



County of El Paso Purchasing Department
500 East San Antonio, Room 500
El Paso, Texas 79901
(915) 546-2048 / Fax: (915) 546-8180

ADDENDUM 5

To: All Interested Proposers

From: Linda Gonzalez

Date: September 25, 2007

**Subject: RFP# 07-107, Sex Offender Treatment for Juvenile
Probation Department**

The Purchasing Department received questions relating to the above referenced Proposal.

1. Under Accounting, (page 16 of the proposal), contractor is requiring monthly progress notes be signed by both participant and provider and sent along with invoices to Accounting. This would require vendors to have monthly reports typed and signed by the participants within the first 3 days of the month following the treatment month (in order to get signatures and monthly reports with invoices to Accounting). Is it possible for providers to sign monthly reports and send to Accounting, then forward report with participants' signatures the first session of the following month?

No. The Department will extend the due date from 5 working days to "no later than ten (10) working days". This should be sufficient time to submit the monthly progress notes/reports with the invoice. Therefore the paragraph shall read as follows:

Vendor shall submit claims on invoices bearing Vendor's letterhead no later than ten- (10) working days from the last day of the month for which payment is requested to the El Paso County Juvenile Probation Department Accounting section. Invoices not timely submitted shall not be paid. Letterhead shall contain an accurate mailing address and telephone number where Vendor can be reached during normal business hours. Vendors invoice must indicate juvenile's name, type of service and related cost. Monthly progress notes must be submitted with invoice as supporting documentation to include participant and provider signatures. If the monthly progress report is not submitted with the invoice, payment will be delayed until documentation is provided to the Juvenile Probation Department.