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ADDENDUM 1

To: All Interested Proposers

From: Araceli Hernandez, Inventory Bid Technician

Date: January 28, 2014

Subject: RFP# 14-001, Strengthening Families Program" for the 65th District Family Intervention Drug Court

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

1. (Page 1): "Award will be made based on a review of qualifications, scopes of services and price." What is the timetable for review of proposals, expected award date and start date?

Response: The Family Drug Court would like to start providing this program to participants as soon as possible upon award of the RFP and contract process.

2. Is there a start up period to initiate services in the first year?

Response: No all services are to be provided as soon as possible.

3. We understand the requirement to update Ethics training prior to application. Will the Ethics Training Affidavit need to be submitted with the application due on February 4th?

Response: The Ethics Training is now a form that is included in the proposal packet on pages 2 and 3 it must be signed and submitted along with the proposal.

4. "All services must be provided by licensed, trained, and experienced counselors." This counselor/facilitator must be certified in the Strengthening Families Program (or related program) and at least two (2) years of experience."

Response: The Family Drug Court is requesting that the facilitator be certified in the program that will be utilized along with at least two years experience working with this population.

5. Could you please clarify the “counselors” credentials, including education, other licenses other than certification, training, etc?

Response: The Family Drug Court is requesting the facilitators to be mastered level with at least two years of experience.

6. “All services must be provided by licensed, trained, and experienced counselors.” This counselor/facilitator must be certified in the Strengthening Families Program (or related program) and at least two (2) years of experience.” Do these have to be staff currently employed by the provider?

Response: No

7. Can training under the Strengthening Families curriculum, or other curriculum be covered by County funds or will the provider be obligated to cover training costs?

Response: The provider will be obligated to cover all training costs for the program that will be provided.

8. We understand staff may already have to be trained, but if there is opportunity to train staff in specified curriculum, who will be responsible for the costs of staff time during training?

Response: The provider will be responsible for all costs involved in training for this program.

9. “Vendor will be obligated to report to the Drug Court staff any active drug use.” Will the provider be required to do drug testing?

Response: No the provider will not be required to administer drug tests. The Family Drug Court will be responsible for all drug testing.

10. “Progress must be based on specific measurable objectives, observable changes, and demonstrated ability to apply changes in the family’s current situation.” Who will decide what the specific measurable objectives will be? Provider or the contractor?

Response: The Family Drug Court staff would like to work together as a team to develop the specific measurable objectives that will be addressed by the program.

11. “Vendor shall provide a pre and post test to be completed by the participant during intake and discharge of program.” Will this be the pre and post test from the curriculum? A pre and post test specified by the contractor?

Response: The Family Drug Court would prefer a pre and post test from the curriculum or related tests.

12. “Vendor shall provide a service plan to the Drug Court for each family that identifies the parents and/or family’s strengths and needs.” If a service plan is created per family, will

each person be billed within that 1 family or will the billing be per family served (counting a family and all participants as 1)?

Response: The Service Plan will include entire family. This will allow the program to focus on the family issues.

13. “Vendor shall provide an exit plan/summary for each family and should be initiated upon admission of services. The exit plan/summary must identify if the discharge is successful or unsuccessful.” What if only some of the family members were successful? To what extent will the exit plan/summary also depend on the specific requirements of Court and CPS as having successfully completed the program?

Response: Each person will be reviewed as an individual for successful completion of the program. For example one parent can be successful while another parent not. The Strengthening Families Program is part of the Drug Court and CPS Service Plan and is required to successfully complete the entire program.

14. “Vendor shall provide the Strengthening Family Program Curriculum (or similar curriculum) to the Drug Court staff.” This is not clear, do you mean that providers must train the drug court staff?

Response: Vender will provide the Drug Court Staff with a copy of the curriculum utilized to better guide and assist the participants in the successful completion of the program.

15. “Vendor shall provide case management session upon request to deal with crisis situation or additional issues not addressed in group.” Do providers submit a separate bill for crisis or on call assistance?

Response: The vendor will get approval prior to session and document/bill for the case management session separately.

16. (Page 10, Required Documents to Be Submitted with Proposal) “copy of licensure for physical location of program.” If this is an intervention program then the physical location should not require a license. Would you please clarify?

Response: Not required however would prefer copy of the licensure for the physical location which would be placed on file.

17. (Page 10, Measurement of Program Outcome) “Vendor must provide the Family Drug Court an analysis of how vendor will complete proposed goals, objectives, activities, and outcome measures of the program being used in provided services for families. Additionally criteria utilized will define what composes a successful and unsuccessful closure of services from the vendor and must be submitted as part of this proposal.” Does this contract require an evaluation? How does the contractor suggest applicants include in budget?

Response: No the contract does not require an evaluation however requesting that provider share statistics that are utilized in their program. There is no additional funding for evaluation.

18. To provide analysis of completed goals, objectives, activities and outcomes, are tools such as pre and post test, documentation of attendance, completion of number of sessions by an individual, etc. appropriate?

Response: The program would request all the above information plus any tool the provider can share with the Drug Court to determine success or areas needed for success.

19. Is the vendor required to provide evaluation of their defined analysis or will the contractor provide instruments for required evaluation to vendor to meet performance measurements?

Response: The Family Drug Court is requesting that the vender provide instrument.

20. Is there an indirect rate for this contract?

Response: No.

21. How should the time for weekly court staffing, court hearings, quarterly meetings with the Drug Court be billed? What would contractor suggest?

Response: Due to limited funding the above cannot be billed separately.

22. (Page 13, Proposal Evaluation) "Qualifications and Experience of the Therapist/Facilitator." Please clarify experience required for "therapist" to better understand qualifications of the staff expected to be included under this project.

Response: The Family Drug Court is requesting that the therapist be mastered level with two (2) years of experience working with this population.

23. Does the Conflict of Interest Questionnaire need to be submitted prior to the proposal submission? If so, how soon?

Response: The Conflict of Interest Form should be submitted with the proposal packet.

24. What is the timetable for applicants to expect responses to questions that have been submitted? Will contractor consider extending deadline if responses are posted near or close to the date of bid opening?

Response: The Family Drug Court is trying to get the services started as soon as possible.

25. Will applicants be able to clarify follow up responses to questions posted? If so who is the contact for this specific RFP that we as vendors are allowed to contact?

Response: No the deadline for questions has passed and no other questions may be submitted.

26. In reviewing the submission requirements, we did not notice instructions for the submission in so far as the package itself. What will you want to see included on the package where the items are enclosed? Any specifics on how it should be enclosed, type of package, etc? Will the package need to be addressed to a specific contact?

Response: Please provide cover page, letter of transmittal, table of contents, proposal narrative, references, budget/cost, application forms and certificates, and copy of floor plan.

27. How will you determine if it is an original copy? Does there need to be a specific color of ink used in places where the applicant provides signature?

Response: If possible please provide signatures in blue ink.