COUNTY OF ALAMEDA

Questions & Answers

to

RFP No. 902222

### for

Early Intervention Court Program

**Networking/Bidders Conferences Held on 03/13/2023 and 3/14/2023**

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| **This County of Alameda, Probation Department, RFP Questions & Answers (Q&A) has been electronically issued to potential bidders via email. Email addresses used are those in the County’s Small Local Emerging Business (SLEB) Vendor Database or other sources. If you have registered or are certified as a SLEB, please ensure that the complete and accurate email 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** [**Alameda County Current Contracting Opportunities**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/)**.**  |

Thank you for your participation and interest in the County of Alameda Request for Proposal (RFP) for Early Intervention Court Program.

All the questions are taken verbatim from written questions emailed by potential Bidders or received at the bidder’s conferences. The County of Alameda shall be noted as “County” in the answers to these questions. The Questions and Answers are the final stances of the County. Please consider this document in preparation for your bid response.

**Questions and Answers:**

Q1) There is mentioned about deliverable of electronic monitoring in the RFP. I think the first iteration of the contract in 2016 sort of had mentioned something in our response included some deliverables on that, but my understanding is that really hasn’t been a part of program to date. Would that be a change?

* 1. **As stated on page 16 of the RFP, Section F (SPECIFIC PROGRAM REQUIREMENTS), Item 8.c.(2):**
		1. ***Contractor shall provide or coordinate the provision of any GPS or other electronic monitoring devices ordered by the Court, and monitor compliance and report violations.***
1. If you could clear up - it mentioned throughout the RFP there will be sort of anticipated deliverable of the program utilizing of risk need assessment tool, and then sort of other part of RFP mentioned that more of a need tools. My understanding is that the County might on the front-end sort of prior to a decision by the court might be using a pretrial assessment tool to guide the decision making of the court relative to a release decision. 1. Is the result of that tool will be shared with the program 2. Is it the expectation of the County that the program will perform a risk need assessment tool 3. Is that tool the one that they are referencing in term of a need assessment tool?

**A2) The *risk and needs assessment* component performs a vital role in the functioning of the program. Each defendant referred to the EIC faces a unique combination of factors, and the *risk and needs assessment* takes into account many of the social, economic, psychological, and educational obstacles facing the defendant. By carefully assessing the wider needs and capabilities of participating defendants, the EIC is able to provide a program tailored for them.**

**Once the *risk and needs assessment* is completed, the defendant may be referred out of custody to an existing collaborative court, such as drug court, mental health court, or mentor diversion court, according to the needs of the defendant. However, the final say on the program requirements ordered for the defendant lies with the Court.**

**The *risk and needs assessment* will be provided with a referral to the EIC Program. As stated on page 13 of the RFP, Section F (SPECIFIC PROGRAM REQUIREMENTS), Item 2 and 3:**

1. ***Contractor shall provide Participants with a continuum of services and supervise the Participants along a continuum of risk levels depending on each individual’s assessed risks and needs.***
2. ***The Contractor shall have the capacity to conduct needs assessments utilizing a validated instrument for all felony defendants who are being considered for referral to Early Intervention Court. The needs assessment must help determine which existing collaborative court and community agencies can be most helpful to the Participants….***
3. We would have at our disposal that the expectation is we would have a Risk Need assessment tools that we would do on folks who might not have been assisted prior to being referred and then if that there has been one performed that would be attached and then the expectation would be that program would just perform a need assessment. Is that accurate?

**A3) Yes, as stated on page 13 of the RFP, Section F (SPECIFIC PROGRAM REQUIREMENTS), Item 3:**

1. ***The Contractor shall have the capacity to conduct needs assessments utilizing a validated instrument for all felony defendants who are being considered for referral to Early Intervention Court. The needs assessment must help determine which existing collaborative court and community agencies can be most helpful to the Participants. These services shall include, but not be limited to, the following:***
	* + 1. ***Cognitive Behavioral Therapy (CBT) treatment;***
			2. ***Drug and alcohol evaluations and treatment;***
			3. ***Mental health evaluations, treatment, and access to medication;***
			4. ***Local resources for the homeless population;***
			5. ***Job-readiness and job-training resources;***
			6. ***Transportation assistance; and***
			7. ***Family support services.***
2. Question about Excel Spreadsheet and submission. Are you expecting that to be a separate submission along proposal or should we embed that into the proposal.
	1. **Yes, it should be uploaded as a separate attachment. As stated on page 9 of Exhibit A - Bid Response Packet, Section Budget Form:**

***Bidders must complete the provided Excel Spreadsheet – Budget Form and upload it into EZSourcing Supplier Portal as part of their bid response.***

1. Under the fee structure state that any invoice under $300 needs to be approved by writing. Is this correct, or carryover?
	1. **As stated on page 9 of the RFP, Section C (BACKGROUND), Item 3.b. states:**

***Contractor must obtain written approval from ACPD prior to purchasing and invoicing any item in the amount of $300 or greater***

**Any item such as gift cards or in the amount of $300 or greater must be approved by ACPD prior to purchasing.**

1. We will be Working with a SLEB provider and I was completing the budget and unsure if the 10% is just on our funding that we’re actually use minus the SLEB providers fund?
	1. **As stated on page 10 of Exhibit A - Bid Response Packet, Section Budget Form, Item 9:**
2. ***Indirect Costs: Indirect costs may be included that equal up to 10% of the Bidder’s total County Request and will be reimbursed in proportion to monthly expenditures. These indirect expenses will likely fluctuate each month, based on activity. Examples of allowable expenses under Indirect Costs include, but are not limited to, the following: audit, bookkeeping, payroll/finance, facilities, maintenance, insurance, organizational rent, storage, utilities, and allocated personnel costs (e.g., Executive’s time or any other staff who works minimally on the program).***
	* 1. ***Funds already requested in other line items of the Budget Form cannot be included under Indirect Costs.***
		2. ***This line item does not need to be further itemized, although a brief explanation must be included in the Bidder’s Budget Justification submittal.***

VENDOR BID LIST

 **RFP No. 902222 – EARLY INTERVENTION COURT PROGRAM**

This Vendor Bid List is being provided for informational purposes to assist bidders in contacting other businesses as needed to develop local small and emerging business subcontracting relationships to meet the [Small Local Emerging Business (SLEB) Program](https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/) requirement.

This RFP is being issued to all vendors on the Vendor Bid List; the following revised vendor bid list includes contact information for each vendor attendee at the Networking/Bidders Conferences.

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| **Business Name** | **Contact Name** | **Contact Phone** | **Address** | **City** | **State** | **Email** |
| Leaders in Community Alternatives  | Jake Villeneuve  | 510-505-2600 | 160 Franklin St., #310 | Oakland | CA | jake@lcaservices.com |
| Leaders in Community Alternatives  | Kristen Sanchez | 510-505-2610 | 160 Franklin St., #310 | Oakland | CA | ksanchez@lcaservices.com |
| Leaders in Community Alternatives  | Latrice Casey | 510-858-6200 | 160 Franklin St., #310 | Oakland | CA | lcasey@lcaservices.com  |
| Community Youth Outreach | Tiffini Jones | 510-969-8708 | P.O. Box 19500 | Oakland | CA | tjones@cyoinc.org  |
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