



County of El Paso Purchasing Department
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ADDENDUM 1

To: All Interested Proposers

From: Blanca Carbajal, Procurement Data Analyst

Date: December 8, 2016

Subject: RFP #16-070 PACT Assessment Case Management Software for the Juvenile Probation Department

The Purchasing Department has received the following questions:

1. Can companies from Outside USA submit a proposal?
(for example: India or Canada)

Response: As long as all that is requested is provided to include training and technical assistance in the English language.

2. Does a vendor need to be present for meetings?

Response: No unless required. Selected vendor will need to be present for onsite trainings as required.

3. Can a vendor perform the tasks (related to RFP) outside USA?
(example: from India or Canada)

Response: Must be willing and able to travel to our jurisdiction to provide training.

4. Can the vendor submit the proposals via email?

Response: No.

5. The price is 25% of the total score. How are the number of points calculated for a particular price received?

Response: Review committee will closely review the proposals to include the budgets submitted to determine point assigned to each vendor. Cost feasibility and past performance history as well as recommendations of current or past jurisdictions will be taken into consideration when scoring bids.

6. The proposal asks for unlimited users. In order to identify if the hardware requirements listed are suitable, provide the number of users that are anticipated to use the system

Response: 60-80

7. How many TTT trainers are currently certified on the PACT?

Response: 5

- a. Does the County have new, uncertified trainers that need to receive a TTT training?

Response: Yes.

- b. If so, how many?

Response: 5-10

- c. Does the County want the price to certify the new trainers?

Response: Yes.

8. What is the current system of record in El Paso County?

Response: JMIS (new system)

9. Page 10, Item 6 N states "Provide a detailed plan of implementation, support, updates, and training for years 1, 2, and 3 with costs."

It's unclear what is being asked for. Can the County provide additional clarity on the type of information and how the County would like to see it presented? More specifically, is the County looking to see an overall project plan, or something more like the cost sheet, but split over the course of the contract years?

Response: Project plan with associated cost should be broken down by the contract years.

10. Page 11, Item 3 B states "Cost to provide supplemental training to departmental trainers to enhance competency and provide information on system updates on a semi-annual basis."

a. What is the County's definition of semi-annual?

Response: Every other year.

b. Does the County want this training to be onsite?

Response: Most cost-effective option is being sought. Bidder can propose onsite cost as well as cost to send team to location for training.

c. How many trainers does the County want to receive competency update training, and how often (once per year, every other year, some other schedule)?

Response: The department currently has 5 certified trainers and is interested in certifying 5-10 more trainers. Training should occur at a minimum of once every other year. Software updates shall be followed up by a conference call, webinar, or email updating the jurisdiction and trainers on all the pertinent software updates.

d. Is the County expecting the competency training to be a TTT "recertification" process for the County's trainers, or is the County expecting more of an update on what's new?

Response: Both.

e. What does the County expect the supplemental competency training to include?

Response: The use of the analytical reports for trainers and supervisors.

11. Page 13, Item 10 states "Criteria Rating Matrix Form".

What is being asked for? What is meant by "Criteria Rating Matrix Form"?

Response: Provide risk assessment scoring algorithms. Explain the methodology utilized to determine risk and need levels.

12. Page 5, the Pricing sheet:

Is this asking for a price for the first year, 3 years, or the full optional 5?

Response: First year, followed by annual renewal of license and support.

- ❖ **Please replace the signature page/price sheet with the attached updated form.**

EL PASO COUNTY SIGNATURE PAGE

RFP # 16-070
PACT Assessment Case Management Software
for the Juvenile Probation Department
 Vendor must meet or exceed specifications

Please do not include tax, as the County is tax-exempt. We will sign tax exemption certificates covering these items. **Please submit one (1) original copy and four (4) electronic versions of the complete proposal (CD/DVD/Flashdrive) in Word/PDF Format. Electronic copies must reflect the original hard copy.**

DESCRIPTION	COST
Initial Software License Cost (if applicable):	\$
Software Annual License Renewal Cost :	\$
Annual Software Maintenance (if not included in license cost)	\$
Installation/ Configuration/ Data Integration/ Implementation:	\$
Training Cost: <small>(Training cost amount must include all travel related expenses associated with the specific training.)</small>	\$
T4T Training Cost:	\$
Support Cost	\$
Total Cost	\$

I or we agree to furnish the following described equipment, supplies, or services for the prices shown in accordance with specifications listed below or attached. By execution of this proposal, I hereby represent and warrant to El Paso County that I have read and understood the Proposal Documents and the Contract Documents and this proposal is made in accordance with the Proposal Documents.

Please quote prices and discounts on the following items:

F. O. B. El Paso County

Company

Mailing Address

Federal Tax Identification No.

City, State, Zip Code

DUNS Number (Applicable to Grant Funded Project)

Representative Name & Title

Telephone Number include area code

Signature

Fax Number include area code

Date

Email Address

*****THIS MUST BE THE FIRST PAGE ON THE PROPOSAL SUBMITTED*****