



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
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ADDENDUM 2
#15-0105
ELECTRONIC MONITORING SERVICE

October 22, 2015

In order to ensure vendors have access to complete information prior to submitting a response, Sedgwick County issues a written addendum regarding all questions and requests for clarification received. The following questions have been received to date regarding the above mentioned solicitation.

1. *How many units do you currently utilize and how many of each type specified in the RFP? AISP – No current clients on GPS/EMD, Residential – 12 GPS, Juvenile Field Services – 5-10 GPS, Home Base Supervision – 5 GPS and 24 RF, Drug Court / Pretrial – 6 GPS with BI and 67 on GPS with private vendors.*
2. *What is the daily cost by type?*

	Cost per day with land line phone	Available without land line phone	Option: Cost per day without land line phone
Radio frequency only	\$2.42	no	
Radio frequency with full monitoring	\$3.15	no	
Cellular Radio Frequency (HomeGuard 206)		yes-cellular	\$4.99
Radio & alcohol monitoring			
Transdermal alcohol monitoring	\$6.75	yes-cellular	\$8.75
Transdermal alcohol monitoring with Radio Frequency	\$8.00	yes-cellular	\$10.00
Global positioning			
1-piece GPS active		yes-cellular	\$5.28
1-piece GPS passive		yes-cellular	\$7.25
1-piece GPS passive with Radio Frequency		yes-cellular	\$8.04
2-piece GPS active		yes-cellular	\$8.04
2-piece GPS passive	\$7.25	no	
Other kinds of devices (provide information)			
Telephone check-ins	\$0.49 per call		

3. *Who is the current vendor?* **BI Incorporated**
4. *Page 3, Section 3, Paragraph A.5: The RFP states charges will be “billed directly to the offender or to the predetermined SCDOC agency on a monthly basis”. Please clarify the funding model to be used. Are individuals referred by certain agencies offender-pay while others are county-pay? Some DOC programs pay for all monitoring, while others refer clients to vendors for service. If the client cannot pay for the service, then some programs start paying for the service if this is allowed.*
5. *Page 3, Section 3, Paragraph A.6: Are notification of alerts to be distributed to the referring agency 24/7/365? Violations should be reported at all times during supervision. This could be by the agency staff or the software that monitors the client. Alerts from the monitoring software would be considered as 24/7/365.*
6. *Please identify the average number of individuals monitored on GPS per day.***100**
7. *Please identify the average number of days individuals are monitored on the GPS program. Unknown as this information is not currently tracked by all programs.*
8. *Please identify the average number of individuals monitored on Radio Frequency per day. 24 are currently on RF.*
9. *Please identify the average number of days individuals are monitored on the Radio Frequency program. This information is not currently tracked.*
10. *Please identify the rates currently charged for GPS and Radio Frequency services to include installation/enrollment, daily rate, and any other fees charged for the services provided. Please see question 2.*
11. *Based on the last three years, what is the approximate number of offenders one could anticipate monitoring on an annual basis? This information is not tracked by all programs.*
12. *Can you provide a copy of contract currently held by the company who is currently servicing this commodity for Sedgwick County? We currently only have one agreement with BI Incorporated. Please see attachment.*
13. *Will the County provide office space dedicated exclusively to Vendor staff? The County will provide a space for the vendor staff to install/remove the equipment. If a more permanent space is required, then this can be reviewed at a later date.*
14. *If the funding model consists of agency-pay for offenders referred by some departments and offender-pay for those referred by others, please provide the anticipated percentage of total offenders subject to agency-pay funding. 46% would be program paid, while 54% would be offender pay. This is just a rough estimate as this can fluctuate from time to time.*
15. *What technologies are currently being used? Radio Frequency (RF), Cellular RF, and 1 and 2 piece GPS Passive/Active.*
16. *What is the current total population of clients on the electronic monitoring program? How many are on each technology (RF and GPS)? 100 GPS and 24 RF as of a couple days ago.*
17. *Does the County foresee a change (increase or decrease) in offender population? If so, what factor(s) would be attributed to the change in population? The frequency could increase/decrease if the court imposes GPS on a more frequent basis and/or if an increased number of moderate to high risk individuals require such service as part of their monitoring while on supervision.*

