



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
Purchasing Department
Joseph Thomas, Purchasing Director
525 N. Main, Suite 823 ~ Wichita, KS 67203
Phone: 316 660-7255 Fax: 316 383-7055
<http://sedgwickcounty.org/finance/purchasing.asp>

ADDENDUM 1
RFP 16-0005
ELECTRONIC MONITORING SERVICE

February 2, 2016

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for Electronic Monitoring Service for the Department of Corrections.

Questions and/or statements of clarification are in bold font, and answers to specific questions are italicized.

1. Page 3; C. Scope of Service and Requirements; 1. Technical Specifications; c.; 3rd bullet; this specification states vendors are to provide substance abuse testing and detection, which is not urine analysis. We need clarification on two aspects of this specification.

- a. **Please clarify what substance abuse testing and detection the vendor must provide.** *Vendor shall provide some type of alcohol detection device that is the actual GPS monitor or separate device. BI provides the transdermal alcohol detector.*
- b. **Please clarify the number of (1) adults and (2) juveniles will need substance abuse testing and detection.** *The alcohol detection equipment is not used very often. It is primarily used for Drug Court clients.*

2. Page 4; 2. Installation/Service; h; we understand the vendor is responsible for absorbing the cost of all damaged, lost and stolen equipment. If the current contract includes this same requirement, we know the County likely does not have the following information for 2015. However, the County's current vendor does have the details on the volume of damaged, lost and stolen equipment during 2015, which the County can request from the incumbent.

- a. **Number of one-piece GPS monitoring devices identified as damaged, lost or stolen.**
- b. **Number of two-piece GPS monitoring devices identified as damaged, lost or stolen.**
- c. **Number of transdermal alcohol monitoring devices identified as damaged, lost or stolen.**

2015 Lost GPS

Adult Probation – Lost 1 GPS tracker and 2 beacons

Drug Court and Pre-Trial Services – No lost inventory

Adult Residential Facility – Lost 1 GPS tracker and 2 beacons

Home Based Supervision – No lost inventory

Juvenile Field Services – 3 beacons

3. Page 5; 5. Additional Information; e; We understand the County will provide office space for installing and removing equipment, but we need clarification several aspects of this specification.

- a. **Please clarify if adults and juveniles will be serviced out of the same office space.** *No*
- b. **If not, please clarify how the vendor can ensure prompt installation and removal of equipment without adult and juvenile participants being in the office at the same time.** *Scheduling and installation of equipment can be coordinated between the various DOC departments.*

- c. **Please clarify if the County's office space is available to the vendor for the life of the contract.** *Office space is available for vendor to utilize for installation and removals for the duration of the contract. The space wouldn't necessarily be considered an office space for full-time use.*
- d. **If not, please explain the timeframe in which the vendor has to find an alternative local office.**

4. Please clarify if the County is interested in using a vendor's Monitoring Center service where the vendor's technicians receive event notifications, such as tampering and zone violations, and manage the events by following protocols provided the County. *Instant notifications via the vendor's computer software are sufficient.*

5. What is the difference in the previous RFP and the new RFP? *The Scope of Work was revised to only include County paid referrals and removed the request for pricing on RF equipment.*

6. Do we have to offer the same rate to offender pay individuals that are referred? *There is not an offender pay option*

7. What is the current total population of clients on the electronic monitoring program? *At the time of the previous RFP there were 57 using the current vendor's equipment.*

8. How many defendants are anticipated for GPS equipment and Basic House Arrest equipment on any given day or month? *This information is not tracked between the various departments.*

9. Which departments within the Sedgwick County Department of Corrections will utilize this contract? *All programs will utilize the selected vendor.*

10. Does this contract consist of agency-pay or offender pay or both? *Agency pay only*

11. How does Sedgwick County want to be notified on violations during business hours? After business hours? *During business hours*

12. Will all of the defendants that are in the Pretrial Program be told they have to use the Company that is awarded the Proposal? *Agency paid clients only*

13. Besides being responsible for installation, maintenance/removal/retrieval of the equipment, would we be responsible for any daily monitoring and reporting to each agency beyond what the software provides to them? *No, as long as the software reports real time activity, violations, and DOC personnel can monitor client activity.*

14. Is the vendor responsible for verification of approved activities and collection of required documentation for these activities? *No*

15. Is the vendor responsible for schedule entry for the participants based on approved criteria for the referring agency? *Yes*

16. Per Question 5(f) Are the Sedgwick County referrals by this RFP for all offenders or just the offenders that are agency paid? *See question 10*

17. Are Radio Frequency (RF) transmitters not to be used in this RFP? *Yes*

18. Is this RFP intended to be an Electronic House Arrest Monitoring Program or a GPS Tracking Program? *GPS Tracking Program*

19. Is this program intended to be a 100% Agency Funded program? Yes If not what programming is intended to be offender funded?

