



Leroy D. Baca, Sheriff

County of Los Angeles Sheriff's Department Headquarters

4700 Ramona Boulevard
Monterey Park, California 91754-2169



March 14, 2011

BULLETIN NUMBER 3 REQUEST FOR PROPOSALS (RFP) GENDER-RESPONSIVE REHABILITATION PROGRAM FOR FEMALE OFFENDERS BID NUMBER RFP 402-SH

This Bulletin Number 3 is being issued to amend the RFP Timetable, respond to questions that were received, provide the most current MERIT-WISE program schedule, and provide revisions to the Request for Proposals (RFP), Appendix A, Sample Agreement, and Appendix B, Statement of Work.

CHANGES TO THE RFP TIMETABLE (Changes Bolded)

- | | |
|---|-------------------------|
| ➤ Release of RFP | October 5, 2010 |
| ➤ Last Day to Confirm Attendance to Mandatory Proposers Conference and Mandatory Site Visit | October 18, 2010 |
| ➤ Request for a Solicitation Requirements Review Due | October 19, 2010 |
| ➤ Written Questions Due by 3:00 p.m. (Pacific Time) | November 5, 2010 |
| ➤ Mandatory Proposer's Conference and Mandatory Site Visit | November 3, 2010 |
| ➤ Questions and Responses Released | March 14, 2011 |
| ➤ Proposals Due by 3:00 p.m. (Pacific Time) | May 9, 2011 |

QUESTIONS AND RESPONSES

Refer to Attachment 1 to this Bulletin Number 3.

MERIT-WISE PROGRAM SCHEDULE

Refer to Attachment 2 to this Bulletin Number 3.

REVISIONS TO REQUEST FOR PROPOSALS (RFP)

1. Sub-section 1.1, Purpose, shall be deleted in its entirety and replaced with the following:

1.1 Purpose

The Los Angeles County Sheriff's Department (Department), on behalf of its Correctional Services Division, Offender Services Bureau, is issuing this Request for Proposals (RFP) to solicit Proposals from potential contractors to provide a recurring Gender-Responsive Rehabilitation Program for Female Offenders (GRR Program) with the intent of creating a framework that understands the path to criminality for female offenders, with the overarching goal of promoting female offenders successful rehabilitation and reintegration into society thus reducing recidivism. This GRR Program will be provided concurrently with an already existing program dormitory at Department's Century Regional Detention Facility (CRDF).

2. Sub-section 1.4.2, Proposer's Minimum Mandatory Requirements, shall be deleted in its entirety and replaced with the following to modify the second paragraph:

1.4.2 Proposers must have had a minimum of eighteen (18) months experience within the last ten (10) years operating female specific residential facilities, female specific day treatment programs, or female specific out-patient programs.

Qualifying experience for minimum requirements listed in the above Sub-sections 1.4.1 and 1.4.2 must be documented through Letter(s) of Confirmation described in Sub-sections 2.8.4(A)(1) and (A)(2) of this RFP. Program literature and written materials describing the history and successful operation of the organization's programs and services may also be submitted in addition to the Letter(s) of Confirmation.

3. Sub-section 2.8.4(A), Proposer's Experience, Organizational Structure and Staffing Plan (Section A.1), shall be amended to modify the first paragraph only:

A. Proposer's Experience, Organizational Structure and Staffing Plan (Section A.1)

Proposer must provide a detailed summary of relevant background information to demonstrate that they meet and/or exceed the minimum experience requirements stated in Sub-section 1.4 and Appendix B, Statement of Work, of this RFP and have the capability to perform the required services as a corporation or other entity.

4. Sub-section 2.8.4(A)(1), Organizational Experience (Section A.1.1), shall be deleted in its entirety and replaced with the following:

1. Organizational Experience (Section A.1.1)

Proposer shall submit in this Section a Letter of Confirmation that verifies that Proposer meets the minimum of eighteen (18) months experience within the last ten (10) years as stated in Sub-section 1.4.1, Proposer's Minimum Requirements. The Letter(s) of Confirmation shall be from an agency or agencies and/or organization or organizations that have awarded an agreement to the Proposer for the services described in Sub-section 1.4.1, Proposer's Minimum Requirements. The Letter(s) of Confirmation shall include the following information:

- Location of contracted program
- The term (time period) of the agreement
- Detailed narrative of scope and nature of the agreement services provided
- Facility size and type of population
- A statement of the quality of the Proposer's performance under the agreement, if available"

5. Sub-section 2.8.4(A)(2), Female Program Experience (Section A.1.2), shall be deleted in its entirety and replaced with the following:

2. Female Program Experience (Section A.1.2)

Proposer shall submit in this Section a Letter of Confirmation that verifies that Proposer meets the minimum of eighteen (18) months experience within the last ten (10) years as stated in Sub-section 1.4.2, Proposer's Minimum Requirements. The Letter(s) of Confirmation shall be from an agency or agencies where female specific services were provided where Proposer operated female specific residential facilities, female specific day treatment programs, or female specific out-patient programs, as stated in Sub-section 1.4.2, Proposer's Minimum Requirements. The Letter(s) of Confirmation shall include the following information:

- Location of contracted program
- The term (time period) of the agreement
- Detailed narrative of scope and nature of the agreement services provided
- Facility size and type of population
- A statement of the quality of the Proposer's performance under the agreement, if available

The same Letter(s) of Confirmation used in Section A.1.1 may be used to meet the requirement in this Section A.1.2 if it includes the required experience.

Program literature and written materials describing the history and successful operation of the organization's programs and services may also be submitted in addition to the Letter(s) of Confirmation.

6. Sub-section 2.8.4(A)(3)(3e), Program Facilitators, **first paragraph only**, shall be deleted in its entirety and replaced with the following:

The position shall provide services under this Agreement on a full-time basis. Program Facilitators must be able to demonstrate the ability to facilitate gender-responsive specific programs and services through possession of, at a minimum, an undergraduate academic degree (associate's degree or higher) with course work appropriate to and related to the GRR Program and program elements and/or a certification from a recognized certifying organization, agency, or Board evidencing training and expertise in areas appropriate to and related to the GRR Program and program elements. A Program Facilitator must be a full-time position which may be shared by two (2) part-time Program Facilitators equaling one (1) full-time Program Facilitator. Contractor shall provide a minimum of two (2) Program Facilitators to provide course curriculum on any day when instruction is provided. While Program Facilitators are not required to possess expertise in every subject matter in the curriculum, all Program Facilitators must in aggregate demonstrate themselves capable of fulfilling all their responsibilities as assigned.

7. Sub-section 2.8.4(C)(2), Proposer's References (Section A.3), **first bullet only**, shall be deleted in its entirety and replaced with the following:

- Prospective Contractor References, Exhibit 2
Proposer must provide two (2) references from two different agencies, where the same or similar scope of services, as described in Appendix B, Statement of Work, was provided. If Proposer's references are the same as those that provided Letter(s) of Confirmation, the contact information for those references must still be listed on this Exhibit 2.

8. Sub-section 2.8.5(D)(3), Assessment, Planning, and Treatment (Section B.4), Program Elements, **last paragraph only**, shall be deleted in its entirety and replaced with the following:

Proposer shall submit with its proposal an anticipated schedule for one (1) month that lists the times and days of each of the program sessions that the Proposer deems as appropriate for the delivery of their program. The proposed schedule must correlate with the above program elements. The actual inclusion of the Proposer's schedule and the MERIT-WISE program schedule will be determined through collaboration between the Contractor's Project Director and the County Project Manager.

9. Appendix D, Required Forms, Exhibit 1, Vendor's Organization Questionnaire/Affidavit, shall be deleted in its entirety and replaced with the revised Appendix D, Required Forms, Exhibit 1, Vendor's Organization Questionnaire/Affidavit, attached to this Bulletin Number 3 as Attachment 3.

REVISIONS TO APPENDIX A, SAMPLE AGREEMENT

1. Table of Contents, Sub-paragraph 4.2, shall be amended to delete the heading "Contractor Project Manager" and replace it with "Consolidation of Duties."
2. Sub-paragraph 2.9, Contractor Project Manager, shall be deleted in its entirety and replaced with the words "Intentionally Omitted."
3. Sub-paragraph 4.1, Contractor Project Director, shall be amended to add the following Sub-paragraphs 4.1.5 and 4.1.6:
 - 4.1.5 Contractor Project Director shall be responsible for Contractor's day-to-day activities as related to this Agreement.
 - 4.1.6 Contractor Project Director shall be available to meet and confer as necessary, but no less frequently than on a quarterly basis, with County, or as determined by County Project Manager.
4. Sub-paragraph 4.2, Contractor Project Manager, shall be deleted in its entirety and replaced with the following:
 - 4.2 Consolidation of Duties. With County's written approval, Contractor may consolidate the duties of the Contractor Project Director, which duties are enumerated in Sub-paragraph 4.1 (Contractor Project Director), and the duties of the Program Director, which duties are enumerated in Sub-paragraph 4.2.2.1 (Program Director) of the Statement of Work, into one Contractor position, and to assign all such duties to one individual who will act as Contractor's liaison in all matters relating to this Agreement.
5. Sub-paragraph 4.3, Approval of Contractor's Staff, shall be amended to delete references to Contractor Project Manager in Sub-paragraphs 4.3.1 and 4.3.2 as follows:
 - 4.3.1 County approves the proposed Contractor Project Director listed in Sub-paragraph 4.1.1. The County Project Director has the right to approve or disapprove any proposed replacement for the Contractor Project Director. If Contractor desires to replace, or if County, at its discretion, requires removal of the Contractor Project Director, Contractor shall provide County with a resume of such proposed replacement, and an opportunity to interview such person prior to such person performing any Work hereunder. County shall not unreasonably delay its approval of a replacement of Contractor Project Director.

