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## **ADDENDA 8**

To: All Interested Vendors

From: Araceli Hernandez, Formal Bid/Buyer

Date: April 14, 2021

Subject: RFP 21-010, Alcohol Monitoring Services for the County of El Paso

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

- The Opening Date has been extended to **Thursday, May 6, 2021 at 2:00 p.m.**
- The Deadline for Questions has not been extended.

### **Questions and Answers**

1. Page 7, *Standards for Service*, Paragraph A. 2. b. states "The Client Services Office, as part of this RFP, is only to be used for services associated with this RFP between the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday, and 10:00 a.m. to 2:00 p.m. on Saturdays."
  - Bidder currently operates another community-based defendant/offender management program for an agency of the El Paso County judiciary from an office located within the El Paso city limits. The provision of multiple services from a single location would be advantageous to clients and County personnel alike. These advantages to the clients and County include an economic, geographic, and continuity of services benefit.

Given these benefits, please confirm that bidder will be eligible to maintain and operate one facility in the performance of all duties required under contracts with the El Paso County Justice System.

**Response: No, the proposer will not be eligible to maintain and operate another community-based defendant/offender management program to avoid conflict of interest.**

2. Page 14, *Reports and Communication with the County*: Although the notation "Applies to all Options" appears in parenthesis next to the title of the section, please confirm that the County requires responses to the following specifications only from bidders proposing to provide ignition interlock services:

- B. "The Provider will provide an individualized report upon request or for a violation to the County Supervision officers in a user-friendly report format. The requested information will include but is not limited to: vehicle information and mileage, illegal starts, rolling retest refused rolling retest failed, authorized starts."
- C. "The report summary must also include information regarding when the engine is turned off during that period. Refused rolling retests must be treated similarly for reporting purposes (include the 3 prior and 3 subsequent tests in the summary). Pictures taken for all these events must also be included in the report summary. Abnormalities such as aborts, tampering and handsets disconnects while driving should be noted in the comment section."
- F. "The provider will report events including, but not limited to: the engine being started without passing a breath test; failure of or refusing to take a rolling re-test; the engine is started when the Interlock Device is in lockout state (permanent or temporary)."
- K. "The provider will ensure that, in the event the client fails to have their IID calibrated on their scheduled service date, the IID will go into "lockout" within 72 hours (3 days)."
- L. "The provider will note any verification of any vehicle repair by a mechanic in the comments section for the County report."

**Response: Yes, the above mentioned specifications B,C,F,K,L are all referring to Ignition Interlock devices.**

3. Page 18, *Option 1: Mobile Alcohol Monitoring Devices*: Although the RFP indicates Motor Vehicle Photo Ignition Interlock specifications are confined to Option 2 from pages 21 through 25, the following requirement appears under Option 1. Please confirm this stipulation does not apply to Mobile Alcohol Monitoring Devices:

- Page 19, Paragraph C. 3: "To avoid potential conflicts of interest, the Provider agrees that service sites will not conduct any business with clients unrelated to the IID without written permission from the court of jurisdiction."

**Response: To avoid conflict of interest the provider will not be eligible to maintain and operate another community-based defendant/offender management program.**

4. Page 20, *Allocation of Cost*: The RFP establishes sample parameters for calculating participant costs based on annual income. The sliding scale provided by the County is bracketed by the phrases "Example" and "or another form of sliding scale."

- Please confirm that proposers may offer a sliding scale with income ranges and a percentage of offenders/defendants that will be monitored without cost that is different from those identified in the RFP.

**Response: Providers must submit sliding scale with income ranges and percentages to the County for approval all cost must be identified in the proposal response.**

5. Page 26, *Price Sheet*: The RFP defines Option 1 as inclusive of Mobile Alcohol Monitoring Devices (breathalyzer and transdermal alcohol monitoring); two separate programs that vary greatly in operational costs. However, the Price Sheet prompts proposers to enter a single monthly rate without distinguishing between the two technologies.
  - Please confirm that the County will either revise the Price Sheet through an addendum or allow proposers to modify the form to specify which charge is being applied to each of the two separate programs.

**Response: Revised price sheet is in Attachment 2 located in the County website: [www.epcounty.com](http://www.epcounty.com).**

6. The RFP does not provide a required format for Vendor's to follow when developing their proposal. Would the County accept a proposal outlined as follows:
  - Table of Contents
  - Section 1: Company Introductory Letter
  - Section 2: Signature Page
  - Section 3: Required Forms and Documents
    - El Paso County Code of Ethics Training Affidavit
    - Certifications Regarding Lobbying, Debarment, Suspension, Responsibility, Drug-Free Workplace Federal Debt, Nondiscrimination Status
    - Health Insurance Benefits Questionnaire
    - Conflict of Interest Questionnaire
    - Certificate of Interested Parties Form 1295
  - Section 4: Pricing
    - Price Sheet
  - Section 5: Qualifications, Experience, Staffing  
Including:
    - Page 7: Provider Accessibility
  - Section 6: Functional & Operational Requirements  
Including:
    - Page 8: Provision of Equipment and Services
    - Page 9: Equipment Changes/Upgrades
    - Page 9: Required Capabilities
    - Page 10: The County of El Paso Responsibilities
    - Page 10: Testimony
    - Page 11: Lease Agreement
    - Page 11: Non-Payment Termination Notice
    - Page 11: Records Retention and Records Back-Up Plan
    - Page 11: Contingency Plans
    - Page 12: Security and Privacy
    - Page 12: Disclosure of Information
    - Page 13: Criminal Background Check