20. Pg. 3 - Section 1. Letter C. third bullet – Please clarify what is expected in response to Substance abuse testing and detection. Is this referring to Transdermal testing? Portable Breath testing? Etc.? Either or both are sufficient

21. The RFP states the utilization numbers for GPS tracking for 10 months in the year of 2015, Is this number expected to increase? Remain the same? Decrease? In 2014 \$86,409 was spent on monitoring services and in 2015 \$72,525 was spent. The utilization rate is expected to remain around the same as the two years noted.

22. Does the County intend to add programming for In Home Detention, and/or Electronic Alcohol monitoring? No programming

23. Pg. 3- Section 1. Letter d – states “describe the Electronic House Arrest Monitoring Service Agreement and capabilities.” Please clarify what the County is looking for in response to this scope of service. The services to be provided shall include Global Positioning System (GPS) equipment and 24/7 monitoring. The Provider shall be responsible for enrollment, installation, troubleshooting, and coordinate scheduling restrictions with Sedgwick County Department of Corrections (SCDOC). The awarded vendor shall provide services to juvenile and adult clients under supervision of the Department of Corrections when referred by authorized personnel at the established rate and service level. The Scope of Work specifications herein represent Sedgwick County’s preferences and are not intended to be restrictive to any potential provider(s) or intended to be all inclusive. Providers that provide similar services or equipment in function, but do not completely meet our requested specifications can provide their explanations and expectations separately.

24. Pg. 5 – Section 5. Letter a. – states “10 users Home Base Supervision” - is this a specific technology utilized or is this a particular program utilized? This refers to the Juvenile Detention Facility alternative to detention program titled Home-Based Supervision program. Similar to Pre-Trial services but for juveniles.

25. Is the County intending to award this contract to one vendor or multiple vendors? One

26. What are the equipment losses for this program in 2015? See question 2

27. Does the County want the specs requested in the RFP for all proposed equipment or for GPS tracking only? Or would they like specs on IHD/ Transdermal/ and portable breath testing? GPS equipment and alcohol testing equipment. Other equipment options may be included.

28. Does the County anticipate additional equipment to be billed to the County or only for GPS services? GPS services at this time. As technology changes, so will the request for different types of equipment.

29. Does the County want vendors to provide pricing on additional equipment other than GPS tracking in the RFP? If so – What specific electronic monitoring equipment? See question 27

30. Reference RFP Questions and Clarifications, Page 1: All requests for clarifications of the RFP process and document content should be directed to Kara Kingsley at email kara.kingsley@sedgwick.gov. Questions are due in writing no later than 3 p.m. on January 29, 2016. Any questions of a substantive nature will be responded to in addendum form to be sent to all vendors no later than 5 p.m. on February 2, 2016.

- a. We send our proposals according to the best practices rule of shipping submissions two business days before the agency deadline. Please confirm that the February 2, 2016 deadline will be met.
- b. If not, would the agency consider extending the submission deadline by five days after addendum are published? The proposal due date will be extended by one week. New date is February 16, 2016 at 1:45pm.

31. Reference RFP Section C, 1.c, Page 3: The successful vendor shall provide all equipment (transmitters, receiver units, etc.) required to provide service to the Sedgwick County Department of Corrections; to include; Substance abuse testing and detection (supplemental monitoring equipment as needed, not UA testing)

- a. **Please confirm that the agency requires Offerors to submit information on alcohol monitoring equipment as part of the proposed solution. *Only select offenders will use the alcohol testing equipment and those will be required to use the equipment.***

32. Reference RFP Section C.2.c, Page 4: SCDOC will notify the provider by phone/email of an order for installation. The vendor shall provide office hours consistent with the regular business hours of SCDOC and have sufficient staff available during these hours to complete installations immediately upon order.