- 4.3.2 Contractor shall endeavor to assure continuity during the Term of Contractor personnel performing key functions under this Agreement, including Program Director, Supervising Counselor, Family Service Coordinator, Transitional Service Coordinator, and Program Facilitators, collectively and together with Contractor Project Director ("Contractor Key Personnel"). Notwithstanding the foregoing, the County Project Director may require removal of any Contractor Key Personnel.

REVISIONS TO APPENDIX B, STATEMENT OF WORK

1. Sub-paragraph 3.9, Safety and Security Requirements, shall be amended to change references from Contractor Project Manager to Program Director as follows:

- 3.9 Prior to entrance into a custody facility, Contractor's employees shall comply with current Department Custody Division and custody facility entry requirements, which may include the exchange of a government-issued identification card for a custody facility pass. Passes shall be displayed at all times. Any lost or stolen passes must be immediately reported by Contractor's employees to the Program Director and the concerned on-duty Watch Commander. Program Director shall provide telephonic or in person notification to County Project Manager of any lost or stolen pass as soon as feasible. Telephone notification shall be followed within twenty-four (24) hours via confirming email to County Project Manager specifying the employee involved and articulating the factual circumstances associated with the loss or theft. Contractor's employees shall be responsible for returning any issued custody facility pass to appropriate facility personnel, prior to leaving the concerned custody facility.

2. Sub-paragraph 4.2.2, Key Personnel, shall have the following sentence added with all following sub-paragraphs to remain the same:

All Key Personnel described below must be full-time employees of the Contractor.

3. Sub-paragraph 9.3, Quality Assurance Plan, shall be amended to change references from Contractor Project Manager to Program Director as follows:

- 9.3 Contract Discrepancy Report (Exhibit H)

Verbal notification of a contract discrepancy will be made to the Program Director as soon as possible whenever a contract discrepancy is identified. The problem shall be resolved within a time period mutually agreed upon by the County and Contractor.

The County Project Manager will determine whether a formal Contract Discrepancy Report will be issued. Upon receipt of such report, Contractor is required to respond in writing to the County Project Manager within five (5) Business Days, acknowledging the reported discrepancies or presenting contrary evidence. Contractor must submit its plan to correct the deficiency(s) identified in the Contract Discrepancy Report to the County Project Manager within ten (10) Business Days.

4. Paragraph 9.0, Quality Assurance Plan, second paragraph is deleted in its entirety and replaced with the following to correct a typographical error:

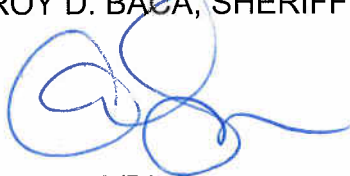
Contractor shall have an ongoing system of quality assurance and improvement, and shall keep quality control records and records of all inspections conducted by Contractor. These records must include, but are not limited to, time a problem was first identified, clear description of the problem, corrective action taken, and time elapsed between identification and completed corrective action.

All other Terms and Conditions of this RFP remain in effect.

Should you have any questions, please contact Gloria Imel, Contracts Analyst, via e-mail at mgimel@lasd.org.

Sincerely,

LERROY D. BACA, SHERIFF



Glen Joe, A/Director
Fiscal Administration

GENDER-RESPONSIVE REHABILITATION PROGRAM FOR FEMALE OFFENDERS

QUESTIONS AND RESPONSES

Question No.	Question	Answer
1	RFP, Sub-section 3.5.7 – Line Item Budget and Narrative – Is there a minimum or maximum bid amount allowed for this RFP or maximum budget for start-up costs? Is there a maximum available funding amount for the GRR Program or a maximum daily rate per participant?	No to all questions.
2	RFP, Sub-section 2.8.10 states that Proposers should submit a 'detailed line item budget'. Do you require 5 separate budgets and budget narratives (for years 1-5) and a sixth budget and narrative for the 6 month option?	Yes.
3	RFP, Sub-section 3.5.7 – Line Item Budget and Narrative. Is there a required budget format, or a Department-issued Excel file required to be used for the Proposer's line-item budget?	No, there is no required budget format. However, all information specified in RFP, Sub-section 2.8.10 must be included in your Section G of the proposal.
4	RFP – Budget – How is the Administrative Fee calculated and how does it replace the Indirect Costs? Does it just replace the standard Indirect Costs based on the federally approved indirect rate or does it need to include certain costs typically listed under direct costs, such as staff recruitment, training, travel, insurance, etc.?	The Administrative Fee is synonymous with Indirect Costs. It includes all items not related to actual Direct Costs associated with the program. The amount of the Administrative Fee must be included in the Proposer's overall budget proposal and will be evaluated.

5	Are there any activities that are not allowable costs? For example, is food for the celebrations allowable?	Outside food or drink is not permitted in custody facilities. However, proposer may submit any activities it deems necessary in its budget.
6	Is there a cap on the percentage allocated for Administrative Costs?	No, but administrative costs in the budget submitted will be evaluated.
7	Because there can be so many services associated with personalized training protocols, what are the upper limit of monies set aside for this project?	There is no set amount put aside for this project. The money to be set aside will be based upon the selected Contractor's program budget.
8	Is the funding through the Inmate Welfare Funds?	Yes.
9	The recommended staffing ratios for gender-responsive programming such as Seeking Safety and Moving On is 1:8 with a suggested maximum of 1:12. Can you provide us with a range of available funding so we can design the best programming within this range?	No. The scope of the program is to be determined by the Proposer.
10	RFP, Sub-section 2.8.4, A.3, 3e - Key Personnel Experience/Knowledge - States that Program Facilitators 'shall possess an educational degree or teaching certification from an accredited institution...to provide course curriculum on any day when instruction is provided'. Is it the Sheriff Department's expectation that Program Facilitators will provide instruction from an academic curriculum, different from the GRR program elements (case management, relapse prevention, wellness, re-entry planning)? If so, can bidders obtain a copy of the curriculum in order to familiarize our staff with the content?	No, there is no expectation of a curriculum different from GRR Program elements. RFP, Sub-section 2.8.4(A)(3)(3e) has been revised. Refer to Bulletin No. 3.

11	<p>RFP, Sub-section 2.8.4, A.3, 3e – Key Personnel – Program Facilitator – This position description requires an education degree or teaching credential from an accredited university. Does this mean Bachelor’s Degree or does an Associate’s Degree count? Do the degrees need to be specific?</p>	<p>A “teaching credential” is not required. However, the Program Facilitators must be able to demonstrate the ability to facilitate gender-responsive specific programs and services through possession of, at a minimum, (1) an undergraduate academic degree (associate’s degree or higher) with course work appropriate to and related to the GRR Program and program elements and/or (2) a certification from a recognized certifying organization, agency, or Board evidencing training and expertise in areas appropriate to and related to the GRR Program and program elements. While Program Facilitators are not required to possess expertise in every subject matter in the curriculum, all Program Facilitators must in aggregate demonstrate themselves capable of fulfilling all their responsibilities as assigned. RFP, Sub-section 2.8.4(A)(3)(3e) has been revised. Refer to Bulletin No. 3.</p>
12	<p>SOW, Sub-paragraph 4.2.2.5 - if academic instruction is not required of the Facilitators, can you please explain the rationale behind the ‘educational degree or teaching certification’ requirement? Will a certificate of training suffice if the staff has been trained on a particular intervention model like Cognitive Behavioral Therapy or Domestic Violence courses? Is a degree in education necessary or just a degree of higher education? A degree in education (as in a teacher) , or does it mean an academic degree (as in a degree issued by an academic institution)?</p>	<p>Refer to question and answer No. 11. RFP, Sub-section 2.8.4(A)(3)(3e) has been revised. Refer to Bulletin No. 3.</p>

13	<p>RFP, Sub-section 2.8.4, A.3, 3e – If “educational degree means the position should be a teacher, will this position be expected to conduct counseling and to plan and implement the individual Treatment and Rehabilitative Plans? Teachers do not have the substance abuse counseling and trauma treatment training or experience needed to understand and properly carry out major Program Elements included in this RFP (see RFP page 35, especially Coordinated Case Management, Trauma Treatment, Substance Abuse Treatment, and Domestic Violence Services). These program elements must be delivered by a qualified counselor to be effective.</p>	<p>Refer to question and answer No. 11. RFP, Sub-section 2.8.4(A)(3)(3e) has been revised. Refer to Bulletin No. 3.</p>
14	<p>RFP, Sub-section 2.8.4, A.3, 3e, Program Facilitators – If “educational degree” refers to an academic degree, is a high school diploma acceptable? A G.E.D.? Or does this only refer to post-high-school degrees or certifications? A degree in education or just a degree of higher education? A Bachelors degree? A Bachelors degree in education? Other degree? If so, which degree?</p>	<p>Refer to question and answer No. 11. RFP, Sub-section 2.8.4(A)(3)(3e) has been revised. Refer to Bulletin No. 3.</p>
15	<p>Will the Sheriff's Dept. consider other certifications besides teaching certificates and educational degrees for service delivery? Many evidence based curricula are supported by training certification courses but are not limited to only those with degrees in education or teaching/certificates.</p>	<p>Refer to question and answer No. 11. RFP, Sub-section 2.8.4(A)(3)(3e) has been revised. Refer to Bulletin No. 3.</p>
16	<p>Do the Program Facilitators have to be full-time positions or can they be part-time?</p>	<p>These positions must be full-time positions. A Program Facilitator must be a full-time position which may be shared by two (2) part-time Program Facilitators equaling one (1) full-time Program Facilitator. RFP, Sub-section 2.8.4(A)(3)(3e) has been revised. Refer to Bulletin No. 3.</p>

