



County of El Paso Purchasing Department
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ADDENDA 1

To: All Interested Vendors
From: Araceli Hernandez, Formal Bid/Buyer
Date: September 15, 2020
Subject: RFP 21-030 PACT Assessment Case Management Software for the Juvenile Probation Department

This addendum has been issued to notify vendors of the following questions received:

1. Can you please provide the agreement (contract document) to the previous awarded project? This is in relation to the current project.

Response: This question will be handled as a Public Information Act (PIA) request.

2. Approximately how many juveniles, ages of 10 and 17, would be served per year?

Response: The El Paso County Juvenile Probation Department's three-year average are as follows:

Referrals – 1,838

Unique Juveniles – 1,341

Formalized cases - 902

3. Approximately how many administrative levels would need to have access to this program? For example, if there are a direct service provider (DSP), DSP Supervisor, El Paso County Juvenile Probation Department Administrator, El Paso County Administrator- that would be 4 levels.

Response: 2 levels -Admin and User. Only probation officers,

management, IT and clerical staff would need access. Access to outside vendor or governmental entities is not granted.

4. Page 14, Proposal Submission states that "proposals shall not exceed 25 pages". Page 15, Proposal Narrative, then asks for "Sample of all assessment tools available and being offered as part of this request for proposal" and continues to ask for samples of longitudinal reports, case plans, case plan reviews, and other example documents. These kinds of samples documents are often numerous pages *each*. When samples of "all assessment tools available" are provided, this can easily exceed 25 pages in example documents alone. Are the requested sample documents exempt from the 25 page requirement? Furthermore, there are requested documents (Cover Page, Letter of Transmittal, References, Cost, and at least 6 pages of Application Forms and Certifications) that total approximately 10 additional pages of the proposal. Are these forms and required documents exempt from the 25-page requirement? Can the 25-page requirement be amended in order to adequately provide all of the requested documents?

Response: The required forms are not part of the 25-page limit nor sample documents. Sample documents will be considered exhibits.

5. Page 14, Cover Page, states "Each proposal must have the County's Proposal Schedule Form as the cover page." Which page or form of the RFP document is the "Proposal Schedule Form"?

Response: The cover page must be the first page of the proposal. It can be found on page 6 of the specifications.