- a. **In order to significantly reduce the Offeror's daily rate, would the agency consider reduced installation coverage hours, such as four hours per regular business day rather than eight hours? *Installation hours would need to be from 8-5pm.***

33. Sedgwick County's responses to questions are essential and directly relate to our proposal preparation. Upon receipt of Sedgwick County's answers, integration of those answers into proposal responses is critical and requires time for preparation. Also note that leading vendors commonly ship proposals two (2) days in advance in order to mitigate the potential for delays in shipment/delivery. These points being made, we respectfully request that the County please provide a necessary extension of the proposal due date to allow at least two (2) weeks from the distribution of answers to vendor questions until the proposal due date. *The proposal due date will be extended by one week. New date is February 16, 2016 at 1:45pm.*

34. The previous RFP for Electronic Monitoring Service released in October 2015 and subsequently withdrawn in December 2015 requested Radio Frequency (RF) and Global Positioning Satellite (GPS) equipment however the current RFP only indicates Global Positioning Satellite (GPS) equipment. Does the County no longer wish to receive information for Radio Frequency equipment as a part of vendor responses/proposals? *No RF equipment*

35. Section C, Scope of Service and Requirements indicates the County's desire to utilize Global Positioning Satellite (GPS) equipment. Does SCDOC currently utilize one-piece GPS equipment, two-piece GPS equipment, or both one and two piece equipment? What is SCDOC's preference – one or two piece GPS equipment? *The Scope of Work doesn't require one or two piece but includes the current pricing from the current vendor. SCDOC prefers to utilize just the GPS one piece equipment.*

36. The previous November 2015 RFP for Electronic Monitoring Service included population numbers from Drug Court/Pretrial for 67 GPS participants through private vendors. The current RFP does not include this population figure under Section C, Item 5a for the Drug Court/Pretrial division of SCDOC. Will Drug Court/Pretrial utilize the contract resulting from this RFP for the GPS monitoring of the 67 private vendor cases/participants? *No, agency pay only.*

37. Section C, Scope of Services, Item 5e, states that the County will provide space for the vendor to install/remove equipment and if more permanent space is required, then this can be reviewed at a later date.

- a. **If the vendor provides a dedicated employee for the purposes of servicing this contract, would the County be willing to provide space for the individual within SCDOC on a daily basis upon award/transition? *Not currently.***

38. Will the County supply a list of the Companies and the pricing of those proposals that were submitted for the RFP in November of 2015? *There is a copy of the Bid Tabulation from the December BoCC Meeting on our website. http://www.sedgwickcounty.org/Purchasing/bid_tabs/15-0105BT.pdf*

39. What is the current population on monitoring and the breakdown of types of equipment? *57 as of the date of the previous RFP. All will be GPS with the new vendor.*

40. Will the client pay population from the various County departments using the RFP be specifically directed to the awarded company? *No*

41. If a client doesn't pay the fees, will the County pay the uncollectible fees? *Not applicable as all fees are County paid.*

42. Will the County assist in the collection of fees? *No, this RFP is for County paid only.*

43. Will the awarded company have the ability to stop monitoring a client for nonpayment? *No, this RFP is for County paid only.*

44. What is the estimated time frame to assess and find a solution to a nonpayment issue? *This RFP is for County paid only.*

45. Will the Client pay population be restricted to pay the same fee scale as directed by the RFP? *This RFP doesn't affect any agreements or fees for client pay.*

46. What is an estimation of the average number of days on monitoring for each client? *This information is not tracked.*

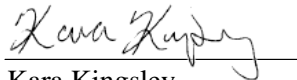
47. How many pieces of equipment were not recovered during the last contract? *See question 2*

48. Is it possible to extend the February 9th date for submission? *Yes, the new due date is February 16, 2016 at 1:45pm.*

49. Does the current contract pricing include Client enrollment, installation of equipment, troubleshooting and coordinating scheduling restrictions? *Yes*

Firms interested in submitting a *proposal* must respond with complete information and **deliver on or before 1:45 p.m. CST, February 9, 2016**. Late *proposals* will not be accepted and will not receive consideration for final award.

“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE PROPOSAL RESPONSE PAGE.”



Kara Kingsley
Purchasing Agent