17	RFP, Sub-section 2.8.5, D.3 and SOW, Sub-paragraph 1.3 – Does the listed staff ratio of 15:1 relate to group activities only or to the entire static population of 124 participants?	The RFP specifies the 15:1 ratio only for group activities, and specifically only to those group activities identified in the referenced paragraphs.
18	SOW, Sub-paragraph 1.3 – some programs have a 15:1 ratio limit. How do we handle these limits?	The groups shall be conducted with no more than 15 participants at a time. If more groups are necessary, they would need to be conducted separately.
19	RFP, Sub-section 2.8.5 – Program Elements – among the list of elements three have group size limited to 15:1 (Trauma Treatment, Substance Abuse Treatment and Domestic Violence Services), but other similar services do not have the ratio (Cognitive skills, Relapse Prevention, Family Focused Services, Reentry Planning, Wellness). Can these other services be offered in larger groups, say up to 30 participants?	If it is not specified, then the group size shall be determined by the Program Facilitators in conjunction with the MERIT-WISE Program and CRDF policies and not subject to the 15:1 ratio.
20	Are all staff included in the ratios or are these 15:1 ratios only calculated for program facilitators, requiring the program to have more than 8 facilitators (124: 15=8.3) in addition to other counselors?	The 15:1 ratio only applies to the number of inmate participants who can participate in a small group session at any given time with one facilitator.
21	Are there any inmates who suffer from mental illness? If so, can they participate in this program?	Yes, there are inmates suffering from mental illness in custody; however, they will not be participating in the MERIT-WISE or GRR Programs.
22	Is there an existing mental health program in place?	Not applicable. Refer to question and answer No. 21.

23	Is the Contractor expected or allowed to recruit? What if the number of volunteers is low? Who will be responsible for ensuring the proper number of inmate participants? Will we receive payment if census is low?	The Department's Offender Services Bureau staff is responsible for recruiting inmate participants for the GRR Program. It is the Bureau's responsibility to keep the MERIT-WISE dorm staffed with inmate participants. The selected contractor will be paid per the budget submitted/negotiated.
24	RFP, Sub-section 2.8.3 – What does “a clear definition of the material” mean? Are you asking for the TOC to include a brief summary of the proposal sections that are identified on the TOC, or are you asking that the section heading be clearly representative of the material to be found in that section (without a summary description)?	The heading shall be clearly representative of the material to be found in that section.
25	Regarding Letters of Reference or Letters of Confirmation: Who is the addressee:	Since the Letters of Confirmation will be submitted with your Proposal, the letters should be addressed to: “To Whom it May Concern”.
26	RFP, Sub-section 1.4.2 states that proposers must have had a minimum of 18 months experience within the last 10 years operating female specific residential facilities...etc. Can those 18 months of experience have occurred outside of California in another state?	Yes.
27	RFP, Sub-section 2.8.4, A.1 states that 'Proposer must submit a Letter of Confirmation from each agency and/or organization that has awarded an agreement to the Proposer within the last 10 years'. Is this requirement for ALL agency-wide contracts or only program-specific contracts where the services delivered are the same or substantially similar to the scope of work in this RFP?	Letter(s) of Confirmation must demonstrate that the Proposer meets the minimum of eighteen (18) months experience within the last ten (10) years as stated in RFP, Sub-sections 1.4.1 and 1.4.2. RFP, Sub-sections 2.8.4(A)(1) and 2.8.4(A)(2) have been revised. Refer to Bulletin No. 3.

<p>28</p>	<p>RFP, Sub-section 2.8.4, A.1 – Organizational experience – We have several contracts that we have received within the last 10 years at our program sites in three different states. Would you want to see a letter of confirmation from each of these contracts over the past 10 years nationwide? OR could these letters be for contracts limited to contracts for similar or related services to those provided in this Scope of Work? Or could these letters be for contracts for similar or related services be limited to contracts in California? Or could these letters be reduced to say 3 total letters to contracts for similar or related services to those provided in this Scope of Work? Otherwise you could potentially be asking for numerous letters from potential bidders (some may have in excess of 100 contracts nationwide).</p>	<p>Letter(s) of Confirmation must demonstrate that the Proposer meets the minimum of eighteen (18) months experience within the last ten (10) years as stated in RFP, Sub-sections 1.4.1 and 1.4.2. RFP, Sub-sections 2.8.4(A)(1) and 2.8.4(A)(2) have been revised. Refer to Bulletin No. 3.</p>
<p>29</p>	<p>RFP, Sub-section 2.8.4, A.1 – will the Department accept a letter of confirmation from such an agency that states that they are unable or unwilling to comment on the quality of performance because of the following circumstances - State agencies have been unwilling to issue letters that comment on the quality of their Contractors' performance on past agreements, because Contractors are competitors in current and future bid opportunities with those agencies and such letters may be perceived to present a bias regarding particular Contractors during those bid competitions.</p>	<p>Yes, Letter(s) of Confirmation without a quality of performance statement will be accepted as long as the other criteria listed in RFP, Sub-sections 2.8.4(A)(1) and 2.8.4(A)(2) is included in the Letter(s) of Confirmation. RFP, Sub-sections 2.8.4(A)(1) and 2.8.4(A)(2) have been revised. Refer to Bulletin No. 3.</p>
<p>30</p>	<p>RFP, Sub-section 2.8.4, A.1 – We have several contracts that we have received within the last 10 years (more than 5) from the California Department of Corrections. Could we have them write ONE letter with details about each contract we have had with them?</p>	<p>One Letter of Confirmation is acceptable if it demonstrates that the Proposer meets the minimum of eighteen (18) months experience within the last ten (10) years as stated in RFP, Sub-sections 1.4.1 and 1.4.2. RFP, Sub-sections 2.8.4(A)(1) and 2.8.4(A)(2) has been revised. Refer to Bulletin No. 3.</p>

31	<p>RFP, Sub-section 2.8.4, A.1 – Letters of Confirmation – Are letters of confirmation required for each funder that issued contracts to our agency for all the programs (including all the programs for adolescents, families, community-based, etc.) or only for the residential treatment programs?</p>	<p>Letter(s) of Confirmation must demonstrate that the Proposer meets the minimum of eighteen (18) months experience within the last ten (10) years as stated in RFP, Sub-sections 1.4.1 and 1.4.2. RFP, Sub-sections 2.8.4(A)(1) and 2.8.4(A)(2) have been revised. Refer to Bulletin No. 3.</p>
32	<p>Proposer's Minimum Mandatory Requirements – how many Letters of Confirmation are required?</p>	<p>The number of Letters of Confirmation required by each Proposer will vary depending on how many each Proposer needs to demonstrate Proposer meets the minimum of eighteen (18) months experience within the last ten (10) years as stated in RFP, Sub-sections 1.4.1 and 1.4.2. RFP, Sub-sections 2.8.4(A)(1) and 2.8.4(A)(2) have been revised. Refer to Bulletin No. 3</p>
33	<p>RFP, Sub-section 2.8.4, A.1 – Are letters of confirmation required for all contracts held in Los Angeles County or for all contracts in California in the past ten years?</p>	<p>Letter(s) of Confirmation must demonstrate that the Proposer meets the minimum of eighteen (18) months experience within the last ten (10) years as stated in RFP, Sub-sections 1.4.1 and 1.4.2. Letter(s) of Confirmation that the Proposer submits may be from contracts that are outside of Los Angeles County and California.</p>
34	<p>RFP, Sub-section 2.8.4, A.1 – This requires that references provide a statement of quality of the Proposer's performance under the agreement. Is it enough to say that we fulfilled our obligations under the contract and are in good standing and still receive full credit? It is likely that references will not legally be able to provide more than that, and will likely be providing letters to several of the bidders on this contract.</p>	<p>Yes, that will meet the requirements in RFP, Sub-sections 2.8.4(A)(1) and 2.8.4(A)(2) as long as the other criteria listed in RFP, Sub-sections 2.8.4(A)(1) and 2.8.4(A)(2) is included in the Letter(s) of Confirmation. RFP, Sub-sections 2.8.4(A)(1) and 2.8.4(A)(2) have been revised. Refer to Bulletin No. 3.</p>