- Page 14: Reports and Communication with the County
- Page 18: All Option 1 Specifications
- Section 7: References
- Section 8: RFP Addenda
- Section 9: Samples of Summary Reports
- Section 10: Exhibits

**Response: Yes, the County will accept the proposed format.**

7. Pages 28 through 39, *General Provisions*:

- Does the County prefer or require a point-by-point response to each paragraph, or will a single statement acknowledging compliance with all conditions be sufficient?
- If so, in which section of the proposal should such responses/confirmations be placed?

**Response: Provider may create a section for required forms and include acknowledgment statement.**

8. Page 37, *Mandatory Disclosures* states "Disclosure of Interested Parties (only required of vendors who are awarded the Bid/RFP/RFQ). However, Page 50 *Checklist* states "Did you sign and complete the required "Conflict of Interest Questionnaire?"

- Please clarify whether the Disclosure of Interested Parties Form 1295 is required to be submitted with bidder's proposals.

**Response: The Conflict-of-Interest form must be completed and signed. The 1295 form is not required to be signed at the time of the submittal; however, it must be signed at the time of the awarded contract.**

9. Page 48, Certificate of Interested Parties Form 1295:

- If required for submission with the proposal, please provide the following information proposers will need to complete the form:
  - Name of governmental entity that is a party to the contract for which the form is being filed;
  - The identification number used by the governmental entity to track or identify the contract; and
  - A description of the services, goods, or other property to be provided under the contract.

**Response: The 1295 form is not required to be signed at the time of the submittal; however, it must be signed at the time of the awarded contract.**

10. What is the expected length of time for this contract?

**Response: The County is seeking to award a one (1) year contract with the option to renew for four (4) additional 1-year options (not to exceed 5 years), upon mutual consent of both parties. The County may award one or more contracts to**

**qualified individuals or companies.**

11. How much additional consideration is given to the interlock vendor with the most installation locations?

**Response: All proposals will be evaluated based on the evaluation criteria as mentioned in the specifications.**

12. Will interlock installation sub-contractors be able to conduct other non-county business at their locations?

**Response: To avoid conflict of interest the provider will not be eligible to maintain and operate another community-based defendant/offender management program.**

13. In reference to Capabilities for Breathalyzers listed on page 18, A, please confirm if the requirements listed are for breathalyzers and/or ignition interlock devices.

**Response: The requirements listed are for ignition interlock devices.**

14. On Pg 9 D, 5 regarding GPS Monitoring - Please confirm if the inclusion/exclusion zones apply to ignition interlock devices.

**Response: The inclusion/exclusion zones apply to the ignition interlock devices.**

15. Regarding pg. 23, #16 could you please provide more information on "All retests must be within sixty (60) seconds." Is this applicable to ignition interlocks?

**Response: This is applicable to ignition interlocks, upon expiration of a rolling retest and during circumvention a retest must be within sixty (60) seconds.**

16. How many total vendors will be selected to fulfill the requirements of Option 2 for ignition interlocks?

**Response: There will only be one vendor selected for the ignition interlock option.**

17. How many clients/participants will need to install an ignition interlock device on a yearly basis?

**Response: The COEP estimates that there are an *approximately* 752 number of clients/participants who will need an ignition interlock device on a yearly basis.**

18. How many clients will be transitioned from current interlock providers the new provider(s)?

**Response: Once a provider is chosen, any new client would be instructed to use the provider that was chosen. COEP will allow existing clients continue with provider throughout the pendency of their case.**

19. What is the minimum number of interlock installation locations required to service the county?

**Response: There is no minimum number of interlock installation locations required to service the COEP.**

20. What are the names and roles of the individuals who will be on the decision committee for this solicitation?

**Response: The names of the participating evaluation committee can be found on the conflict-of-interest form pg. 45 of the specifications. The role of evaluating participant is to evaluate each proposal to the scope of work and evaluation criteria found on pg. 17 of the specifications.**

21. What percentage of customers will fall within each of the income thresholds referred to in Option 2?

**Response: At this time the COEP does not have the number of clients/participants who will fall within each of the income thresholds.**

22. Can the 24 x 7 customer service center for ignition interlocks be housed within one of the installation facilities?

**Response: Yes, the 24/7 customer service center for ignition interlock may be housed within one of the installation facilities.**

23. When considering the pricing grading, how is the county going to compare vendors? For example, are you looking for pricing on an average customer lease length including installation, monthly lease fee and removal? Or are you looking for only the monthly lease and installation fees?