18. Which departments within the Sedgwick County Department of Corrections will utilize this contract? **All departments that supervise clients in the community or as an alternative to detention. Current programs utilizing GPS/EMD are Drug Court, Pre-Trial, Home-Based Supervision, Juvenile Field Services, Adult Residential, and Adult Intensive Supervision Probation.**
19. Will other County entities be able to use this contract? **Yes**
20. What is the current billing process? If offender funded, how much does the offender pay per day? Some programs have clients pay for their own service, while others pay all or a portion of the rate. **Sedgwick County would want the same rate for the offenders and County.**
21. What are the procedures for discharge of nonpaying offenders? Will the County be paying for unpaid client bills? **Offenders will be responsible for their bills unless the DOC program is one that is billed directly for the offenders, which will be pre-determined by program once an agency is selected.**
22. What is the average length of time of each client on the program? **Differs by each program and this information is not available.**
- Does the County use any installation and removal services from a local vendor? **Some agencies have received this service, but most install units on their own.**
 - If so, which company provides these services? **Most if not all local vendors provide this service at no additional charge.**
 - What is the daily rate for services provided? **Please see question 2**
23. Page 4, Question B. 8, "Vendor shall not be a bondsman or have any direct affiliation with a bonding company, as this creates a clear conflict of interest in reporting violations of the client's probation." **Please disregard this requirement. A vendor's status as a bondsman or affiliation with a bonding company will not be taken into consideration.**
24. Will the County please describe the evaluation process for the RFP award? For example, will a point system be used to select a vendor? If so, please identify the point breakdown or award selection process? **No Point system will be used; all evaluations and decisions will be based on what is received from the vendor and what best suits the County's needs.**
25. What is the Annual budget for the money allocated for this RFP? **DOC programs are funded by calendar and state fiscal years. In SFY2014 and calendar year 2014 the department spent \$86,409 and so far in calendar year 2015 and in SFY15 the department has spent \$69,293. Most programs require clients to pay for their own GPS monitoring service and this cost is not tracked nor is it included in the annual cost.**
26. What is the estimated average daily population on Electronic Monitoring? **Refer to question #6**
27. Who determines who is self pay? **Each DOC program determines if they will pay for the service or if the client will be required to pay.**
28. Does county reimburse contractor for defendants who don't pay? **Offenders will be responsible for their bills unless the DOC program is one that is billed directly for the offenders, which will be pre-determined by program once an agency is selected.**
29. How does Sedgwick County want to be notified on violations during business hours? After business hours? **Violations should be reported at all times during supervision. This could be by the agency staff or the software that monitors the client. Alerts from the monitoring software would be considered as 24/7/365.**
30. How many defendants are anticipated for GPS equipment and Basic House Arrest equipment on any given day or month? **130-140**

31. Will all the defendants that are in the Pretrial Program be directed to the Company that is awarded the Proposal? **Yes**
32. What are the specific requirements of the Drug Testing portion of the Contract? **The drug testing equipment shall be available if needed as an additional service with the GPS.**
33. Will a specific brand of testing cup be required? **N/A- This is just for the GPS equipment that tests for alcohol while being monitored.**
34. What drugs will be tested for? **Alcohol**
35. How will the Confirmation process work and what is expected of the Company who is awarded the Proposal? **Not applicable as there will not be drug testing included in this RFP.**
36. Please define "Expert" in the portion of the proposal regarding testifying in Court. Is a Manufacturer representative required or a Monitoring Station representative required or is the Local Company representative sufficient? **Vendor representative that can provide information on the integrity of the system, confidence rate of the technology and complete system process.**
37. Will the requirement for "self insuring" pertain to the defendants who directed to the "client self-pay" category? **No**
38. Section 3; line 2: "Radio Frequency / Global Positioning System" – is this intended to mean the system shall provide both RF and GPS or is this intended to mean the system can provide RF or GPS? When necessary due to weak GPS signal strength, is cellular triangulation acceptable? If RF monitoring is required, does the County want both cellular and landline based devices? Is it the vendor or the Court that determines whether the client will require a cellular or landline RF unit? If it is a vendor determination, will the vendor be allowed to mandate that the client obtain landline phone service? **The majority of the DOC programs will require GPS monitoring and one program utilizes the Cellular RF (HomeGuard 206) at this time.**
39. Section 3.A.3.: There is mention of "substance abuse testing and detection as needed" – can you provide additional clarification as to the type of testing, frequency method etc? Is this testing and detection in a device or simply collection with testing done by a laboratory? As needed at the direction of the SCDOC? What kind of response time is expected of the vendor with respect to the testing? **Refer to question #33.**
40. Section 3.A.10 : The request states that "units should include RF and GPS transmitter/receivers" Can you provide clarification related to the use of cellular triangulation and whether the County wants a quote for RF or GPS monitoring or is the County requesting two quotes, one quote for RF monitoring and one quote for GPS monitoring? **Would like a quote for the cost of service for each type of monitoring.**
41. Since the vendor will be required to provide office hours consistent with SCDOC regular business hours, can provide the regular business hours of SCDOC? **Monday through Friday, 8-5pm**
42. Section 3.D.1. The request states that "In-service training sessions shall be offered to all SCDOC agencies at no charge." How many SCDOC agencies are there and approximate number of officers that will require training? **The training can be centralized to host multiple programs. Is live Webinar/teleconference training hosted by remote operator/presenter acceptable to the county? Yes, if the training includes all aspects of the training requirements.**
43. It is our understanding that the County currently operates its own agency-managed programs where Sedgwick County Department of Corrections (SCDOC) personnel are responsible for installing equipment, enrolling offenders on the system, and monitoring offenders on various electronic monitoring systems. It is also our