35	RFP, Sub-section 2.8.4, A.1, Organizational Experience – Does this requirement encompass all contracts we have been awarded (including Federal, State, various [non-Los Angeles] County, and private grant making agencies) in the past ten years?	Letter(s) of Confirmation must demonstrate that the Proposer meets the minimum of eighteen (18) months experience within the last ten (10) years as stated in RFP, Sub-sections 1.4.1 and 1.4.2. RFP, Sub-sections 2.8.4(A)(1) and 2.8.4(A)(2) have been revised. Refer to Bulletin No. 3.
36	RFP, Sub-section 2.8.4, A.1, Organizational Experience – regarding “detailed narrative” how much detail is required? Will a letter that names the type of services, the client population, the amount of the contract award, and the duration of the contract be sufficient to satisfy this criterion?	Providing the type of service, the client population, and the amount of the contract award is sufficient to satisfy criterion of “detailed narrative of the scope and nature of the agreement services provided.” RFP, Sub-sections 2.8.4(A)(1) and 2.8.4(A)(2) have been revised. Refer to Bulletin No. 3.
37	RFP, Sub-section 2.8.4, A.1 – Can the Los Angeles Sheriff’s Department serve as a reference?	Yes.
38	You ask that the potential contractor provide you with a list of all public entities and County agreements for which they have provided services within the last ten years. Would you consider shortening the time frame?	No, the requirements of Appendix D, Required Forms, Exhibit 3, Prospective Contractor List of Contracts, will not be modified.
39	Appendix B SOW, Sub-paragraph 4.2, Staffing Requirements – If selected as the contractor, can we hire one person to fill the Contractor Project Director and the Program Director positions?	Yes. The Program Director may simultaneously serve as the Contractor Project Director (as stated in RFP, Sub-section 2.8.4(A)(3a)).
40	Do you expect that all contractor key staff must be bilingual or is this recommendation? (Conflicts with SOW, Sub-paragraph 4.2.1)	One bilingual (Spanish speaking) staff member must be present at all times when GRR Program instruction, facilitation, courses, or sessions are being conducted. Refer to SOW, Sub-paragraph 4.2.1(1).
41	Is it correct to assume that one contractor staff providing services inside the dorm must be bilingual at all times?	Yes.

42	What does bilingual certification consist of?	An industry-recognized certification that the person is fluent in reading, writing, and speaking both English and Spanish.
43	RFP, Sub-section 2.8.4, A.3, 3a, – Can the Contract Project Director be a full-time administrator for our organization with a percentage salary allocation to this contract?	Yes, the Contractor Project Director can be percentage salary allocated as long as the requirements of SOW, Sub-paragraph 4.2.1(3) are met.
44	RFP, Sub-section 2.8.4, A.3, 3a states that the 'Program Director must submit a resume and references' that verify the minimum 18 months experience. Can you please provide an example of what type of reference will fulfill that requirement? For example, would a letter from our Executive Director or Human Resources Department detailing the individual's experience suffice?	Proposer shall list the references that can be contacted by County, or provide a letter of reference, to verify that the proposed Program Director meets the minimum 18 months within the last five years experience requirement. The letter of reference should include name of company, contact person, address and telephone number, years of employment, positions held, and duties performed.
45	Does the Program Director have to be licensed or a licensed clinician?	No, there is no license requirement. Qualifications should be described in a resume and shall meet the Minimum Mandatory Requirement set forth in RFP, Sub-section 1.4.3.
46	Is the Program Director position required to be an identified person prior to proposal submission?	Yes.
47	RFP, Sub-section 2.8.4, A.3, Key Personnel – if the positions of Supervising counselor, etc...are identified then job descriptions and resumes are to be submitted. Does this mean that identifying (in the proposal) personnel (or candidates) for these positions is optional? If yes, then is there a point deduction for Proposers who fail to identify personnel (or candidates)?	The position that is required to be identified in the Proposer's submitted proposal is the Program Director. The other positions listed do not have to have identified personnel or candidates, and there will be no point deduction for not identifying any position other than Program Director.
48	What licenses, permits, registrations, accreditations and certificates are required for this program and by whom?	These requirements are spelled out in detail in RFP, Sub-section 2.8.4(A)(3), Key Personnel Experience/Knowledge and elsewhere in the RFP.

49	Given that there would be costs involved to the contractor in identifying and securing the program director position for submitting the proposal, would you consider that the person is identified upon a fully executed contract?	No, the Program Director must be identified in the Proposer's submitted proposal.
50	Is a coordinator required on-site or is having a coordinator assessable for the duration of the delivery sufficient?	Being on-site is not a requirement for the coordinators referred to in the SOW. However, the coordinators must fulfill the requirements and be assigned full time to this project.
51	How will the Sheriff's Dept. work with the Family Service coordinator to allow for additional reunification linkages? In other words, will additional visits/calls/correspondence be allowed for these participants under the FSC?	Phone calls and written correspondence are reasonable means to family reunification linkages. In general, no additional visiting time will occur unless such visits are coordinated through the existing ABC (Adults Bonding with Children) Program and Incarcerated Parents Program (IPP). The visiting hours for the ABC Program are from 8:00 am to 12:00 pm on Saturdays. The visits for the IPP are coordinated through the Department of Mental Health staff at CRDF.
52	SOW, Sub-paragraph 1.3 - Please define "Family Focused Services" and what family reunification services would be permitted in an incarceration setting?	Family Focused Services are services based on improving the structure of the family unit. There are several family reunification services that can occur inside the jail. In addition, contact visits can be coordinated with the existing ABC (Adults Bonding with Children) Program or the existing Incarcerated Parents Program (IPP) staff.
53	Appendix B, SOW, Sub-paragraph 4.2.2.3 – Family Service Coordinator is required to "participate in mother/child visits as appropriate." What is the family visitation schedule at CRDF?	The regular visiting hours are 8:30 a.m. – 4:30 p.m. on Saturday, Sunday, Monday and Tuesday. The ABC Program runs from 8:00 am to 12:00 pm on Saturdays. The IPP is coordinated through Department of Mental Health staff on site at CRDF, with visits occurring at various times throughout the week.

54	Do female inmates have any special visitation privileges?	No.
55	Appendix B, SOW, Sub-paragraph 4.2.2.4 – Transitional Service Coordinator – what are the responsibilities of the Community Transition Unit (CTU)? How will they interface with the GRR program?	There are four Department CTU employees assigned to CRDF who provide a variety of transitional services for inmate participants upon release. These CTU staff will act as a resource for GRR staff.
56	Appendix B, SOW, Sub-paragraph 4.2.2.4 – Transitional Service Coordinator – does the Community Transition Unit provide post-release transportation? If so, how is the destination determined?	CTU provides bus tokens and taxi vouchers upon release, but does not provide actual post-release transportation.
57	Can we get a list of services that Transitional Services Unit provides in the facility if available?	The Community Transition Unit provides inmates with linkages to programs and facilities outside of custody upon their release, such as housing for homeless inmates, rehabilitation services for substance abusers, etc. This is done on a case management one-on-one basis by CTU staff and inmates.
58	Are collaborative efforts being encouraged or considered?	Proposals shall identify any intended subcontracts or subcontractors. A primary contractor who submits a Proposal must meet all the requirements, specified in the RFP, including the Minimum Mandatory Requirements in Sub-section 1.4.
59	Will you provide a list of interested parties for possible collaboration?	No.

60	Are there any organizations that the Contractor may not subcontract with?	Any subcontractor used must not appear on the list of Debarred Contractors in Los Angeles County. Subcontractors shall be utilized only upon the approval by County, at County's discretion, and shall comply with Exhibit A, Additional Terms and Conditions, Paragraph 1.0, Subcontracting, of Appendix A, Sample Agreement, of the RFP.
61	Once this contract is awarded, can the on-site coordinator be a representative from a subcontracting entity?	No, the on-site coordinator and all other Key Personnel, as defined in SOW, Sub-paragraph 4.2.2 and elsewhere, must be full-time employees of the Contractor. SOW, Sub-paragraph 4.2.2 has been revised. Refer to Bulletin No. 3.
62	Are subcontracts allowed and is there a limit on a subcontract amount? The term "subcontractor" appears many times in the RFP, e.g. pg. 7, 11, Exh. A – Additional Terms and Conditions, jury duty forms, etc. This implies that subcontracting of a part of the contract is allowed under the terms of this RFP.	Yes, subcontracting is allowed, and the requirements listed in Exhibit A, Additional Terms and Conditions, Section 1.0, Subcontracting, of the Sample Agreement, must be adhered to. All intended subcontractors shall be identified in the Proposer's proposal.
63	RFP, Sub-section 2.8.4, A.3, 3b, Supervising Counselor – states supervising counselor "shall provide services under this agreement on a full time basis." Does this mean that the Supervising Counselor should provide direct services to participants and be included in the 15:1 ratio?	The required full-time services of the Supervising Counselor shall include, but not be limited to, coordinating GRR services and direct supervision of the subordinate staff. As such, the Supervising Counselor may provide direct services to participants and conduct group sessions with no larger than the 15:1 required ratio.
64	Is the Supervising counselor in addition to the Substance Abuse Counselor or the same as?	There is no separate Key Personnel identified as a Substance Abuse Counselor. The Supervising Counselor must be certified as a substance abuse counselor at the time of hire.