**Response: The COEP is interested in the monthly lease, installation fee, calibration fees, and re-stocking fees. Reference the revised price sheet, attachment #2.**

24. What calculation will the county use to determine how many percentage points to award each provider in regards to the sliding pricing scale? On pages 24 & 25 regarding Allocation of Cost, the solicitation mentions, "The provider will follow the below fee scale." The example also says, "or another form of sliding scale. Is the vendor recommended to follow the supplied pricing example or offer their own sliding scale?"

**Response: The County's evaluation criteria and percentages are listed on page 16-17 of the specification.**

**Pricing sheet has been revised (Attachment 2). Sliding scale shows the costs of the monthly service, as well as price of installation, late fees, and re-stocking fees.**

25. For clarification on page 7; A, 2, b, 1, c will 24 x 7 telephone and online access to customer service be acceptable or is it required that the interlock vendor must staff that physical location 24 x 7?

**Response: 24/7 telephone and online access to customer service will be acceptable, however, providers must have a location open between the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday, and 10:00 a.m. to 2:00 p.m. on Saturdays.**

26. Regarding Option 1 (Mobile Alcohol Monitoring Devices) there appears to be different types of devices considered for use. Please clarify whether this Option allow for breathalyzer solutions in addition to transdermal solutions (two different devices)?

**Response: Yes, this option allows for breathalyzers solutions in addition to transdermal solutions.**

27. For the breathalyzer device, is the camera required to be contained within the breathalyzer assembly or can the breathalyzer pair with a smartphone to provide the camera image?

**Response: The camera needs to be within the breathalyzer assembly.**

28. Are subcontractors to be approved by the County in advance of contract award or after contract award? Is there a formal process for this?

**Response: Yes, subcontractor must be identified in the proposal response.**

29. Does the County intent to award multiple vendors for Option 1 and multiple vendors for Option 2?

**Response: The COEP will be awarding the contract to one vendor for Option 1 and one vendor for Option 2. There is a possibility to have one vendor for both Option 1 & 2.**

30. Page 9, Section D, Number 5 GPS Monitoring – Are GPS inclusion/exclusion zones and

random check-in verifications required for breathalyzers, transdermal and ignition interlocks?

**Response: GPS inclusion/exclusion zones are required for breathalyzers, transdermal and ignition interlocks, BUT only the breathalyzers and transdermal are required to have random check-in verifications**

31. Price Sheet – only monthly cost is listed. Is the County concerned with other fees including installation, removal, etc?

**Response: Revised price sheet has been uploaded as Attachment 2.**

32. How many offenders are expected to be enrolled for Option 1 and Option 2 per year?

**Response: The COEP does not have the number of clients/participants who will need to be enrolled for Option 1 and Option 2 per year.**

33. RFP page 18, OPTION 1: MOBILE ALCOHOL MONITORING DEVICES calls out "PURPOSE: The County of El Paso County justice system seeking mobile alcohol devices 14 such as breathalyzers and transdermal devices that defendants can take with them to regularly confirm sobriety." Transdermal devices are commonly available in two separate models; one model that reports information using either the offender's/defendant's home landline telephone line or ethernet connection or a second model that reports information using a modular cellular communication unit (for offenders/defendants who do not have a home landline phone line or ethernet connection). These two models of Transdermal alcohol detection devices are commonly priced differently from one another and also priced differently than Mobile alcohol devices...breathalyzer and picture or video confirmation for identity detection, thus proposers responding to Option 1 Mobile Alcohol Monitoring Devices require the ability to quote up to three (3) separate sets of prices however, RFP page 26 PRICE SHEET only calls out one set of price lines for Option 1 and also calls out "Note: Any firm that does not submit pricing in a price sheet provided will not be considered for award. Proposers are required to use one PRICING SHEET for each proposed Option." Will you please either; (a) amend the PRICE SHEET to include three (3) sets of Option 1 price lines (Mobile Breathalyzer, Transdermal Landline/Ethernet and Transdermal Cellular) or confirm in response to this question that Proposers can provide a separate PRICE SHEET for each Option 1 model proposed, labelling each accordingly (Mobile Breathalyzer, Transdermal Landline/Ethernet and Transdermal Cellular)?

Response: Attachment 1 is the amended Price Sheet for Option 1.

NOTE TO RESPONSE: The price sheet does not reflect this (the pricing schedule for the noted three (3) sets of options) and adds a category of Transdermal Cellular (Alcohol and Drug) – there is not court validated technology that includes drug detection in the market.

**Response: Disregard the "Drug" wording as it was a typo. The correct term is Transdermal Cellular (Alcohol). Reference the revised price sheet, Attachment 2**



34. Who is responsible for financial assessment of offenders/defendants (county staff/"supervision officers" or Contractor/"provider" staff)?

Response: The provider is responsible for the financial assessment

NOTE TO RESPONSE: This Response reads to be in direct conflict with the specifications that state, "To qualify for discounts defendants will provide proof of income to their supervision officer and to the provider." Clarification and explanation of this is requested.

**Response: The County of El Paso (COEP) will conduct financial assessment to determining which participants qualify for a discount and will make the information available to the provider.**