COUNTY OF ALAMEDA

Questions & Answers

to

RFP No. 901752

### for

**Inmate Chaplaincy Programs**

**Networking/Bidders Conferences Held on July 11, 2019**

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| **This County of Alameda, General Services Agency (GSA), RFP Questions & Answers (Q&A) has been electronically issued to potential bidders via e-mail. E-mail addresses used are those in the County’s Small Local Emerging Business (SLEB) Vendor Database or from other sources. If you have registered or are certified as a SLEB, please ensure that the complete and accurate e-mail address is noted and kept updated in the SLEB Vendor Database. This RFP Q&A will also be posted on the GSA Contracting Opportunities website located at** [**http://acgov.org/gsa\_app/gsa/purchasing/bid\_content/contractopportunities.jsp**](http://acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp) |

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**Responses to Questions**

1. Will the furniture in the office spaces at Santa Rita Jail (SRJ) dedicated to the Inmate Chaplaincy Program stay in the office?
   1. **Yes. All property belonging to Alameda County Sheriff’s Office (ACSO) will remain at SRJ.**
2. Page 14 of the RFP, Section E (SPECIFIC REQUIREMENTS), Item 4 states:

*Contractor shall be responsible for providing internet/data connection services.*

What is the estimated cost for internet/data connection services?

* 1. **Please refer to the REVISED Bid Form. The estimated cost for internet/data connection services has been added to the REVISED Bid Form.**

1. In the event a chaplain has called-out of work or is on vacation, is a part-time chaplain permitted to cover hours of another chaplain?
   1. **A part-time chaplain is permitted to cover hours of another chaplain in addition to the original scheduled hours of the part-time chaplain.**
2. Does ACSO have a uniform preference for this contract?
   1. **ACSO’s dress code is business casual.**
3. Page 6 of the RFP, Section D (BIDDER QUALIFICATIONS), Item 1, letter d states:

*Bidder must have an off-site central office from which to conduct administrative tasks not directly related to providing services to the inmates. Examples of off-site duties include but are not limited to: Payroll, personnel evaluations, volunteer interviews, and general business meetings. These off-site duties shall not be included in the minimum hour staffing requirements as outlined in Section E, SPECIFIC REQUIREMENTS, Item 1 (Services), Letter h. and hours worked on these duties shall not be included or considered toward minimum staffing hours.*

Will the contractor be permitted to conduct these activities on-site?

* 1. **Contractor may conduct these activities on-site by utilizing the two chaplaincy offices. General business meetings, volunteer interviews, and similar activities may be conducted on-site as approved by the Programs Supervisor.**

1. Page 6 of the RFP, Section D (BIDDER QUALIFICATIONS), Item 1, letter d states:

*Bidder must have an off-site central office from which to conduct administrative tasks not directly related to providing services to the inmates. Examples of off-site duties include but are not limited to: Payroll, personnel evaluations, volunteer interviews, and general business meetings. These off-site duties shall not be included in the minimum hour staffing requirements as outlined in Section E, SPECIFIC REQUIREMENTS, Item 1 (Services), Letter h. and hours worked on these duties shall not be included or considered toward minimum staffing hours.*

Assuming that the hours associated with these tasks will be billed to ACSO, what is the process of tracking, reporting, and billing these hours?

* 1. **These hours are not required to be tracked or reported. Billing of these hours should be included in the bidders response to the RFP.**

1. Page 6 of the RFP, Section E (SPECIFIC REQUIREMENTS), Item 1, letter b states:

*Contractor shall provide a Chaplaincy Program Supervisor to manage the Chaplaincy program and all Contractor employees assigned to SRJ. The Contractor or its supervisor shall be available to the jail command staff on a daily basis.*

Does this apply to the supervisor only or can this fulfilled by any staff member?

