



County of El Paso Purchasing Department
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ADDENDUM 3

To: All Interested Proposers
From: Linda Gonzalez, Inventory Bid Technician
Date: August 15, 2008
Subject: RFP # 08-106, (RFP) Automated Screening, Assessing and Case Management Tool for Juvenile Probation Department

The Purchasing Department received questions relating to the above referenced proposal; the response to the following question:

1. Would you share a sample case plan form that El Paso already uses so we can see what areas of information you would like covered?
Yes

2. In regard to Section A. other Requirements # 4 – please clarify what kind of risk you want to assess of the parents(s)/guardian(s)?
 - Future abuse/neglect?
 - Criminal behavior?
 - Something else?
 - Is this referring to criminogenic risks and needs or a broader definition of the risks and needs of parent(s)/guardian(s)?

We are referring to criminogenic risks and needs.

3. In regards to Section A. other Requirements # 5 – please define what you mean by “integration.”
 - Are you looking or periodic merging of data files?
 - Common login systems?
 - Access to live data within you MIS?

We would like to export pre-existing data into the assessment tool, if possible.

4. What level of technical support are you looking for after business hours?
Please define.

- Emergency response due to system outages?
- Full help desk re: how to do something/reset passwords? Etc.

Primarily assistance in addressing issues with accessing the system

5. What level of detail do you anticipate in management reports (for example you reference measure outcomes) and to what extent do you see these reports including current MIS system data if at all? Please clarify

The management reports can be general and will include some basic information demographic information from our current MIS, but not in the area of criminogenics.

6. The RFP requests an assessment system "... capable of providing supervision strategies" (i.e., programming and treatment options, supervision levels, electronic monitoring/home detention strategies, etc.)
We want supervision strategies based on a "profile" of the juvenile based on comprehensive criminogenic factors. These strategies should indicate the appropriate level of supervision, appropriate mode of communication, expected behavior and what interventions the juvenile may be more responsive to.

7. Please explain further what is meant by "provide database of assessment and case outcomes, identified by individual juveniles and specialized juvenile justice programs" (i.e., what specifically are you referring to regarding the assessment and case outcomes.)

We want to be able to generate reports to identify juveniles by level of risk and any other typology the system offers. We want to know if the proposed interventions decreased the risk level by the end of the probationary period.

8. Please explain further what is meant by "providing evidence based interventions for identified criminogenic factors"?

The Office of Juvenile Justice and Delinquency Prevention offers a Model Programs Guide, which provides evidenced based interventions for various behavioral issues. If a juvenile rates high in a certain criminogenic area, we want to provide an intervention that has the highest likelihood of success.

9. For bids in excess of \$100,000, what is the purpose of the cashier's check or the 5% executed with a Surety Co.? Are there any conditions under which this money would not be returned to the vendor?

The purpose of the cashier's check or Bid Bond is to ensure the bid proposal; until the contract is signed and approved by Commissioner Court.

No.

10. If the vendor chooses to submit a cashier's check, what is the required amount of the cashiers check? What happens to that amount if the vendor wins or loses the bid?

It is 5% of the total amount proposed. The cashiers check is returned to all the vendors once the contract has been signed and approved by Commissioners Court.

11. If the vendor is unable to secure a Surety bond due to the customization of software, is there another avenue to meet this condition other than the cashier's check?

No

12. You have indicated there will be 58 users. We charge one price for users who will be administering assessments and a discounted price for individuals like supervisors or managers who only access the system either to review assessments/case plans, or create reports. Can you provide this breakdown for the 58 users? Or, are there 58 individuals that will be administering assessments and an additional number of "reviewers"?

There will be at least 58 administering assessments and an additional 10 reviewers.

13. Regarding item C1 on page 5, we typically charge for our software license on the basis of number of users; our costs are based on other factors. For example, training cost is based on number of days of training. When you ask for the "total cost per assessment, and/or per user," is it permissible to limit that figure to the software license?

Please itemized cost as follows:

1. Cost per assessment and/or per user (at least 58 administering assessments) including software license.
2. 10 "reviewers"
3. General Training (Describe the type of training, number of sessions, and number of days, etc.)
4. Training for Trainers
5. Technical assistance (Describe)

14. Regarding integration with TJPC's Caseworker 5, what type of information will the vendor need to capture from the TJPC system, and what type of information will be required to be shared with TJPC from the vendor/EI Paso system?
We only want the general demographic information from the TJPC system to be shared with the vendor system. The vendor system will not share information with the TJPC system.
15. Is there any integration requested between the vendor and El Paso County's management information system?
No.
16. Is there any integration requested between the vendor and El Paso County's management information system?
No.
17. Does the County envision that the system requested in this RFP will be installed on County servers, or hosted on the vendor's servers and made available to the County via the Web? If the County is uncertain about this issue at this time, can the vendor include cost estimates for both approaches in the response?
The vendor system will be installed on County Servers.
18. Regarding training, how many individuals will need to be trained in the use of the assessment/case planning system? How many individuals will require just the stakeholders training?
Approximately 58 will be trained in the use of the assessment/case planning system. Approximately 10 will be trained as stakeholders.
19. Can the Train-The-Trainer training be provided in the second year of the contract?
No. We have to accommodate personnel changes.
20. Item B6 on page 5 asks for a comprehensive listing of evidenced-based programming. What is meant by this?
The Office of Juvenile Justice and Delinquency Prevention provides a Model Programs Guide which lists various evidenced based programming. Interventions should be validated by research in order to increase the likelihood of success.
21. Regarding the criteria rating matrix form described on page 8, is the vendor expected to assign a particular meaning, for example, very high importance, to each of the factors for weighed criteria? If no, please explain more fully.
Yes.

22. Regarding the requirement for technical support seven days a week from 6 a.m. to 12 a.m., is there any flexibility in the specific hours? Would it be allowable for the vendor to provide pricing options based on various numbers of hours?

Flexibility would be allowed. This is subject to discussion at the contract phase.

23. Does this mean that the deadline for submission of RFP responses has been extended to 2:00 p.m. August 21, 2008?

Yes