understanding that the County also separately refers some offenders to outside private vendors to be monitored on electronic monitoring equipment.

- a. *Is it the County's intention to have the awarded vendor monitor all offenders that are currently being monitored by the agency-managed County programs? **Yes***
- b. *Is it the County's intention to have the awarded vendor monitor all offenders that are currently being referred to outside private vendors? If so, please indicate: **Yes***
 - i. *How many offenders are currently being referred out to private vendors? **67***
 - ii. *What has been the average collection rates (i.e. in the last two years) from offenders referred to private vendors? **Unknown***
 - iii. *How many units on average are lost and damaged per year by offenders referred to private vendors? **Refer to question #70***
- c. *Is it the County's intention to have only one awarded vendor to monitor both the offenders that are currently monitored by the County as well as all offenders that are currently being referred to outside vendors? **Yes***

44. *RFP pg. 3, Item 3.A.3: Please clarify what specific "substance abuse testing and detection (as needed)" services the County is looking for the vendor to provide.*

- a. *Please provide an example of how the County would like to see these services priced, i.e., on a per-test basis. **Refer to question #33***

45. *RFP pg. 3, Item 3.A.5: What is the anticipated percentage of offenders that will be responsible for paying the vendor directly as opposed to the percentage of offenders that will have the monitoring costs paid for by the County? **Refer to question #14***

46. *RFP pg. 3, Item 3.A.5: What is a vendor's recourse if offenders are not paying their fees?*

- a. *Can the vendor terminate offenders for non-payment? **Communicate with the DOC program and terminate if situation is not resolved.***

47. *RFP pg. 3, Item 3.A.6: When the monitoring system generates "alert conditions," is it the County's expectation to have the awarded vendor manage and respond to the alerts, or is it the County's expectation to simply have the alert sent automatically to SCDOC personnel as determined by the County for follow up by County personnel? **Alert sent automatically to SCDOC personnel***

- a. *If it is the former, please provide examples of expectations of the vendor when alerts are generated i.e., if a strap tamper alert is received at 3 AM, how will the County expect the vendor to follow up? **Same as above.***

48. *RFP pg. 4, Item 3.A.11: Is the agency interested in considering a model whereby a vendor will perform on-site equipment installation and de-installation duties as well as management of inventory, but all fee collections and monitoring services are performed by SCDOC personnel? **Installation duties would be that of the vendor, with the option to allow County employees to install if vendor is not available for emergency situations. Vendor will collect the cost of monitoring from the client and/or DOC program.***

49. *RFP pg. 4, Item 3.B.3: Will the County provide office space for the awarded vendor to perform enrollments, installations, and de-installations? **Yes***

50. *RFP pg. 4, Item 3.B: Are all services expected to be performed in an office environment, or is the vendor expected to travel to and from locations where offenders live and work? **Office unless there is an issue with the device that needs to be inspected at another location.***

51. *RFP pg. 4, Item 3.B.9: Will the agency assist the vendor in recovering missing equipment? **Yes staff will make a reasonable effort to retrieve all outstanding equipment.***