* 1. **This requirement can only be fulfilled by the Contractor or a supervisor. This requirement may not be fulfilled by line-staff.**

1. Page 6 of the RFP, Section E (SPECIFIC REQUIREMENTS), Item 1, letter b states:

*Contractor shall provide a Chaplaincy Program Supervisor to manage the Chaplaincy program and all Contractor employees assigned to SRJ. The Contractor or its supervisor shall be available to the jail command staff on a daily basis.*

If this applies to the supervisor only, then can the County clarify the statement located on page 9 of the RFP, Section E (SPECIFIC REQUIREMENTS), Item 1, letter m.3 which states:

*Staff member in Section E, (SPECIFIC REQUIREMENTS), Item 1 (Services), Letter m shall be on site at SRJ a minimum of four days per week?*

* 1. **The Contractor shall have a supervisor on-site 4 days per week.**

1. Page 6 of the RFP, Section E (SPECIFIC REQUIREMENTS), Item 1, letter b states:

*Contractor shall provide a Chaplaincy Program Supervisor to manage the Chaplaincy program and all Contractor employees assigned to SRJ. The Contractor or its supervisor shall be available to the jail command staff on a daily basis.*

Does this mean that the supervisor must be present at SRJ for 40 hours per week or a combination of being on-site and on-call?

* 1. **The Contractor shall have a supervisor on-site 40 hours per week. On-call hours do not count towards this requirement.**

1. Page 5 of the RFP, Section D (BIDDER QUALIFICATIONS), Item 1, letter c states:

*Bidder must have or hire (prior to contract award) qualified staff that will be dedicated to meet the various religious disciplines as required by the County’s inmates. This includes, but is not limited to: chapel worship services, studies of faith based doctrine, one on one counseling, and distribution of religious materials. At the time of bid submission, bidder must include details of proposed staff assignments and advise if staff is currently employed or if bidder intends to hire.*

Are bidders required to have staff hired at the time of bid submission or are bidders required to only indicate which staff the bidder intends to hire at the time of bid submission?

* 1. **Bidders are not required to have staff hired at the time of bid submission but must advise if the stated staff is currently employed by the bidder or if the bidder intends to hire the staff.**

1. Page 15 of the RFP, Section E (SPECIFIC REQUIREMENTS), Item 5, letter f states:

*Contractor shall conduct and provide inmate surveys to ensure the Chaplaincy Program adheres to the religious needs of the inmate population. The surveys shall be distributed to all inmates. The surveys shall be completed in their entirety during the months of January and August of each year. The survey must be approved by the Inmate Services Programs Supervisor prior to distribution. Contractor shall be responsible for modifying its religious program based on the survey results to reflect the needs of the population. Contractor shall modify the religious services program as deemed necessary by ACSO. Contractor will share, in writing, an evaluation of the survey data, and plans for program modification with the Inmate Services Programs Supervisor. Contractor will work with ACSO to establish a reasonable timeframe for modification implementation.*

*Contractor and the Inmate Services Programs Supervisor will meet on the 2nd Tuesday of each month to discuss and review Contractor’s performance. The Contractor shall provide all information requested for purposes of monitoring progress of this contract.*

In the event that surveys are received and there are changes that need to be made which are beyond the original budget, how will those changes be administered?

* 1. **In the event that changes are needed, Contractor shall work with ACSO to establish a reasonable timeframe for modification implementation.**

1. Page 5 of the RFP, Section D (BIDDER QUALIFICATIONS), Item 1, letter b states:

*Bidder organization key personnel must have at least two full-time employed (40 hours per week) Dedicated Chaplains possessing a four-year college degree or Theology degree from an accredited institution or Master of Arts Degree in Biblical Counseling/Master of Divinity Degree or Certified Pastoral Education (CPE). Proof of certification must be provided by Bidder at the time of bid submission.*

Can multiple chaplains fulfill the 40 hours per week requirement of Dedicated Chaplains?

* 1. **No. There must be two 40 hour per week positions fulfilled by two people, one person per position.**

1. Page 5 of the RFP, Section D (BIDDER QUALIFICATIONS), Item 1, letter b states:

*Bidder organization key personnel must have at least two full-time employed (40 hours per week) Dedicated Chaplains possessing a four-year college degree or Theology degree from an accredited institution or Master of Arts Degree in Biblical Counseling/Master of Divinity Degree or Certified Pastoral Education (CPE). Proof of certification must be provided by Bidder at the time of bid submission.*

If performance is not affected, can multiple chaplains fulfill the 40 hours per week requirement of Dedicated Chaplains?

* 1. **No. There must be two 40 hour per week positions fulfilled by two people, one person per position.**

1. Page 8 of the RFP, Section E (SPECIFIC REQUIREMENTS), Item 1, letter k states:

*Contractor is required to provide staffing levels as outlined in this section every day of the year including all days of training, all holidays, and religious days of significance.*

Are chaplains required to work a full schedule on holidays?