65	<p>RFP, Sub-section 2.8.5, A – Program Design. Please clarify what the following means: “Proposer shall specifically articulate how their proposed program will incorporate and integrate the vision, mission, guiding principles, and programming approaches as described below into the existing MERIT-WISE program, as described in Attachment 1...” It is our understanding that the existing MERIT-WISE program is administered by another contractor under a separate agreement with the County. Is it the Department’s expectation that the GRR contractor will add its services to that separate contractor’s program? Will these be blended programs, or separate side-by-side programs?</p>	<p>It is intended that the GRR and the MERIT-WISE programs will be side-by-side programs utilizing the same inmate participants in the dorm during some of the same operating hours. During these times, this will require collaboration between the two programs in order to be effective and meet the requirements of the RFP and the resulting contract award.</p>
66	<p>What is the existing program or MERIT-WISE Program that GRR would be incorporated into?</p>	<p>The GRR Program is not incorporated into the MERIT-WISE Program and will operate side-by-side in conjunction with the program.</p>
67	<p>Appendix B, SOW, Paragraph 1.0, 3rd paragraph – Please clarify what “augment and complement” and “overlays” mean, considering that GRR Programming and MERIT-WISE Programming will operate during the same hours.</p>	<p>The GRR and MERIT WISE programs will coexist side by side in the same dorm providing services that together meet the desired outcomes of the risk and needs assessment performed by the GRR provider and the educational assessment performed by the educational provider.</p>
68	<p>Since the GRR program is supposed to “overlay” the MERIT-WISE program are there clear blocks of time though out the 8-3 MERIT-WISE hours that participants are free to attend GRR programming?</p>	<p>No, there are no clear blocks of time. The GRR program will be required to collaborate with MERIT-WISE staff to work out the best times and means for the inmate participants to attend both programs.</p>

69	Will the MERIT-WISE and GRR programs comprise a sequence, wherein participants first complete one program and then move on to the other? IF so, will the order of programs be the same for all participants?	No, the two programs (MERIT-WISE and GRR) will operate concurrently.
70	Some gender responsive groups are closed yet this seems to contrast with the open entry/exit plan. Can accommodations be made if the research recommends a closed group format?	Yes. This should be factored into the Contractor's Program design.
71	Appendix B, SOW, Paragraph 1.0 – Does "open entry, open exit system" mean that women will continuously be "enrolling" and "graduating" from the GRR on a rolling basis?	Yes, but a more appropriate term would be to "complete" their individual treatment plan rather than "graduate."
72	RFP, Sub-section 2.8.5, A – Program Design. What are the Vision and Mission of the MERIT-WISE program? This is important for Proposers to understand so that we can integrate the GRR Program Vision and Mission into those of the MERIT-WISE program.	Attachment 1 to the Statement of Work details the MERIT-WISE Program description, around which the GRR Program vision, mission, guiding principles, and programming approaches can be developed.
73	The SOW describes participation as voluntary – are participants allowed to leave the program voluntarily as well? If so, are they moved out the MERIT-WISE Dorm?	Yes to both questions.
74	Will participants be able to enroll in both MERIT-WISE and GRR programs concurrently?	Yes, it is required that inmate participants volunteer to participate in both programs.

75	Appendix B, SOW, Pg. 1, states that participants in the MERIT-WISE dorm are volunteers identified through a variety of means. When the GRR program arrives in the dorm, will inmates be able to volunteer for the GRR program without volunteering to participate in the MERIT-WISE program?	No, they must volunteer to participate in both programs.
76	Will MERIT-WISE and GRR staff be able to refer participants to each other's programs if the materials and courses offered in the other program are appropriate for the participant's rehabilitative plan?	Yes.
77	Attachment 1, MERIT-WISE Program Description states that participants must attend school Monday through Friday from 8:00 am until 3:00 pm and take a minimum of four classes. When will these participants attend the GRR program (which is required to operate at the same time)? And will the MERIT-WISE program be modified to allow participants to participate in both programs?	The MERIT-WISE Program will work in conjunction with the GRR program during the same days of the week and hours to ensure the inmates' participation in both programs. Refer to question and answer No. 91.
78	Attachment 1, MERIT-WISE Program Description – Since some of the course offerings in the MERIT-WISE program are duplicated in the GRR Program design (Parent Education, Drug Education, Personal Relationships, for example), can participants who have completed these MERIT-WISE courses be considered to have fulfilled those requirements for GRR program participation?	No. We are looking to go beyond strictly education with the GRR program, such as therapeutic groups, one-on-one sessions that pertain directly to the curriculum from the parenting program. This concept can be extrapolated to drug education, personal relations, etc.
79	Therapeutic Community – is referred throughout the RFP as an educational program. Is it intended to be an actual description to include in model? What is the expectation?	Therapeutic Community implies the set up is different than that in a General Population dorm (where inmates may not be eligible for educational programs, etc.) by way of creating an environment of learning.

80	Please define "Cognitive Skills Development." Do you have a specific model you would like contractors to use? Is Cognitive Behavioral Therapy acceptable?	Cognitive Skills Development refers to changes in an adult's intelligence or thinking ability, or ability to make decisions. We have no specific model. Yes, Cognitive Behavioral Therapy is acceptable.
81	SOW Attachment 1 – According to the MERIT-WISE program description in Attachment 1, "Drug Education" is listed as one of the eight available courses. Is that course to be provided by the contractor or will it be taught by a third party?	The Contractor will not provide drug education. This course will be provided through an education provider during the MERIT-WISE Program.
82	SOW, Scope of Work, Sub-paragraph 1.5 – The proposer is to work "within the parameters" of existing MERIT-WISE program, including currently scheduled educational, religious and enrichment activities. Does new GRR Program replace all the existing services with new ones of the same type or does it complement what is currently offered by additional services? In particular, the MERIT-WISE program includes drug and alcohol education: does the new program replace this class with a new one, included in the services required by the RFP?	The new GRR Program is to complement the MERIT-WISE Program. The best possible program design is to be presented in the proposal but the contractor needs to be flexible and modify schedules and program to ensure that it works well with the MERIT-WISE Program. The Contractor will not provide drug education. This course will be provided through an education provider during the MERIT-WISE Program.
83	MERIT-WISE Program – are there multiple classes going on at once?	Yes, space is shared.
84	Can you identify which MERIT-WISE service providers are obligated to work with us to help in ensuring effective service delivery?	The program will be a collaborative between the MERIT-WISE staff on site and the GRR Program staff. The MERIT-WISE Program is facilitated by a separate educational provider.
85	Does MERIT-WISE program maintain a resource guide of area providers of services? If so, can we receive a copy?	No, there is no resource guide available.

86	Is the GRR expected to be Monday – Friday operating on a regular school schedule?	No, not on a regular school schedule. Refer to SOW, Paragraph 5.0 for details.
87	SOW Paragraph 5.0 – Schedule of hours – will the successful contractor be able to offer programming on Sundays, AND Saturdays? Just Saturdays? What hours would be available on the weekends?	The hours of availability will be based on the MERIT-WISE program schedule. Refer to current schedule attached to Bulletin No. 3 as Attachment 2.
88	Will evening scheduling of services be acceptable?	Yes. Refer to SOW, Paragraph 5.0 for details.
89	How much of an inmate participant's day is expected to be dedicated to GRR activities?	There is no expectation other than the schedule/hours described in SOW, Paragraph 5.0. Contractor's proposal must include the daily breakdown as described in RFP, Sub-section 2.8.5(D)(3).
90	For what span of time (16 weeks, etc.)?	For the duration of the individual treatment plan or the inmate participant's exit from the dorm, whichever comes first.
91	Appendix B, SOW, Sub-paragraph 1.5.3 – Will the Department provide to Proposers a list of times that will be available for GRR program operations or activities, so that Proposers may design a month's schedule to submit with their bids?	Yes. Refer to MERIT-WISE program schedule attached to Bulletin No. 3 as Attachment 2.
92	How late can the GRR Program contractors work?	Approximately 9:00 p.m. or at the discretion of the Watch Commander.
93	Will MERIT-WISE and GRR staff be able to (or expected to) case-conference with/about shared participants?	Yes, they will be able to case conference with/about shared participants.
94	What is the average length of stay of women in CRDF?	It varies with an average stay of 40-50 days.

95	<p>What is the average length of stay for participants in the MERIT-WISE dorm? If average length of stay is not available, what is the range from minimum to maximum lengths of stay? How many of the 124 MERIT-WISE dorm beds are full at a given time?</p>	<p>The average length of stay fluctuates between 40-50 days. We make every attempt to keep all 124 beds in the dorm occupied at all times.</p>
96	<p>What is the anticipated length of time each woman would be "enrolled"? 90 days? 180 days? Less than 90 days? OR will this vary from participant to participant?</p>	<p>This would vary from participant to participant depending on the individual needs and assessment, associated after care requirements, and actual length of incarceration.</p>
97	<p>Typically how many women go through the MERIT-WISE module/pod per year?</p>	<p>Based on the current average length of stay, there would be approximately 1000 different inmate participants housed in the dorm per year.</p>
98	<p>How many women went through the MERIT-WISE dorm last year?</p>	<p>The actual number is not available. However, based on the current length of stay, approximately 1000 inmate participants would have been housed in the dorm last year.</p>
99	<p>How many women are expected to receive GRR program services over the duration of the contract year?</p>	<p>Every inmate participant housed in the MERIT-WISE dorm will receive GRR Program services, which can be 124 inmate participants at any one time and approximately 1000 per year.</p>
100	<p>How are the inmates evaluated and identified to become a participant?</p>	<p>Inmates are placed into the MERIT-WISE dorm by the Department's Offender Services Bureau staff using established criteria, based on several factors which include security level, arrest charge, etc.</p>
101	<p>What is the Dorm capacity?</p>	<p>The MERIT-WISE dorm houses 124 inmates.</p>

102	Appendix B, SOW, Paragraph 1.0, 2 nd paragraph. – How many of the 124 (static) MERIT-WISE Dorm residents are expected to participate in GRR Program at a given time? This information is important in order to develop a budget (staffing, curriculum materials, supplies, etc). What is the average percent of women who will typically be away from the dorm during daytime hours for other activities or obligations?	All 124 inmate participants in the dorm are expected to participate in the GRR program based on their individual needs. It is impossible to predict how many inmate participants will be away from the dorm at any given time due to varying requirements with court proceedings, etc.
103	Are MERIT-WISE participants attending all programs female?	Yes. All inmates housed at CRDF are female.
104	What are the classifications of inmates in this facility? (CRDF)	CRDF houses all classifications of inmates. However, all inmates housed in the MERIT-WISE dorm must meet certain criteria (i.e. lower security level, non-violent offense).
105	Is the GRR Program expected to serve all 124 women?	Yes, all 124 women will be serviced by the GRR Program; however, a collaborative effort with the MERIT-WISE Program would need to be accomplished in order for the same 124 women to also be serviced by the MERIT-WISE Program concurrently.
106	Is a GRR participant required to meet a certain amount of hours?	Yes, each inmate participant is required to have a minimum of 20 hours per week of Program elements (refer to SOW, Sub-paragraph 1.4.1).
107	Does the 20 hour per week minimum amount include team staffing, staff meetings, etc?	No, it refers to direct services to the inmate participants.

