



County of El Paso Purchasing Department  
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## ADDENDUM 2

**To:** All Interested Proposers  
**From:** Lucy Balderama, Inventory Bid Technician  
**Date:** February 9, 2009  
**Subject:** Bid # 09-008, RFP - Drug Court Evaluations for the Family Drug Court Program

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### Clarifications

If you notice on page 10 on your specifications;

#### 3. Budget

Please summarize your cost estimates using the format shown in the table below. Account administrative costs should be estimated (these costs include telephone, postage, travel, shipping, research, etc.). The budget should reflect all evaluation expenses the Bidder will incur directly or indirectly and will not exceed past contract ending date.

Please insert Attachment A for the table requested above. Can be viewed on the website at [www.epcounty.com](http://www.epcounty.com) click bids and more, current bids.

Also on Page 9,

Please delete/disregard this statement on the specifications.

#### V. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Bidders should present their proposal in the format described in Appendix A.

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

1. How long has the Family Drug Court program been in operation? When is the capacity of the court at any one time?

The Family Preservation Drug Court has been operating since September 2005.

2. About how many clients are served by the court annually? What is the capacity of the Court at any one time?

The Family Preservation Drug Court serves approximately 65 clients annually. The average number of participants at one time is approximately 30.

3. Is the evaluation of the Family Drug court program in general or only the Expansion component?

The evaluation should be an analysis of the overall program, to include the expansion year.

4. If the Expansion has not yet started, what are the expectations for tracking client outcome? Seven months is not typically enough time to track clients, and are these data stored electronically?

The expansion time frame started September of 2008, however the program has maintained data collection for the entire 3 years and 5 months of the grant.

5. What is the approximate amount of funds available?

Please submit a bid.

6. What if any data are currently being collected on family Drug Court clients, and are these data stored electronically?

The program collects data using the Government Performance and Results Act (GPRA). Information collected includes demographic information,

treatment status, employment, etc. All the information is stored electronically.

7. The instructions for the budget on page 10 request that we use "the format show in the table below"; however, there was no table included. Can you please provide a format for the budget?

Please provide a line item budget that identifies how funds will be expended. The purpose of the expenditures should be clearly identified and be congruent with the activities in the work plan.  
*(View Table attachment A)*

8. Is there a page limit for the proposal?

No there is no page limit.

9. Our understanding is that the CIQ can be filled at time we submit the proposal. Please confirm that it is ok to indicate on the cover sheet that the CIQ has been filed, but not confirmation date is available?

We recommend that all vendors file the CIQ with the County Clerks Office and request their document number prior to the bid opening and submit it (CIQ) with their proposals as requested on the Instruction page. It will avoid problems and delays. All Vendors have 7 working days after bid opening to submit their document numbers. All Vendors not meeting the deadline will be disqualified.