* 1. **A chaplain is required to be on-site to work the full schedule indicated 365 days per year, regardless of it being a holiday. For example, if Independence Day falls on Monday, then the chaplain is required to work the full Monday schedule.**

1. Page 8 of the RFP, Section E (SPECIFIC REQUIREMENTS), Item 1, letter k states:

*Contractor is required to provide staffing levels as outlined in this section every day of the year including all days of training, all holidays, and religious days of significance.*

Can the County provide justification as to the reason why a chaplain is needed on-site during holidays?

* 1. **SRJ is open and operating 24 hours per day, 365 days per year. In order to meet the needs of the inmates at SRJ, a chaplain is required to be on-site 365 days per year.**

1. Page 5 of the RFP, Section D (BIDDER QUALIFICATIONS), Item 1, letter c states:

*Bidder must have or hire (prior to contract award) qualified staff that will be dedicated to meet the various religious disciplines as required by the County’s inmates. This includes, but is not limited to: chapel worship services, studies of faith based doctrine, one on one counseling, and distribution of religious materials. At the time of bid submission, bidder must include details of proposed staff assignments and* ***advise*** *if staff is currently employed or if bidder intends to hire.*

Are bidders to advise if staff is currently employed with their organization or elsewhere?

* 1. **Bidders are to advise if staff is currently employed at their organization.**

1. Page 5 of the RFP, Section D (BIDDER QUALIFICATIONS), Item 1, letter c states:

*Bidder must have or hire (prior to contract award) qualified staff that will be dedicated to meet the various religious disciplines as required by the County’s inmates. This includes, but is not limited to: chapel worship services, studies of faith based doctrine, one on one counseling, and distribution of religious materials. At the time of bid submission, bidder must include details of proposed staff assignments and advise if staff is currently employed or if bidder intends to hire.*

Are bidders to advise of staff that are volunteers within their organization which they intend to hire?

* 1. **At the time of bid submission, bidder must include details of proposed staff assignments and advise if staff is currently employed or if bidder intends to hire.**

1. Page 9 of the RFP, Section E (SPECIFIC REQUIREMENTS), Item 1, letter m.4 states:

*(4) The work hours for the staff member working in the supervisory role Section E, (SPECIFIC REQUIREMENTS), Item 1 (Services), Letter m, shall not be included in the minimum staff hours of any other role.*

Are supervisors permitted to provide additional services in addition to their scheduled hours of supervisory duties?

* 1. **Yes. Supervisors are permitted to provide additional services in addition to their scheduled hours of supervisory duties. However, supervisors are not permitted to act in other roles during their supervisory hours.**

1. Page 6 of the RFP, Section E (SPECIFIC REQUIREMENTS), Item 1, letter k states:

*Contractor is required to provide staffing levels as outlined in this section every day of the year including all days of training, all holidays, and religious days of significance.*

The “every day of the year” requirement is neither standard in the industry nor among ACSO staff. This places an unreasonable demand on the Chaplaincy staff and their families. Would ACSO consider alternate plans, including on-call solutions, to provide continuous coverage for emergency situations during official Alameda County holidays?

* 1. **The Chaplaincy RFP hours requirement is set so to best suit the needs of the inmates. At this time, the County is unable to consider any alternatives to this requirement.**

1. Page 6 of the RFP, Section E (SPECIFIC REQUIREMENTS), Item 1, letter l states:

*Contractor shall be on call, 24-hours a day, and seven days a week. This person must be identified by name, title, and contact information must be provided. This person must be available to ACSO upon request to provide religious services to inmates outside of normal business hours defined in Section E, (SPECIFIC REQUIREMENTS), Item 1 (Services), Letter h. Whenever requested by ACSO, this person must be able to provide services on site at SRJ within two hours of notification by ACSO.*

Can the County clarify if this applies to chaplains only (those of the contract staff who can directly work with inmates – for emergency situations)?

* 1. **This person shall be a member of the Contractor staff whom their duties involve regularly working directly with the inmates. This person shall not be a volunteer.**

1. Page 6 of the RFP, Section E (SPECIFIC REQUIREMENTS), Item 1, letter q states:

*Contractor shall have knowledge of and be able to apply, within the correctional setting the diverse holy books, rituals, spiritual practices, and applicable religious studies to support the following primary religions of the inmate population:*

* + - * 1. *Protestant Christianity;*
        2. *Catholicism;*
        3. *Islam;*
        4. *Judaism;*
        5. *Buddhism;*
        6. *Sikhism*

The list of “primary religions” is subjective. Statistically speaking, some religions listed are marginally represented at SRJ, and the services expected to be provided to these primary religions, which “non-primary” religions would not necessarily receive, is not clear. Can the County clarify?

