooms

7. Is the vendor responsible for property taxes on the building and if so, what is the annual amount?  
I do not have answer for this. The office building is not owned by the County. It may be built into the monthly lease payment.
8. I assume we they will eventually supply answers to the highlighted items? In order to complete costing we will need the monthly rent amount and the answers to the performance bond questions.  
The monthly rent for the first year is \$1800.00. There is a 3% increase beginning Dec. 1, 2012, the monthly payment will increase to \$1,854.00
9. We will need to know how many phones are required in order to get a price on the appropriate phone system.  
There is no minimum requirement for the number of phones.
10. Is the building wired for internet and phone? If not, is vendor responsible for this?  
Yes, if not the vendor would be responsible if they needed this service to operate the DRC.
11. Will the County please provide a list of all bills/building costs for the previous 12 month period (i.e. electric, water/sewer/phone, internet access)?  
The County has not billing/building costs for previous 12 months. This site has not been leased prior by the County.
12. As noted in the RFP, the County will provide the site for the Day Reporting Center; however, will the awarded vendor be responsible for any type of rental fee?  
Yes, payable to the County
13. If a rental fee will be required, with the County please provide?  
Property Management would be the staff to contact for this information.
14. Section 4.2 States: "Vendor must identify staff and their experience in the intended assignment and provide a job duty statement..." Does this require the vendor to provide a resume for these staff or will the job duty statement suffice?  
Job duty statement is sufficient; it should include a statement of their qualifications and experience. You may attach a resume.
15. Page 21 of Appendix A – Performance Bond: This sections states "[Optional Paragraph]". Does this mean a Performance Bond may or may not be required for the requirements of the RFP?  
Yes, may not be included, typically used for construction project.

16. If the Performance Bond is required, will the County please clarify the 100% of the Contract Price value? (i.e. entire potential contract, one year only, etc.)

If used, yes...I believe that is a requirement

17. Per Section 1.6, page 8: "The vendor will be responsible for all bills associated with the property, i.e. ....phone..." Will the County please clarify whether this means the phones which will utilize the County's phone system, or the vendor provides the phones as well as the system?

Awarded vendor must secure phone services.

18. Is there a maximum contract amount?

182,000 in the first year (prorated amount from March 1, 2011)

19. Does this RFP require that a budget be submitted and if so is there a template that we should use?

Section 5.1 requires interested vendors to submit an implementation plan. It is encouraged that this include a budget.

20. #1 and #2 of the proposal format (page 5 of the RFP) requests Project Title and Application or Firm Name, is this they only information that is required for these 2 sections? Should we provide contact information in the Application or Firm Name?

Yes, please provide contact information in #2

21. How much building space will the county be providing?

2400 sq. feet

22. Is this a fee for service contract or is it cost reimbursement?

The Probation Department is funded to provide a Day Reporting Center, as such it is cost reimbursement up to the allocated amount authorized to the Probation Department.

23. Project Scope 2.3 says that bidders must submit a sample case plan based on fictitious high medium risk offenders. In this sentence it states that the Sample Case Plan is attached. Does the County have a sample they would like us to use? The RFP does not have one attached.

The fictitious offender information was inadvertently left out, so please disregard. You may provide a sample case plan if you utilize this tool for informational purposes.

24. What is the expected amount of time that participants are required to be in the program?

A minimum of 6 months to one (1) year. If awarded the contract, the vendor and Probation would work together to develop criteria, length of program, etc.

25. DRC site: what is the projection for the operating expenses for the site, including utilities i.e.: electric, water sewer, phone, internet access etc.?

Unknown, the County leased the site, it is a commercial office, no prior County operations/programs at this site.

26. DRC site: Is there any existing furniture, equipment, supplies, telephone jacks etc. Square footage of site?

The DRC square footage is 2400 square feet, no existing furniture, equipment or supplies. Site is wired for telephone and internet access.

27. Pg. 10, 2.3 references Case Plan attached sample (Attachment XX), please provide the attached sample.

Please submit a case/treatment plan sample if you utilize one in your services, if not then disregard. This section was left in inadvertently when published.

28. We would like to know how often each participant is required to do drug testing? Will they be paying any fees for drug testing and/or their program?

Drug testing by DRC staff is a negotiated service that would require both Probation and the vendor to agree about. Offenders do not pay fees to be Court-ordered or referred to the DRC as the program is funded by the Probation Department.

29. What is the annual amount budgeted for operations of the Adult Day Reporting Center?

First year prorated funding from March 1, 2012 through June 29, 2012 is \$182,000. Annualized funding is \$546,000.

30. The RFP states that the anticipated contract will be for "three (3) years with two (2) renewals at the option of the County." How long are each of the renewal periods?

Each renewal period is one (1) year.

31. The RFP states that "the vendor will be responsible for all bills associated with the property, i.e. electric, water, sewer, phone, internet access, etc." Does the County's intended DRC site currently share or provide utilities (electric, water, sewer, phone, internet, etc.) for other County operations at the same location?

The DRC site does not support any other County operations.

32. When does the County anticipate contract award?

I anticipate the contract will be awarded between 30 and 60 days from the selection date of the vendor.

33. Do you require both a 9 month budget and an annual budget?

Please submit both a 9 month and annual budget.

34. Would you like a separate start up budget or would you like it included in the 9 month (or annual) budget?  
Include start-up budget within the 9 month budget.

35. Is there an existing security system already installed in the building space?  
There is no existing security system.

36. Where may I locate the "attached Risk Assessment," (Attachment XX)?  
The assessment was not included, so please submit a sample case/treatment plan that would be used for Day Reporting offenders. If you don't currently use one, then disregard.

37. Are the mental health assessments required to be conducted by a dedicated staff position?  
The best way to answer is that should a DRC offender require a mental health assessment, they would be referred to Mental Health. The RFP states that the prospective vendor utilize some form of mental health screening to identify any issues. Offenders would then be referred to County Mental Health for further evaluation.