52. RFP pg. 6, Item 7, Insurance: Please confirm that vendors can include a general certificate evidencing the required coverage with the bid response, and further submit a certificate with the County listed as an additional insured upon contract award. **Yes**
53. What is the anticipated length of stay for offenders on the system? **This data isn't tracked.**
54. Is the County expecting the vendor to perform case management duties (i.e. weekly face-to-face meetings with offenders), or will these functions be performed by SCDOC personnel? **No, just GPS install and monitoring.**
55. Please verify the definition of "bondsman" and "bonding company" in section B (8) of RFP #14-0105 relating to electronic monitoring services. It is my assumption that this definition refers to a bondsman or bonding company licensed in Kansas, as the RFP points out the conflict of interest in reporting violations of the client's probation. **See question number 23.**
56. Please identify the potential and intended scope and duration of monitoring services. In order to better customize our proposal to meet the needs of Sedgwick County, please indicate:
- Average daily inmate population.- **Juvenile Detention Facility - 62**
 - Average number of people on probation and parole.-
 - Adult Intensive Probation – 1,503 / Pretrial Services – 205 / Drug Court Program – 95**
 - Home-Based Supervision – 31 / Juvenile Field Services – 422**
 - Estimated number of offenders to be monitored per day.- **130-140**
 - Expected number of days on monitoring per offender.- **Unknown**
57. Can you please provide the names of vendors who submitted questions for this RFP? **No.**
58. Can you please provide the name(s) of the incumbent contractor(s)? **See question 3.**
59. Can you please provide the name of the current device(s) you are utilizing for Radio Frequency Monitoring? For GPS Tracking? **RF with Cellular is the BI HomeGuard 206 and the GPS is either a 1 or 2 piece Active or Passive. All equipment is from BI Incorporated.**
60. How many staff members does your current vendor provide specifically for your program? **None they are based in Colorado.**
61. Does the County currently provide the vendor with office space in order to perform the required services of this program? **No services are provided by current vendor. Office space could be available for setup and discharge of equipment.**
62. If the County does not provide office space, would they be willing to consider providing space? **Yes**
63. What is the average daily number of participants on electronic monitoring? **100**
64. What is the average sentence length for participants placed on the program? **Information isn't tracked.**
65. We have several questions as relates to the substance abuse testing.- **Refer to question #33**
- How many drug screens are performed on a monthly basis?
 - What type of drug screening product is used? Mouth swab? Urine specimen collection? Hair Follicle?
 - Does the current vendor utilize instant, on-site screens for the preliminary testing?
 - If so, are preliminary positive screens sent to a certified laboratory for confirmation testing?
 - If instant, on-site screens are not currently utilized, would the County be interested in receiving proposals that include the use of instant, on-site screens?
 - How many drug panels are on the current test?
 - Are specialty screens provided at the agency's request? K2/Spice? Bath Salts? Alcohol/ETG?

- h. *Are the participants responsible for paying for substance abuse testing separate from their electronic monitoring daily fees?*
 - i. *If so, what is the current charge for a standard panel screen? What is the current charge for a standard panel screen for each type of specialty screen offered?*
 - j. *How is screening frequency determined?*
66. *Does this program provide services for both adult and juvenile participants? If so, can you please provide a breakdown of the number of adults and the number of juveniles as of the time of response to questions? **70% are adult offenders and 30% are juvenile offenders.***
67. *The Scope of Service and Requirements indicates that the vendor will be responsible for billing the offender or the predetermined agency at a per diem rate.*
- a. *What are the current per diem rates billed to the offenders? **Various***
 - b. *What are the current per diem rates billed to the agency? **See question #2***
 - c. *How many of the current participants are self-pay? County pay? **Refer to question #14***
 - d. *What is the current collections arrearage owed by the active self-pay population? **unknown***
 - e. *What steps are taken if an offender fails to pay their required fees? Are they removed from the program? Does the County reimburse the vendor for these fees? **If the offender fails to pay for GPS then they will be in violation of their supervision. The county would have the option to fund the monitoring or decide if the offender shall have a graduated sanction, probation violation or be detained.***
 - f. *Does the SCDOC agency pay for indigent offenders and, if so, how is their indigence status determined? By the Court? By the SCDOC agency? **Yes, there is no process or formula to determine the status. The court or DOC agency would need to determine if this was the case and determine if the client will be on GPS or remain detained.***
 - g. *If the agency does not pay for indigent offenders, how is the current vendor being compensated for indigents? **Different DOC programs have different resources. If the client cannot pay for service then each program would need to deal with the violation accordingly.***
 - h. *How many participants are deemed indigent on a monthly basis? **This is not tracked.***
 - i. *How many of the current participants are indigent? How many are paid for by the SCDOC agency? **This is not tracked and no specific number is available.***
 - j. *Does the current vendor charge an installation/enrollment fee? **No***
68. *Under the Scope of Service and Requirements it states that the vendor is not only responsible for billing offenders or the SCDOC agency but also for installation/maintenance/retrieval of equipment, removal of equipment upon notification from the referring agency, and any necessary training. It does not address areas associated with case management to be performed by the vendor. – **There is no case management aspect to the RFP. The service is to provide services listed above and communicate with the DOC program staff.***
- a. *Is the vendor responsible for schedule entry for the participants based on approved criteria from the referring agency? **Yes***
 - b. *Is the vendor responsible for verification of approved activities and collection of required documentation for these activities? **No***
 - c. *If these case management services are not currently performed by the vendor, is the County interested in receiving proposals with such services included? **Interested vendors should include all aspects of the services they are willing to provide in the RFP.***
69. *The Scope of Service and Requirements requests a timeline for the enrollment and setup after notice of offender participation in the program. What is the current timeline for enrollment and setup? **There is no timeline as the department completes all the installations at this time unless the client goes with a local vendor.***
70. *We have several questions relating to lost/damaged/stolen equipment:*
- a. *How many Radio Frequency transmitters were lost in the last 12 months? **2 Home monitoring units?1 beacon***
 - b. *How many GPS devices were lost in the last 12 months?**3 trackers and 3 beacons***