A21) **The Contractor shall make reasonable religious accomodations, as well as provide religious services and practices to all inmates based upon religions that are verified, and vetted by the Contractor. The Contractor shall apply equal status and protections to all verified religions. The Contractor shall apply the Religious Land Use and Institutionalized Persons Act located within the United States Code: Title 42 - Public Health and Welfare.**

1. Page 10 of the RFP, Section E (SPECIFIC REQUIREMENTS), Item 1, letter r states:

*Contractor shall counsel, interview, and offer guidance to inmates on moral, spiritual, domestic, and personal problems.*

“Domestic and personal problems” seem to be out of the scope of chaplaincy programs. Can the County revise to reflect “religious, spiritual and moral” problems?

* 1. **The County will not revise the requirement. If the scope of the counseling session is beyond religious services, the Chaplains shall advise the inmate on how to obtain appropriate or additional counseling services while incarcerated.**

1. Page 10 of the RFP, Section E (SPECIFIC REQUIREMENTS), Item 1, letter u states:

*Contractor shall recommend approval or denial of all inmate religious diet requests. The recommendation shall be based on an interview with the requesting inmate to determine religious based legitimacy.*

Are there ACSO guidelines to use as the basis to approve or deny religious diet requests?

* 1. **ACSO does not have guidelines to approve or deny religious diet requests. It is expected that the Contractor have the ability to determine religious legitimacy of any religious diet request.**

1. Page 10 of the RFP, Section E (SPECIFIC REQUIREMENTS), Item 1, letter w states:

*Contractor shall provide all religious materials, as approved by ACSO, material to include but shall not be limited to the following:*

* + - * 1. *Religious head coverings;*
        2. *Worship item;*
        3. *Bibles, Quran, etc.;*

Exactly which religious artifacts (those listed and those not listed) are mandated by the State or ACSO and which organization would fund these items? What part, if any, does the Inmate Welfare Fund (IWF) play?

* 1. **The Contractor shall provide all religious materials at no additional cost to the County. The Contractor shall make reasonable religious accommodations, as well as provide religious artifacts and materials to all inmates based upon religions that are verified, and vetted by the Contractor. The Contractor shall apply the Religious Land Use and Institutionalized Persons Act located within the United States Code: Title 42 - Public Health and Welfare.**

1. Page 11 of the RFP, Section E (SPECIFIC REQUIREMENTS), Item 1, letter bb states:

*At a minimum, in coordination with ACSO, Contractor shall plan, schedule, provide all necessary equipment, and facilitate the following major events:*

* + - * 1. *Revival;*

*One per year per mainline housing unit*

* + - * 1. *Ramadan;*

*One per year*

* + - * 1. *Catholic reconciliation;*

*Two per year per mainline housing unit*

* + - * 1. *Baptisms;*

*Every other month (January, March, May, July, September, November).*

* + - * 1. *Other faith based activities identified by the contractor based on the inmate population and needs upon ACSO approval.*

*\*\*Inmate participation and access to the events will vary. It is the intent of ACSO that the contractor be creative in the offering of the special events.*

How many days or hours are each of these special events scheduled for?

* 1. **There are no set days or hours of these special events. In coordination with ACSO, the Contractor shall plan these events to determine total number of days and hours for each event.**

1. Page 12 of the RFP, Section E (SPECIFIC REQUIREMENTS), Item 1, letter gg states:

*Contractor shall be required to provide hospitality food and beverage service to volunteers participating in religious activities, special events, trainings, and meetings.*

Can the County clarify if religious activities for which hospitality will be provided, extend beyond special events, training, and meetings?

* 1. **The Contractor shall minimally provide hospitality services for special events, training, and meetings. Additional hospitality services may be provided at the sole discretion of the Contractor.**

1. Page 12 of the RFP, Section E (SPECIFIC REQUIREMENTS), Item 1, letter ii states:

*Contractor shall provide 32 hours of formal job specific training to all paid staff members prior to working with the inmates.*

Does this mean “shadowing” or experienced paid staff?