108	RFP, Sub-section 2.8.5, D.2 – Individual Treatment and Rehabilitative Plan states, “Proposer must describe what constitutes successful completion of the proposed program.” Is it possible that participants may complete the program prior to release from jail? If so, are they removed from the MERIT-WISE dorm space to make treatment beds available to other inmates who wish to participate, who are not already placed in this dorm?	Yes, it may be possible for an inmate to complete the GRR treatment program prior to release from jail, but in order for an inmate participant to be moved from the dorm, they would have to complete <i>both</i> the GRR and the MERIT-WISE Programs.
109	RFP, Sub-section 2.8.5, D.3 – Program Elements, letter L. Alumni Group Participation. Will former participants be allowed to return to the CRDF to form an Alumni Group? How do we manage this and what is the vision?	It is anticipated that the Alumni Group would take place at a location other than at CRDF. The Alumni Group would be included in the 40 hour per week requirement (refer to SOW, Paragraph 5.0) and the vision is to provide on-going support for GRR participants who have been released and the possible inclusion of family members.
110	RFP, Sub-section 3.5 – Proposal Evaluation and Criteria describes no specific pagination, formatting (including font size, margin width), or printing (black and white vs. Color, single-sides vs. double sided) instructions: Is there a page limit for the proposal narratives?	No, there is no page limit. However, the order of documents and numbered sections must be followed according to RFP, Section 2.0, Proposal Submission Requirements.
111	Are separately-labeled attachments (placed outside the main narrative) allowed, and if so do they count toward a page limit, if there is one?	Yes, but any separately labeled attachments shall be inserted under the appropriate section of the proposal. There is no page limit.
112	If the contractor would like to include sample forms, where should they go?	If you are referring to sample forms as part of the curriculum or the proposed GRR Program, they can be included in the appropriate section of the submitted proposal. Refer to RFP, Sub-section 2.8, Proposal Format.
113	Is single-spacing acceptable, or is double-spacing required?	Either spacing is acceptable.
114	Is color printing permitted, or only black-and-white?	Both are permitted.

115	Is a minimum font size required?	No, however the print must be easily read.
116	Are proposals allowed to be bound?	Yes, however a 3-ring binder is preferred.
117	Is any kind of binding prohibited?	Any binding used must allow for the proposal to be easily unbound or taken apart by County if needed. For example, 3-ring binders would be allowed.
118	Proposal submission – Are the original and 3 copies to be included in three-ring binders?	3-ring binders are acceptable. Refer to question and answer No. 116.
119	Is FedEx or hand delivered preferred?	Either method is acceptable for the delivery of the proposal. Proposal must be received by the date specified in Bulletin No. 3.
120	RFP, Sub-section 2.8.5, D.1 – Risk and Needs Assessment states, “List and describe all the factors to be included in the Intake Risk and Needs Assessment” Does this mean the contractor must create their own Intake Risk and Needs Assessment? Previously (in the same section) it was stated that the Contractor would utilize the Northpointe Women’s COMPAS as the Intake Risk and Needs Assessment. Please clarify.	The Contractor shall not create their own Intake Risk and Needs Assessment tool. The Contractor shall utilize the Northpointe COMPAS Womens risk and needs assessment. The listing and description can be a restatement of the elements of the Northpointe COMPAS Womens risk and needs assessment.
121	Appendix B, SOW, Sub-paragraph 2.2.1 – Will the COMPAS be provided to the Contractor by the County, or will the Proposer need to budget for purchase/license of this tool in the line item budget submitted with the proposal?	The Proposer will need to procure the COMPAS tool, and as such may include the costs of the tool in its line item budget. The County will not provide the COMPAS tool to the Contractor.
122	Will the Department provide bidders with a copy of the Northpointe Women’s COMPAS to review in order to prepare for this proposal?	No. Bidders can obtain necessary information from the Northpointe website http://www.northpointeinc.com/ or by contacting Northpointe at 888.221.4615.

123	If the tool (COMPAS) is not provided, what is the cost to the contractor?	It is the Proposer's responsibility to obtain this information.
124	Are you expecting the contractor to administer the COMPASS/Self Assessment on all inmate participants monthly?	Yes (refer to SOW, Sub-paragraph 2.5, Reassessments). In addition, reassessments shall be administered to all inmate participants upon their exit from the program prior to completing a month but who were enrolled in the GRR Program a minimum of 14 days consecutively.
125	What is the average time to implement this tool (COMPAS)?	The time would vary from participant to participant.
126	The COMPAS requires inclusion of information from the participant's criminal justice file(s). Will the County make these files available to the Contractor to allow for completion of the COMPAS assessment, or will County staff facilitate the criminal justice portion of the COMPAS assessment or will there be some other arrangement?	All criminal history files are confidential. If there is specific information needed on a certain case, LASD staff will make an attempt to provide that information. Otherwise, Contractor shall rely on self-reporting by the participant.
127	Appendix B, SOW, Sub-paragraph 2.2 – Risk and Needs Assessments, are additional assessments such as the Addiction Severity Index allowed?	Yes.
128	Appendix B, SOW, Sub-paragraph 2.3.1 – Is this a standardized, validated assessment tool?	This would depend on the self-evaluation assessment tool proposed by the Proposer, specifically if an off-the-shelf self assessment tool is utilized or one is developed by the Proposer. Either is acceptable.
129	Appendix B, SOW, Sub-paragraph 2.3.1 – Will the County provide a sample copy to the bidders so that we may properly describe its use in the GRR Program context?	No, it is the Proposer's responsibility to propose the self – evaluation assessment tool intended to be utilized.
130	Appendix B, SOW, Sub-paragraph 2.3.1 – Will the Self Evaluation Assessment tool be provided by the County or will the Proposer need to budget for purchase/license of it in the line item budget submitted with the proposal?	No, the tool will not be provided by County. However, the costs of such tool may be included in the Proposer's line-item budget.

131	RFP, Sub-section 2.8.5, D. – Assessment, Planning and Treatment – Are additional assessment tools in addition to COMPAS permitted to create a comprehensive assessment system, including self-assessment and validated research-based assessment instruments? Can the Contractor use an evidence-based curriculum of its choice? Would you consider other validated assessment tools provided they are gender responsive?	Yes to all questions; however, the COMPAS tool must be the primary assessment tool for Intake Risk and Needs Assessment.
132	RFP, Sub-section 2.8.5, D.3 – Program Elements – Are all the services expected to be included in one comprehensive Gender-Responsive Curriculum, or are providers free to draw on a number of curricula addressing specific issues, such as trauma, cognitive skills, domestic violence, family relationships, etc.?	The program design and curriculum is at the discretion of the Proposer as long as it responds to requirements outlined in the RFP.
133	RFP, Section 2.8.5, D.3 – Program Elements – in addition to Orientation, are there any program phases defined? What is the duration of the Orientation?	Specific elements are listed in the RFP, Sub-section 2.8.5, D.3 and SOW, Sub-paragraphs 1.3 and 2.1. The duration of the orientation is at the discretion of the Contractor.
134	Appendix B, SOW, Paragraph 9.0 – Quality Assurance Plan – the last sentence of the paragraph at the top of the page appears to have been clipped.	Appendix B, SOW, Paragraph 9.0, the last sentence should read: "These records must include, but are not limited to, time a problem was first identified, clear description of the problem, corrective action taken, and time elapsed between identification and completed corrective action." Appendix B, SOW, Paragraph 9.0, Quality Assurance Plan, has been revised. Refer to Bulletin No. 3.
135	Is the Contractor permitted to include additional (non-required) staff positions (for example, data entry, Administrative Assistant)?	Yes, but these staff positions must be included in budget submitted with the proposal.

