COUNTY OF ALAMEDA

ADDENDUM No. 3

to

REQUEST FOR QUOTATION No. 901895

### for

**Inmate Chaplaincy Programs**

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| **This County of Alameda, General Services Agency (GSA), RFP Addendum 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 Addendum will also be posted on the GSA Contracting Opportunities website located at** [**http://www.acgov.org/gsa\_app/gsa/purchasing/bid\_content/contractopportunities.jsp**](http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp)**.** |

**\*\*REVISED CALENDAR OF EVENTS and BID DUE DATE\*\***

**PLEASE NOTE THAT BID RESPONSES ARE NOW DUE ON**

**JULY 2, 2020 BY 2:00 P.M.**

Alameda County is committed to reducing environmental impacts across our entire supply chain.

If printing this document, please print only what you need, print double-sided, and use recycled-content paper.

**The following section has been modified to read as shown below.** Changes made to the original RFP document are in **bold** print and highlighted, and deletions made have a ~~strike through~~.

# CALENDAR OF EVENTS

REQUEST FOR PROPOSAL No. 901895

Inmate Chaplaincy Programs

|  |  |
| --- | --- |
| **EVENT** | **DATE/LOCATION** |
| **Requested Issued** | **March 23, 2020** |
| **Written Questions Due** | **~~April 24~~ May 14, 2020 by 5:00 p.m.**  |
| **~~Site Clearance Due~~**~~(Form can be found in Exhibit B)~~ | **~~April 15 May 5, 2020 by 2:00 p.m.~~** | **~~E-mail To:~~** **~~tarana.malmirchegini@acgov.org~~** |
| **Mandatory Online Networking/Bidders Conference ~~and Mandatory Site Visit~~** | **~~April 23~~ May 13, 2020 @ 10:00 a.m.**[**Join Microsoft Teams Meeting**](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_YzliMzgxZTYtMzZjOS00NjA3LWEwNmYtNDdiODYzNzY4ZGY0%40thread.v2/0?context=%7b%22Tid%22%3a%2232fdff2c-f86e-4ba3-a47d-6a44a7f45a64%22%2c%22Oid%22%3a%22df7a4970-3e39-4a40-a6aa-6aa9b34ea9e5%22%7d)**Dial In: +1 415-915-3950** **Conference ID: 789 759 307#** **~~Santa Rita Jail~~****~~Media Room~~****~~5325 Broder Boulevard~~****~~Dublin, CA 94568~~** |
| **List of Attendees** | **~~April 27~~ May 15, 2020** |
| **Q&A Issued** | **~~May 18~~ June 5, 2020** |
| **Addendum No. 1 Issued** | **April 10, 2020** |
| **Addendum No. 2 Issued** | **May 4, 2020** |
| **Addendum No. ~~2~~ 3 Issued** [only if necessary to amend RFP] | **~~May 18~~ June 5, 2020** |
| **Response Due**  | **~~June 4~~ ~~June 24~~ July 2, 2020 by 2:00 p.m.** |
| **Evaluation Period** | **~~June 4~~ ~~June 24~~ July 2, 2020 – ~~June 28~~ July 26, 2020** |
| **Vendor Interviews** | **Week of ~~June 28~~ July 26, 2020** |
| **Board Letter Recommending Award Issued** | **~~July 17~~ August 11, 2020** |
| **Board Consideration Award Date** | **~~August 4~~ September 22, 2020** |
| **Contract Start Date** | **~~August 25~~ September 28, 2020** |

***NOTE: All dates are tentative and subject to change.***

|  |
| --- |
| ***Alameda County Vendor Outreach***  |
| Wednesday, April 15, 20201:00 p.m. – 2:00 p.m.**Dial In: (888) 858-6021****Conference Code: 4602614532**~~Alameda County Public Works Agency~~~~951 Turner Court~~~~Room 230~~~~Hayward, CA 94545~~ | ***COME MEET ALAMEDA COUNTY’S*** ***PROCUREMENT TEAM!***This is a public event where vendors can speak with GSA professionals, get to know them, and learn more about contracting opportunities with the County. |

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ATTACHMENTS

EXHIBIT A - **BID RESPONSE PACKET**
EXHIBIT B - **SECURITY SITE CLEARANCE FORM**EXHIBIT C – **PERFORMANCE ASSESSMENTS**

**EXHIBIT D – CHAPLAINCY PROGRAM WORK LOCATIONS VIDEO**

## SPECIFIC REQUIREMENTS

* + 1. **Personnel:**

**mm. The ACSO maintains both a traditional paper style and a web-based message request system that allows inmates to make requests of the chaplaincy department. The paper system works as part of a traditional jail mail program. The web-based message requests are response only and do not allow for two-way conversations or communication initiated by staff.**

**The Contractor shall utilize the message request system when receiving and responding to requests by inmates.**

* **Web-based system requests: The inmate sender shall receive acknowledgement of receipt within 48 hours of their submittal. Any requested service shall be completed or denied within 72 hours of the original submittal date and time.**

* **Paper message requests: The inmate sender shall receive a written acknowledgement of receipt within 48 hours. The associated service shall be completed or denied within 72 hours of receipt by the chaplaincy unit.**

**Any message request that cannot be completed within the aformentioned timeframe shall be included in the Daily Service Report of Section F ­DELIVERABLES / REPORTS.**

* + 1. **Internet Connection:**

**d. Bidder response shall include a fixed estimate of $4,000 (included in the Bid Form Excel Sheet) to install up to five internet connections in two locations (Office #1 and Office #2).**

**The ACSO intends to reimburse the Contractor for the installation and monthly costs of internet to the contractor desks. Connections to computers, copiers, printers, multifunction devices, and similar items are the sole responsibility of the Contractor. Final determination to the internet speed is at the sole discretion of the ACSO.**

* + 1. **Walk Through**

**It is recommended that the Contractor provide a minimum of two mailroom style carts to assist in the delivery of religious materials throughout the facility. There are no book carts, mailroom carts, or similar on-site for Contractor use.**

### EXHIBIT D

**CHAPLAINCY PROGRAM WORK LOCATIONS VIDEO**

**\*\*\*\*\*** <https://vimeo.com/417818796>**\*\*\*\*\***