* 1. **The job specific training may include shadowing. Prior experience may not be used to satisfy this requirement.**

1. Page 15 of the RFP, Section E (SPECIFIC REQUIREMENTS), Item 5, letter a states:

*Compliance with ACA accreditations is mandatory. Contractor shall supply documentation for the accreditation process. Contractor shall cooperate with ACSO who may informally perform audits periodically throughout the year. Contractor shall fulfill all ACSO documentation within 10 calendar days of the request.*

Can ACSO provide ACA accreditation documentation/requirements?

* 1. **Though not specifically labeled as such, ACA accreditation and document requirements are embedded within the RFP. Fulfilling the documentation requirements of the RFP will meet the accreditation and documentation standards. Additional documentation may be requested as deemed necessary by ACSO. In such case that additional documentation is requested, ACSO will work with the Contractor to allow time for the additional documentation to be provided.**

**Examples of accreditation standards used to establish documentation requirements:**

* + - * **Inmates have the opportunity to participate in practices of their religious faith that are deemed essential by the faith's judicatory, limited only by documentation showing a threat to the safety of persons involved in such activity itself or disruption of order in the facility.**

* + - * **There is a chaplain(s) with the minimum qualifications of clinical pastoral education or equivalent specialized training, and endorsement by the appropriate religious-certifying body. The chaplain assures equal status and protection for all religions.**
      * **When a religious leader of an inmate's faith is not represented through the chaplaincy staff or volunteers, the religious coordinator and chaplain assist the inmate in contacting such a person. That person must have the appropriate credentials from the faith's judicatory and may minister to the inmate under the supervision of the religious coordinator or chaplain.**
      * **The chaplain(s), in cooperation with the facility administrator or designee, develops and maintains communications with faith communities and approves donations of equipment or materials for use in religious programs.**

1. Page 17 of the RFP, Section F (DELIVERABLES / REPORTS), Item 2, letter b states:

*Staffing report:*

* + - * 1. *Total number of daily, monthly, and year to date hours worked per staff member.*
        2. *Listing of daily actual hours worked per staff member.*
        3. *Number of services designated by type. (If more than one staff member participates in a service, the service shall count as one. Example: If two chaplains provide a bible study at the same time to the same group of inmates, the service shall count as one).*

Are these reports ACA and Communications Assistance for Law Enforcement Act (CALEA) compliance related and can the County provide templates to clarify?

* 1. **The reporting requirements are associated with ACA and CALEA accreditation as well as ACSO requested documentation. The County does not have a template of this report.**

1. Page 17 of the RFP, Section F (DELIVERABLES / REPORTS), Item 2, letter c states:

*Volunteer report:*

* + - * 1. *Total number of daily, monthly, and year to date hours worked per volunteer.*
        2. *Listing of actual hours worked per volunteer.*
        3. *Number of services designated by type. (If more than one volunteer participates in a service, the service shall count as one. Example: If two volunteers provide a bible study at the same time to the same group of inmates, the service shall count as one).*

Are these reports ACA and Communications Assistance for Law Enforcement Act (CALEA) compliance related and can the County provide templates to clarify?

* 1. **The Contractor shall develop a report to satisfy this requirement.**

1. Page 18 of the RFP, Section F (DELIVERABLES / REPORTS), Item 2, letter e states:

*Daily Service Report:*

* + - * 1. *Contractor shall provide by 2300 hours for each day, a log of daily services provided or offered directly to the inmates by Contract staff and volunteers. Report shall include but not limited to the following:*

*Date of report;*

*Location of service;*

*Type of service;*

*Inmate participant count;*

*Services offered but not permitted by jail staff;*

*Name of staff member denying the service; and*

*Reason for denial.*

* + - * 1. *This report shall not include*

*Time spent for delivery of supplies and materials; and*

*Administrative or similar duties.*

Can the County clarify and provide the purpose and justification for the daily service report as this seems to constitute a significant overhead which could be addressed by on-demand and reports?