136	Can several program tracks be proposed based on length remaining in custody and/or the severity of the problem?	Yes.
137	Appendix B, SOW, Sub-paragraph 3.7.2 – Can costs of the Ethical Conduct Training as described in Sub-paragraphs 3.7.1 and 3.7.2 be allocated as costs to this grant (contract)?	Yes, if such costs are included in proposed budget.
138	RFP, Sub-section 3.5 Proposal Evaluation and criteria – it shows that each section is awarded a percentage score. What is the total number of points awarded for the grant (Contract)?	The total number of points will not be disclosed at this time.
139	RFP, Sub-section 3.5 Proposal Evaluation and Criteria – is meeting the minimum criteria under 3.5.1. Proposer's Qualifications enough to receive a full score?	No. Points will be awarded for select criteria listed in RFP, Sub-section 3.5.1.
140	RFP Appendix D, Required Forms, Exhibit 11 - how is a Transitional Job Opportunities program defined? Does certification need to have been in place for 3 years, or can recent certification with proof of transitional job opportunities experience be used to apply for the Transitional Job Opportunities preference?	If not currently certified for the Transitional Job Opportunities Preference, contractor must be a non-profit organization for three (3) years and have provided transitional job and related supportive services to program participants for one (1) year. If certified, there is no limit as to how long contractor must have been certified. Contractor must meet all the requirements listed in RFP, Appendix D, Exhibit 11, at time of proposal submission to be given preference. Refer to RFP, Sub-section 1.23.
141	RFP, Sub-section 1.23 – Transitional Job Opportunities Preference: Is it possible to subcontract with a provider that is certified as a Transitional Job Opportunities vendor and then receive the preference?	No. Primary contractor that submits the proposal must qualify for the preference.
142	Are there instructions on how to fill out the form under the section 1.23 for the Transitional Job Opportunities Preference Program?	Refer to RFP, Sub-section 1.23 as well as Appendix D, Required Forms, Exhibit 11

143	Who is providing the Transitional Job Opportunities Preference Program evaluation?	The Sheriff's Department.
144	RFP, Sub-section 1.20 – Local Small Business Enterprise (SBE) Preference Program: Is it possible to subcontract with a provider that is certified as a Small Business Enterprise vendor and then receive the preference?	No. Primary contractor that submits the proposal must be certified prior to proposal submission. The 5% preference is applied after certification is verified. Primary contractor must be certified and cannot receive preference from sub-contractor certification status.
145	Can Prime contractor benefit from a sub-contractor who is SBE certified for SBE Prompt Payment Program?	No. Invoices are submitted by the primary contractor, not by the sub-contractor, so prompt payment is not applicable. Primary contractor must be certified and cannot receive preference from any sub-contractor's certification status.
146	SBE Preference Program credit applying with the State – is this for full profit organization and not for non-profit?	Contact the County Office of Affirmative Action Compliance (OAAC) at (877)669-2237 for questions.
147	What is the start date of the contract anticipated to be?	There are several factors that affect start date but at this point it is anticipated by Fall 2011.
148	Under the sample agreement section Ownership of Materials, Software and Copyright 13.1 - on page 2 of the SOW is says "Contractor shallcustomize curriculum to meet the unique need of the County, facility, education provider, and Inmate GRR Program Participants." Does customization of already developed materials apply?	Yes, County shall be the sole owner of any "already developed materials" customized for the GRR program, as such customized materials will have been originated, developed, or created through Contractor's work pursuant to the agreement. Already developed materials would only need customization if deemed necessary to meet the unique needs of the County, facility, education provider, and Inmate GRR Program Participants.
149	Can bidders ask additional clarifying questions once responses to these questions have been received?	No.

150	Please clarify the rumors that CRDF is closing and inmates are being moved to Twin Towers.	The closing of facilities is based on many factors beyond the control of the Department's Offender Services Bureau; however, the Sheriff's Department will always maintain a facility which houses its female inmates where the GRR Program and other programs will be provided.
151	What are the upper and lower limits of group size when it comes to sessions pertaining to group education and exercise?	This is determined by the Contractor, working within the guidelines of the custody facility as they pertain to the different locations (classroom, outdoor rec, or dorm) in which the activity is to take place.
152	Who will oversee this delivery from the Sheriff's Department?	It is anticipated that County Project Director (Director Karen Dalton) and County Project Manager (Sgt. Christina Baker of the Offender Services Bureau) will oversee the contract.
153	Can supportive training be provided to Sheriff's personnel to reinforce the delivery to inmate participant?	Yes, but this would have to be done at the expense of the Contractor, and would be based on availability of LASD staff to accommodate it. Such costs may be included in proposed budget.
154	Will the conference be recorded or will videotaping be permitted?	Conference was audio recorded. No videotaping is/was permitted.
155	We understand that the site/offices are provided by the county at the facility. How many offices, classrooms and approximate square footage will be provided?	We are unable to specify the exact location/number/size of any sites/offices which may be made available to Contractor staff at this time; however, every attempt will be made to accommodate staff needs for space to effectively deliver the GRR Program.
156	Are there separate classrooms?	Yes, there are two classrooms. A day room is also available.
157	Are participants separated in pods/modules?	It is in an open area with no dividers in the open common area.
158	Can we get a floor plan identifying space/size/availability for offices and groups in addition to any other space offered?	No. We are unable to specify the exact space/size/availability of any offices/group sites, etc. which may be made available to Contractor staff at this time

159	Will the contractor have access to a space that will enable private one-on-one assessments with clients?	There are several areas within the dorm and/or outdoor recreation yard which could be utilized for the one-on-one assessments.
160	Will we be provided secure space for administrative purposes including but not limited to case team meetings, staff meetings, and private counseling sessions? If not, is there provision for the contractor to include off-site space for these functions that are necessary to quality programming?	Refer to question and answer No. 155. Also, if administrative meetings/functions are to be held off-site, they would need to be reasonable in duration and frequency, written into the proposed schedule, and held within the 40-hour prescribed program week.
161	We understand that all staff is expected to work 40 hours weekly but does this have to all be within the facility? Especially if administrative work and staff meetings would need to be held off-site?	Refer to question and answer No. 160.
162	Does the 40 hours referenced include all activities or just the activities under this contract?	The 40 hours referenced is the activities directly related to this contract.
163	Does homework count toward the 40 hours?	No.
164	Do the hours include lunch or dinner?	No.
165	What equipment is available for our use in any of these rooms or do we need to bring the equipment in and out? Could you provide a list of office furniture and equipment that will be available to the contractor?	Access to a copy machine will be provided to the Contractor staff. It is unclear at this time what, if any, specific office furniture will be provided for Contractor use. Any audio/visual equipment deemed necessary will be provided by the County.
166	Will phones be provided at no cost or do we need to budget for long distance calls? Will internet/e-mail be provided at no cost or again, is this something the contractor is responsible for?	Any phone calls within the scope of providing program services may be made on County phones. Internet and email will not be provided for Contractor staff at County facilities.

167	Is there a locking closet/room to place a locking file cabinet in for clinical files?	Yes, a location for file cabinets for necessary files will be available.
168	Will the contractor have access to a copier? Or will the contractor have a space to place a copier?	Yes, Contractor will have access to a copier.
169	We noticed lockers on site for correctional staff. Will there be lockers available for contract staff?	Lockers will not be assigned to staff; however, there are small lockers just outside of Main Control which can be used for small items (keys, cell phones, etc.) which cannot be taken inside security.
170	How long will it take for our staff to enter and exit this facility each day they report for duty?	The actual time can vary from day to day, but it is typically very minimal. Exceptions to this may be during times of facility lockdowns, searches, or other facility activities.
171	The SOW states that staff that will be entering the facility need to provide a California Driver's License for the various reasons stated. Can staff provide a license from another state?	Contractor staff should possess either a California Driver's License or a California Identification Card. However, the need for either will be handled on a case by case basis. The preference is that Contractor staff possess a California Driver's License or California Identification Card.
172	Is parking provided for staff at the facility?	Yes, Contractor staff may park in the multi-level structure in the rear of the facility which was used during the Vendor Conference/Site Visit.
173	GAIN/GROW Participants for Employment – How do we demonstrate a proven record?	You must demonstrate by attesting on Appendix D, Required Forms, Exhibit 9, that you have a record of hiring GAIN/GROW participants (refer to RFP, Sub-section 1.30). Or, you need to indicate on the form that you are willing to consider GAIN/GROW participants for any future employment openings.
174	How do we address the Gain/Grow Agreement if we have not operated in the state of CA until just recently?	Refer to question and answer No. 173.

175	Is the required 30-day schedule to include services for all 124 inmate participants for that month or only services received by one, sample female offender, attending a specific set/track of activities and treatment services?	The 30-day schedule shall reflect the implementation of the program as a whole.
176	Do you expect all of the groups to be co-facilitated?	No.
177	Is group facilitation expected daily (The RFP states daily at some points and "on any day provided" at other points)?	The makeup of the program is to be described in the Proposer's proposal. Where and how group sessions are facilitated is at the Proposer's discretion.
178	Can we receive a copy of the quarterly report to the County Project Manager as well as a copy of the report relative to departures/reasons?	There are no sample reports. Refer to SOW, Sub-paragraph 2.9, Quarterly Meetings; Sub-paragraph 2.5.3, Written quarterly reassessment results report; Sub-paragraph 2.6, Contractor's monthly report on departures.
179	Will we be held accountable if the client is not made available to us on time? In other words, group starts at 9am but clients don't get there until 9:45am and the class is scheduled to end at 10:30am?	If the tardiness is due solely to LASD, then the contractor will not be held accountable.
180	What if an inmate participant is sick and cannot attend the program?	They will be required to go to Sick Call, and then either be medically excused or cleared to attend.
181	Can you share how often you have fined a provider and the range and average of the fines leveraged?	No.
182	Are you able to provide us with any research data identifying the top criminogenic needs of the population of the program historically?	No.
183	Background and Security Investigations – What is the time frame to check past history?	We check criminal history through the State's Criminal History database which does not have a standard time frame.