- c. *Are participants currently required to pay for lost/damaged/stolen equipment?* **Yes**
- d. *Are participants violated from the program for lost/damaged/stolen equipment?* **Yes, generally clients lose or damage equipment when they go AWOL, which is a violation of supervision.**

71. *In our bid will there need to be separate price points for the county and direct to offender? Or will the monies always be between the vendor and the offender?* **The rate shall be the same for offender and County.**
72. *Does the county release inmates on electronic monitoring overnight, holidays or during weekend hours? Or is this just done while county court officials are open?* **yes**
73. *Will the county have any employee who is director of this program that the vendor will be in contact with daily, along with providing them with emergency equipment? Or will there be multiple contacts?* **There will be a main contact at each program to coordinate with the vendor.**
74. *Our corporate office is in Moundridge, KS which is 30 minutes north of Wichita. Is there a requirement that the corporate office needs to be in Sedgwick County?* **No**
75. *In the event of a county official needing to do an emergency installation, will there need to be payment to the County for those services by the vendor?* **No installation fee would be assessed.**
76. *Who is the current vendor providing these EM services for SCDOC?* **BI Incorporated**
77. *What current equipment is being utilized for this program? GPS? IHD? Transdermal? Mobile Breath testing?* **Please see question #2. Local providers use their equipment, which may not be BI equipment.**
78. *What is the current daily pricing for each electronic monitoring unit under the program?* **Please see question #2.**
79. *Is the program currently offender funded or agency funded?* **Both**
80. *Will the County provide office space for the vendor?* **Reference question #61.**
81. *Is the County looking to go to one vendor or multiple vendors?* **One vendor unless multiple vendors will benefit the county.**
82. *What are the operating hours for the County? What are the operating hours of the Current vendor?* **Monday through Friday, 8-5pm**
83. *What is the average daily referral rate for the program currently? Is this number expected to increase, decrease, and stay roughly the same?* **This is unknown, but there are 124 clients currently being monitored by GPS/RF.**
84. *What are the current numbers for each EM program under the SCDOC program? i.e. GPS = ##, IHD = ##, Transdermal = ##, mobile breath testing = ##* **Reference question #1 ---- 2 on Transdermal with private vendor.**
85. *Is this an existing contract? If so, who is the current vendor?* **Yes, BI Incorporated**
86. *What is the average number of offenders on house arrest at any given time?* **There are currently 124 clients on GPS and RF monitoring.**
87. *What is the source of funding for this program? (E.g. grant funds, general fund, other?)* – **Both listed and client generated funds.**

88. *What type of offenders will be referred to the program? (Types of offenses, misdemeanors, felonies?)*- **All offenses, juvenile/adult, pre and post disposition.**
89. *What is the average length of time an offender is sentenced to house arrest? This data is not tracked currently*
- a. *How many % of offenders under 180 days?*
 - b. *How many % of offenders over 180 days?*
90. *When is the estimated program start date?* **January 2016**
91. *Are there any juveniles in the program?* **Yes**

All addenda's will be posted to the Sedgwick County Purchasing website, <http://sedgwickcounty.org/finance/purchasing.asp> no later than the date and time posted on the Request for Proposal document. **Vendors are responsible for checking the website and acknowledging any addenda on the Proposal Response Form.**

Kara Kingsley
Purchasing Agent