* 1. **The County would like to have daily report of services provided and offered to the inmates by the Contractor and Volunteers.**

1. Can the County provide additional clarification regarding Exhibit E (PERFORMANCE ASSESSMENTS) within the RFP?
   1. **ACSO, or its designee, shall notify Contractor electronically or in writing of any occurrence(s) and the proposed assessment. Contractor shall have five (5) business days to provide a response. ACSO shall consider the Contractor’s response and the factual situation when making a final determination related to the assessment.**
2. Does ACSO anticipate a transition period from the incumbent to awarded contractor?
   1. **Yes. ACSO does anticipate a transition period.**
3. Will current reports in the possession of the incumbent be provided to the awarded contractor?
   1. **Yes. The current reports are property of ACSO and the incumbent. The reports owned by ACSO will be provided to the awarded contractor. At the discretion of the incumbent, the incumbent’s reports may be provided to the awarded contractor.**
4. Exhibit E (PERFORMANCE ASSESSMENTS) within the RFP states:

*An assessment shall be imposed upon the Contractor in each of the following categories:*

*Deliverables and Reports $1,000 per occurrence*

*Staffing requirements $2,000 per occurrence*

*On-call chaplain $1,000 per occurrence*

Is the assessment for on-call chaplain referring to a scenario which ACSO calls for an on-call chaplain at midnight and the on-call chaplain does not appear for work or another duty?

* 1. **Page 33 of the RFP, Section R (PERFORMANCE ASSESSMENTS), Item 1, letter c states:**

***On-call chaplain not arriving within two hours $1,000 per occurrence.***

1. Will the County provide an advancement of payment upon award to the awarded contractor to assist in costs for the initial months of the contract?
   1. **The County is unable to provide advance payment for services.**
2. Page 12 of the RFP, Section E (SPECIFIC REQUIREMENTS), Item 1, letter jj states:

*Contractor shall provide 32 hours of continued job specific training to all paid staff members each year after the first year of the contract.*

Will the Contractor be required to provide continued job specific training for four consecutive days per staff member every year and what is the nature as well as purpose of this training?

* 1. **The Contractor shall provide 32 hours of continued job specific training to all paid staff members each year after the first year of the contract. The 32 hours of training are not required to be conducted in four consecutive days.**

1. Exhibit E (PERFORMANCE ASSESSMENTS) within the RFP states:

*An assessment shall be imposed upon the Contractor in each of the following categories:*

*Deliverables and Reports $1,000 per occurrence*

*Staffing requirements $2,000 per occurrence*

*On-call chaplain $1,000 per occurrence*

If the Deliverables and Reports are delivered a day late, will the Contractor be subject to the assessment of $1,000?

* 1. **If deliverables and reports are not delivered on the scheduled date, then the assessment period will begin.**

1. If there is a delay in submitting the deliverables and reports because of a delay due to ACSO’s inability to provide supporting documents in a timely manner, will the assessment fee be imposed?
   1. **If deliverables and reports are not delivered on the scheduled date, then the assessment period will begin. During the assessment process, ACSO shall notify Contractor electronically or in writing of any occurrence(s) and the proposed assessment. Contractor shall have five (5) business days to provide a response.**
2. Page 7 of the RFP, Section E (SPECIFIC REQUIREMENTS), Item 1, letter h states:

*Contractor shall minimally have chaplain(s) on-site to provide religious services as follows:*

* + - * 1. *Sunday:*

*0730 – 1200*

*1730 – 2130*

* + - * 1. *Monday:*

*0730 – 1500 hours*

*1700 – 2130 hours*

* + - * 1. *Tuesday:*

*0730 – 1500 hours*

*1700 – 2130 hours*

* + - * 1. *Wednesday:*

*0730 – 1500 hours*

*1700 – 2130 hours*

* + - * 1. *Thursday:*

*0730 – 1500 hours*

*1700 – 2130 hours*

* + - * 1. *Friday:*

*0730 – 1500 hours*

*1700 – 2130 hours*

* + - * 1. *Saturday:*

*0700 – 1500 hours*

Are there any times during the regular weekly schedule outlined when more than one chaplain is required on site (i.e. other than for special events)?

* 1. **No. There are not any times during the regular weekly schedule outlined when more than one chaplain is required on site.**

1. Page 12 of the RFP, Section E (SPECIFIC REQUIREMENTS), Item 1, letter hh states:

*All Contractor staff shall complete an eight hour formal orientation course appropriate to their assignments. Additionally, all Contractor staff working with inmates shall receive and acknowledge receipt of the Detention and Corrections Division policies on confidentiality of information.*

Is the orientation course provided by ACSO at SRJ?