184	How long does it take to get clearance to come into the facility for the Program provider?	Minimum of seven (7) days. Timely if nothing comes back on the initial investigation. It can vary depending on what shows up.
185	Are ex-offenders allowed to be hired on this contract?	The review of the background/security check will be handled on a case-by-case basis.
186	Overarching goal to reduce recidivism – How is this evaluated? Does the Department currently have tools or instruments in place to evaluate?	The Department is currently working on methods and tools to evaluate recidivism rates.
187	Regarding the existing monthly management meetings held at CRDF – can we have a list of current programs?	This question is not relevant to this RFP.
188	Is there a list available of current grants, NIC, DOJ participants or other contractor programs that can positively affect the GRR Program?	No.

SCHEDULE FOR MODULE 3600 - MERIT/ WISE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>8:30 - 10:30</p> <p>M.R.T. PROGRAM</p> <p>3 - W CLASSROOM: INMATES: 8-10</p> <p>INSTRUCTORS: STARK MACKINTOSH</p>	<p>8:00 - 10:30 MOVIE DAY</p> <p>3600 DAYROOM INMATES: 50-80</p> <p>INSTRUCTOR: TALPS</p>	<p>8:00 - 9:00 HOURS</p> <p>DOMESTIC VIOLENCE</p> <p>3 - W CLASSROOM INMATES: 25</p> <p>INSTRUCTOR: ANNA BAUM</p>	<p>8:00 - 11:00</p> <p>MP3 PLAYER PROGRAM</p> <p>INMATES: 30</p> <p>INSTRUCTOR: CHAVEZ</p>	<p>0800 - 11:00 3600 CLASSROOM AVAILABLE</p>
<p>10:00 - 11:30</p> <p>RELIGIOUS B/S</p> <p>3600 DAYROOM</p> <p>INMATES: 40 - 50</p> <p>INSTRUCTOR: MEL NOVAK</p>	<p>10:00 - 12:00 HOURS</p> <p>PLANNED PARENTHOOD</p> <p>3 - W CLASSROOM INMATES: 20</p> <p>INSTRUCTOR: CHRISTINA BOOTHMAN *STARTS MARCH 7</p>	<p>8:00 - 11:00</p> <p>ANGER MANAGEMENT</p> <p>2 - W CLASSROOM INMATES: 20 - 30</p> <p>INSTRUCTOR: CHAVEZ</p>	<p>8:00 - 10:00</p> <p>PARENTING</p> <p>3 - W CLASSROOM INMATES: 15 - 20</p> <p>INSTRUCTOR: TALPS</p>	<p>8:00 - 11:00</p> <p>MP3 PLAYER PROGRAM</p> <p>3600 - REC INMATES: 30 INSTRUCTOR: CHAVEZ</p>
<p>10:30 - 1230</p> <p>PARENTING</p> <p>3 - W CLASSROOM INMATES: 15-20</p> <p>INSTRUCTOR: TALPS</p>	<p>12:00 - 13:30</p> <p>BOOK CLUB</p> <p>2-W CLASSROOM INMATES: 15</p> <p>INSTRUCTOR: TALPS</p>	<p>11:00 AM - 1:00 PM</p> <p>RE-ENTRY MAINTENANCE ORGANIZATION</p> <p>INMATES: INSTRUCTOR: **CTU PROGRAM**</p>	<p>10:00 - 1200 ART THERAPY</p> <p>3 - W CLASSROOM INMATES: 20</p> <p>INSTRUCTOR: NAIRA VARDEN</p>	<p>8:00 - 11:30</p> <p>BLANKET PROJECT</p> <p>2 - W CLASSROOM INMATES: 10 - 15</p> <p>INSTRUCTOR: VALENZUELA</p>
<p>7:00 - 8:30</p> <p>JEHOVAH WITNESS STUDY</p> <p>INMATES: 5 - 10 INSTRUCTOR ???????</p>		<p>7:00 - 8:00 PM</p> <p>N/A INMATES: 40 - 50</p> <p>3600 DAYROOM</p> <p>INSTRUCTORS: THERESA ERRERA</p>	<p>8:00- 11:00</p> <p>PARENTING</p> <p>2 - W CLASSROOM INMATES: 15 - 20</p> <p>INSTRUCTOR: VALENZUELA</p>	<p>11:00- 1:00</p> <p>ABC PROGRAM 2-W CLASSROOM INMATES: 5 - 15</p> <p>INSTRUCTOR: VALENZUELA</p>
<p>7:00 PM -8:00 PM</p> <p>ALCOHOL ANONYMOUS 3600-DAYROOM INMATES: 30 - 50</p> <p>INSTRUCTOR: MARY JOE THATCHER ??????</p>			<p>4:00 - 5:00 PM</p> <p>CHRISTIAN SCIENCE</p> <p>INMATES: 20-25</p> <p>INSTRUCTOR: CHAPLIN</p>	<p>1530-1700</p> <p>WOMEN IN TRANSITION</p> <p>2 - W CLASSROOM</p> <p>INSTRUCTOR: KAY COULSON</p>

REVISED BY: TALPS

March 2, 2011 @ 0630HRS.

			6:00 - 7:00 PM SPANISH CATHOLIC BIBLE STUDY INMATES: 20 - 30 INSTRUCTOR: CHAPLIN	
			6:00 PM - 7:00 PM CATHOLIC BIBLE STUDY INMATES: 25-30 INSTRUCTOR: CHAPLAIN ??????????????	
			6:30 - 8:00 PM AA PANEL 3600 DAYROOM INMATES: 40-50 INSTRUCTOR: ????	

REQUIRED FORMS - EXHIBIT 1

PROPOSER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT

Please complete, date, and sign this form and place it as the **first page** of your proposal. The person signing the form must be authorized to sign on behalf of the Proposer and to bind the applicant in an Agreement. (Additional instructions may be found on page 3 of this Affidavit.)

1. If your firm is a corporation or limited liability company (LLC), state its legal name (as found in your Articles of Incorporation) and State of incorporation:

Name	State	Year Inc.
------	-------	-----------

2. If your firm is a partnership or a sole proprietorship, state the name of the proprietor or managing partner:

3. If your firm is doing business under one or more DBA's, please list all DBA's and the County(s) of registration:

Name	County of Registration	Year became DBA
_____	_____	_____
_____	_____	_____

4. Is your firm wholly or majority owned by, or a subsidiary of, another firm? If yes,

Name of parent firm: _____

State of incorporation or registration of parent firm: _____

5. Please list any other names your firm has done business as within the last five (5) years.

Name	Year of Name Change
_____	_____
_____	_____

6. Indicate if your firm is involved in any pending acquisition/merger, including the associated company name. If not applicable, so indicate below.

Proposer acknowledges and certifies that it meets and will comply with all of the Minimum Mandatory Requirements listed in Paragraph 1.4 – Proposer's Minimum Mandatory Requirements, of this Request for Proposals, as listed below.

Check the appropriate boxes:

- 1.4.1 Proposers must have had a minimum of eighteen (18) months experience within the last ten (10) years in: a) administering previous contracts, grants, Memorandum of Agreements (MOA), Memorandum of Understandings (MOU), and/or awards for service delivery within a correctional setting or a community based program working with female offender population; and b) providing a comprehensive service delivery system including substance abuse treatment and relapse prevention to criminal justice system involved female offenders;

Yes No

- 1.4.2 Proposers must have had a minimum of eighteen (18) months experience within the last ten (10) years operating female specific residential facilities, female specific day treatment programs, or female specific out-patient programs.

Qualifying experience for minimum requirements listed in the above Sub-sections 1.4.1 and 1.4.2 must be documented through Letter(s) of Confirmation described in Sub-sections 2.8.4(A)(1) and (A)(2) of this RFP. Program literature and written materials describing the history and successful operation of the organization's programs and services may also be submitted in addition to the Letter(s) of Confirmation.

Yes No

- 1.4.3 Proposer's proposed Program Director required in Appendix B, Statement of Work, Paragraph 4.0, Contractor Staff, must have documented experience operating female specific residential facilities, female specific day treatment programs, or female specific out-patient programs for a minimum of eighteen (18) months within the last five (5) years. Proposer shall submit resume and include references that verify this experience for the proposed Program Director.

Yes No

Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this bid are made, the bid may be rejected. The evaluation and determination in this area shall be at the Sheriff's sole judgment and his/her judgment shall be final.

Proposer's Name: _____

Address: _____

E-mail address: _____ Telephone number: _____

Fax number: _____

On behalf of _____ (Proposer's name), I _____ (Name of Proposer's authorized representative), certify that the information contained in this Proposer's Organization Questionnaire/Affidavit is true and correct to the best of my information and belief.

Signature

Internal Revenue Service
Employer Identification Number

Title

California Business License Number

Date County WebVen Number

Additional Instructions:

Taking into account the structure of the Proposer's organization, Proposer shall determine which of the below referenced supporting documents the County requires. If the Proposer's organization does not fit into one of these categories, upon receipt of the Proposal or at some later time, the County may, in its discretion, request additional documentation regarding the Proposer's business organization and authority of individuals to sign Agreements.

If the below referenced documents are not available at the time of Proposal submission, Proposer must request the appropriate documents from the California Secretary of State and provide a statement on the status of the request.

Required Support Documents:

Corporations or Limited Liability Company (LLC):

The Proposer must submit the following documentation with the bid:

1. A copy of a "Certificate of Good Standing" with the state of incorporation/organization
2. A conformed copy of the most recent "Statement of Information" as filed with the California Secretary of State listing corporate officers or members and managers.

Limited Partnership:

The Proposer must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State and any amendments.