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ADDENDUM #2

REQUEST FOR PROPOSALS (RFP) #17-119 TETHER EQUIPMENT AND MONITORING SERVICE

- A)** The paragraph titled **SECTION 5 - SCOPE OF WORK Office of Genesee County Sheriff** on Page 7 of the RFP, item a) reads as follows:

a) Provide Alcohol Tether with a GPS signal.

The paragraph titled **SECTION 5 - SCOPE OF WORK Office of Genesee County Sheriff** on Page 7 of the RFP, item a) should read as follows:

a) Provide reliable alcohol tethers with remote communication capabilities and GPS tethers.

- B)** The paragraph titled **SECTION 5 - SCOPE OF WORK Office of Genesee County Sheriff** on Page 7 of the RFP, item j) reads as follows:

j) Assist in *receiving* lost, damaged, or abandoned equipment, when outside of Genesee County

The paragraph titled **SECTION 5 - SCOPE OF WORK Office of Genesee County Sheriff** on Page 7 of the RFP, item a) should read as follows:

j) Assist in **retrieving** lost, damaged, or abandoned equipment, when outside of Genesee County

- C) Please include the following questions and answers, as part of the above mentioned RFP:**

- 1) Can you please provide the name of the incumbent vendor(s) for the Sheriff's Office and the Circuit Court – Family Division?

Family Division is MDOC; Sheriff's Office is Home Confinement Incorporated

- 2) Can you please provide the name of the current device(s) you are utilizing for:
Family Division:

- a) GPS Tracking? **3M**
b) RF landline and cellular?
c) Alcohol monitoring? **SCRAM**

Sheriff's Office:

- a) GPS Tracking? **3M One-Piece GPS Tracking**
b) RF landline and cellular?
c) Alcohol monitoring? **Soberlink 2 and BI T.A.D. Cellular**

3) Please provide the current pricing for each Department for each type of equipment / service.

Family Division:

- a) Active GPS tracking? \$4.00/per day
- b) Hybrid GPS tracking?
- c) Passive GPS tracking?
- d) Landline Radio Frequency tether?
- e) Cellular Radio Frequency tether?
- f) Alcohol tether? \$6.50/per day

Sheriff's Office:

- a) Active GPS tracking? For One-Piece GPS Tracking it is \$10.00 per day
- b) Hybrid GPS tracking?
- c) Passive GPS tracking?
- d) Landline Radio Frequency tether?
- e) Cellular Radio Frequency tether?
- f) Alcohol tether? Soberlink is \$6.50 per day and the BI T.A.D. is \$13.50 per day

4) Can you please provide the total number of participants on tether at the time of response to questions broken down by Department for each equipment / monitoring type?

Family Division

- a) Active GPS tracking? 27 youth
- b) Hybrid GPS tracking?
- c) Passive GPS tracking?
- d) Landline Radio Frequency tether?
- e) Cellular Radio Frequency tether?
- f) Alcohol tether? 1 youth

Sheriff's Office:

- a) Active GPS tracking? Active GPS (68)
- b) Hybrid GPS tracking?
- c) Passive GPS tracking?
- d) Landline Radio Frequency tether?
- e) Cellular Radio Frequency tether?
- f) Alcohol tether? Alcohol (29) Soberlink 2 (2)

5) With regards to the Office of the Sheriff's tether program, the first bullet point on Page 7 indicates that the number of inmates placed on tether at times reaches over 100, not included inmates from work release.

- a) At the time of response to questions, how many additional offenders are a part of the work release program that are on tether?
All individuals placed on work release are put on Tether, at the time there was 10 placed.
- b) Is this figure in addition to the numbers provided in response to Sentinel's Question #4 or have they been included in those figures?
The numbers were not included in #4

6) What is the average number of days for participants placed on tether with the Sheriff's Office?
After averaging the months the total is about 3 ½ months.

7) What is the average number of days for participants placed on tether with the Circuit Court – Family Division?
65 days

8) How many devices were lost/damaged/stolen from the Sheriff's program in the last 12 months? Please include type of equipment (transmitter, alcohol, home receiver, etc.) with count.
With GPS tracking – 5 Alcohol monitors – 3 Alcohol base units – 4