* 1. **Yes. The orientation course referred to in this section is provided by ACSO at SRJ.**

1. Page 6 of the RFP, Section E (SPECIFIC REQUIREMENTS), Item 1, letter d states:

Contractor shall provide designated staff members to represent and oversee the religious practices of the following religions:

* + - * 1. Protestant Christianity;  
           (a) 40 paid hours per week
        2. Catholicism; and  
           (b) 40 paid hours per week
        3. Islam.  
           (c) 24 paid hours per week

Will contractors be required to hire an ordained priest or can the 40 hours per week for Catholicism be fulfilled by an ordained deacon?

* 1. **Contractors are not required to hire an ordained priest.**

1. Page 13 of the RFP, Section E (SPECIFIC REQUIREMENTS), Item 1, letter ll states:

*Contractor shall notify ACSO in writing within 10 business days, of all donations or gifts of: services, supplies, materials, or financial compensation. The notification must include quantities and the source.*

What type of financial compensation is being referred to in this section?

* 1. **Contractor shall notify ACSO of any financial compensation. Some examples of financial compensation are donations, staff salary paid by a 3rd party, etc.. ACSO’s intent is to document which resources are being utilized for this contract.**

1. During the site visit, all bidders were shown an area where the contractor can set up equipment. At the site visit there was a copier in this area, is this copier the property of the incumbent or will the copier remain there upon award of this contract?
   1. **The copier is the property of the incumbent and will be removed upon award of this contract. Any equipment currently owned by ACSO may be used by the contractor. ACSO will not replace any equipment. If the contractor prefers to replace any equipment, the equipment shall be provided by the contractor.**
2. Page 12 of the RFP, Section E (SPECIFIC REQUIREMENTS), Item 1, letter gg states:

*Contractor shall be required to provide hospitality food and beverage service to volunteers participating in religious activities, special events, trainings, and meetings.*

Are bidders to budget the cost of hospitality food and beverage service when providing pricing or will ACSO provide hospitality food and beverage services for any events?

* 1. **ACSO will not provide reimbursement, or pay any costs related to the hospitality food or beverage services. The Contractor shall make provisions to cover all associated costs related to providing hospitality food and beverage services for any events.**

1. Page 12 of the RFP, Section E (SPECIFIC REQUIREMENTS), Item 1, letter kk states:

*Contractors shall not provide post-release services, recommendations, or similar information to the inmates. The Contractor shall redirect inquiries for such services to the appropriate Inmate Services Re-Entry staff.*

Will the contractor be permitted to suggest post-release services?

* 1. **No. The Contractors shall not provide post-release services, recommendations, or similar information to the inmates. The Contractor shall redirect inquiries for such services to the appropriate Inmate Services Re-Entry staff.**

1. Will there be an area in the warehouse that the contractor may utilize for storage?
   1. **No. The only storage areas that may be utilized by the Contractor were the storage areas that were shown at the time of the site visit.**
2. Is there an inventory available of what is currently in the storage areas?
   1. **There is not an inventory available of the storage areas.**
3. Is the television monitor in the chapel room the property of the incumbent?
   1. **The television monitor in the chapel room in the property of ACSO and will remain in the chapel room.**
4. It appears that ACSO is moving towards paperless communication with inmates (GTL) and religious volunteer registration. If ACSO agrees to the benefit of integrating these systems with the chaplaincy’s own tracking system, what is the process of estimating and paying for this integration?
   1. **There are no current plans to integrate the system of ACSO with the chaplaincy’s own tracking system.**
5. Are bidders permitted to submit bid responses earlier than the due date indicated in the RFP?
   1. **Yes. Bidders may submit bid responses at any time until the due date of August 20, 2019 by 2:00 p.m.**
6. Is the vendor interview date of September 9, 2019 a tentative date?
   1. **Yes. The vendor interview date is a tentative date.**
7. Are bidders permitted to contact the contract’s specialist at any time with questions regarding to bid submittal?
   1. **Yes. Bidders may contact the contract’s specialist at any time with questions regarding bid submittal.**
8. How can subcontractors register on the Strategic Sourcing Portal?
   1. **All bidders may register by going to** <https://ezsourcing.acgov.org>.
9. Is the vendor interview date of September 9, 2019 a tentative date?
   1. **Yes. The vendor interview date is a tentative date.**

### EXHIBIT C

VENDOR LIST

RFP No. 901752 – Inmate Chaplaincy Programs

Below is the Vendor Bid List for this project consisting of vendors who have been issued a copy of this RFP. This Vendor Bid List is being provided for informational purposes to assist bidders in making contact with other businesses as needed to develop local small and emerging business subcontracting relationships to meet the requirements of the Small Local Emerging Business (SLEB) Program: <http://www.acgov.org/gsa/departments/purchasing/policy/slebpref.htm>.

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| --- | --- | --- | --- | --- | --- | --- |
| **RFP No. 901752 - Inmate Chaplaincy Programs** | | | | | | |
| **Business Name** | **Contact Name** | **Contact Phone** | **Address** | **City** | **State** | **Email** |
| Acts Full Gospel Church | Bishop Robert Jackson | (510) 567-1300 | 1034 66th Avenue | Oakland | CA | bishop@actsfullgospel.org |
| Acts Full Gospel Church | Chaplain Eric Nobles, Sr. | (510) 414-0147 | 1034 66th Avenue | Oakland | CA | gmatthews@acgov.org |
| Acts Full Gospel Church | Chaplain Diane Carrihill | (510) 414-0147 | 1034 66th Avenue | Oakland | CA | gamatthews@acgov.org |
| Altitudinal Healing Connection, Inc. | Kokomon Clottey | (510) 652-5530 | 3278 West Street | Oakland | CA | info@ahc-oakland.org |
| Bay Area Chaplains | Michael Lafferty | (925) 413-3083 | P.O. BOX 523 | Martinez | CA | mlaff@pacbell.net |
| Bethany Baptist Church Oakland | Rev. Johnny M. Leggett | (510) 654-8747 | 5400 Adeline Street | Oakland | CA | revjmleggett@yahoo.com |
| Christian World | James Brannon | (925) 455-5551 | 3820 East Avenue | Livermore | CA | PastorJim@ChristianWorld.org |
| Cornerstone Fellowship of Livermore | Josh Jonas | (925) 447-3465 x5512 | 348 N. Canyons Parkway | Livermore | CA | joshj@cornerstoneweb.org |
| Diocese of Oakland | Matt Gray | (510) 267-5379 | 2121 Harrison Street | Oakland | CA | mattgray2003@yahoo.com |
| Diocese of Oakland | Richard Denoix | (925) 202-5425 | 2121 Harrison Street | Oakland | CA | richard\_denoix@yahoo.com |
| Diocese of Oakland | Cristina Hernandez | (925) 367-5833 | 2121 Harrison Street | Oakland | CA | chernandez@oakdiocese.org |
| Fourth World Prison Ministries | Leslie Arroyo | (925) 479-1414 | 6533 Sierra Lane | Dublin | CA | lkaphil310@gmail.com |
| God’s Love Outreach Ministries | Dr. Allen S. Turner | (925) 570-3282 | 851 Rincon Avenue | Livermore | CA | Fayvrd@yahoo.com |
| God’s Love Outreach Ministries | Harry Clyde | (510) 352-6399 | 851 Rincon Avenue | Livermore | CA | c0484@aol.com |
| Liberty Vision Ministries | Bishop Diane Robinson | (510) 377-4284 | 37154 Second Street | Fremont | CA | PastorDianeRobinson@gmail.com |
| Liberty Vision Ministries | Bishop Peter Robinson | (510) 377-4284 | 37154 Second Street | Fremont | CA | pastor.peter.robinson@gmail.com |
| Prison Ministry of America | Mark Maciel | (562) 531-0117 | 8129 Somerset Boulevard | Paramount | CA | pmausa03@yahoo.com |
| Prison Ministry of America | Miko Ferdua | (562) 531-0117 | 8129 Somerset Boulevard | Paramount | CA | pmausa03@yahoo.com |
| Prison Ministry of America | Carrie Siqueiros | (213) 216-1487 | 8129 Somerset Boulevard | Paramount | CA | pmausa03@yahoo.com |
| Restoration Outreach Ministries | Pastor Judy Edwards | (925) 577-4157 | 360 Grand Avenue, Suite 218 | Oakland | CA | pastoredwards@ymail.com |
| Tri Cities Community Center | Pastor Horacio Jones | (925) 812-0878 | 620 Filbert Street | Newark | CA | hsj@fbfministries.org |
| Word Assembly CDC | Denisha DeLane | (510) 433-0404 | 410 14th Street | Oakland | CA | ddelane@wordassemblycdc.org |