- 9) How many devices were lost/damaged/stolen from the Circuit Court – Family Division program in the last 12 months? Please include type of equipment (transmitter, alcohol, home receiver, etc.) with count.
2 were lost, 1 was damaged
- 10) What is the shelf stock allowance provided to each Department by the current vendor?
**Family Division is provided 6 units although this is not always sufficient stock.
 Sheriff's Office, there is no limit.**
- 11) Does the current vendor provide personnel for the installation of equipment?
Family Division, No. Sheriff's Office, yes.
 If yes:
 a) How many vendor employees are provided overall? **3**
 b) Are the installers located on-site/within the County's office space?
No. They work out of a different county.
 c) What days of the week and timeframes during each day are installs performed?
Monday-Friday
- 12) On page 7, Section 5 – Scope of Work, Office of Genesee County Sheriff, subpart a) it states: "Provide Alcohol Tether with a GPS signal." There is no reliable, court-admissible transdermal alcohol monitor that has integrated GPS. Would the county please consider rephrasing this section to read: "Provide reliable alcohol tethers with remote communication capabilities and GPS tethers."?
Yes, that can be changed to the above sentence.
- 13) Under Section 5, Scope of Work, Office of the Genesee County Sheriff, item (d) on Page 7 indicates a need for "24/7 assistance with field operations when requested." Please elaborate on the type of assistance being requested, i.e., assistance via telephone from the current vendor's monitoring center. Can the county please identify whether the vendor or the sheriff's office will be responsible for the following operational tasks:
 a. Data inputting of offender information into the monitoring software? **County**
 b. Physical installation of monitoring equipment? **County**
 c. Physical removal of monitoring equipment? **County**
 d. Operational maintenance of monitoring equipment (battery changes, fit adjustments, cleaning/disinfecting used equipment, etc.)? **County**
 e. Cleaning/disinfecting used equipment, etc.)?
- 14) One page 8, Section 5 – Scope of Work, Genesee County Circuit Court – Family Division, Juvenile Probation Services, under paragraph titled "Installation" it indicates that the county will perform the physical installation. Can the county please identify whether the vendor or the county will be responsible for the following operational tasks:
 a. Data inputting of offender information into the monitoring software?
Vendor would be responsible – The County will fill out a fillable form and email/fax to vendor to input into the monitoring software
 b. Physical removal of monitoring equipment?
Probation Staff will be responsible for physical removal
 c. Operational maintenance of monitoring equipment (battery changes, fit adjustments, cleaning/disinfecting used equipment, etc.)?
Probation Staff for operational maintenance such battery changes, fit adjustments and cleaning/disinfecting.
 d. Page 8, INSTALLATION. Does the County want the vendor to install all equipment on juvenile referrals?
No, the Juvenile Probation staff install the equipment.

- i. If so, what are the normal days and times that installation may be requested?
- ii. How much notice will be provided that an installation will be required?
- iii. Will installations need to be performed on evenings and weekends?

15) Under Section 5, Scope of Work, Office of the Genesee County Sheriff, item (f) on Page 7 requires “Weekly reporting of all tether activities and violations.”

- a. Is the County requesting to receive participant activity reports via e-mail on a weekly basis or if they are able to access this information directly would this be suitable?

Currently it is set up for every week to receive all violation reports. If capability to have the program at our fingertips to check on participants is available I believe it would be of great benefit. From time to time violation reports get sent more than once a week depending on the nature of the violation and if the issue is requiring or needing an immediate response.

- b. Will the vendor be doing all of the monitoring or will the Sheriff’s dept. be accessing the software as well?

Currently the vendor does all monitoring and acts as the liaison to the Genesee County Sheriff’s Office.

- c. Will a weekly report still have to be generated per client if the violations are being sent on a daily/immediate basis?

If reports are being sent daily then no. It is set up currently for once a week (the day before Tether Check in’s).

16) Under Section 5, Scope of Work, Office of the Genesee County Sheriff, item (f), second bullet, on Page 7 the County has requested “Contractor to provide a list of standard available reports.”

- a) What types of reports are currently available to the County from the incumbent vendor?

Violation reports, maps of locations of where participants are at, Tether charging histories. To be more specific in regards to the violation reports; the vendor has the date and time of the violation and then specifies what the problem is, while providing recommendations.

- b) Are there specific reports the County would like to request?

Nothing specific. Currently if there is something that needs to be addressed immediately, an email and/or phone message is immediately provided. This seems to be working currently.

- c) Item i) states At times, same day delivery of equipment is necessary.

- How much time will be allotted to get the equipment to the facility?

There is flexibility here. Currently, a request is left a day before and equipment is given within 24 hours, sometimes same day as long as a request is made early in the morning.

17) Under Section 5, Electronic Monitoring Statement of Work Genesee County Circuit Court – Family Division, Juvenile Probation Services, Page 8 Installation, paragraph one states that installs will be performed by Juvenile Probation Services. However also in paragraph one it states that the “vendor shall provide office hours consistent with the regular business hours of Juvenile Probation Services and have sufficient staff available during these hours to assist in installations immediately upon order.” Additionally, the second paragraph states that the “vendor shall immediately notify Juvenile Probation Services if it is unable to complete an installation within the established time frame.” We have several questions as relates to this section.

- a) Does Juvenile Probation Services complete their own installations or does the vendor perform them?

The Juvenile Probation Officers complete the installations. We would like a vendor to be available and accessible during business hours to help trouble shoot problems with installation and equipment. Additionally, the Probation Department should always have functioning equipment to install upon court order and we would expect the vendor to provide sufficient functioning equipment.

- b) If the vendor performs the installs, what is the required timeframe for installations to be completed?

N/A

- c) Paragraph 4 requires support in the field to rectify connection/monitoring issues. Is this support via telephone or is the vendor required to accompany County personnel to the participant's residence?

A successful vendor will have excellent monitoring support for the parents and the probation staff. Support can be provided via telephone. Previous vendors have been available by telephone to speak directly with parents to adjust scheduling times or trouble shoot issues outside of probation business hours. Previous vendors have also helped us locate lost equipment. Additionally, for example, it would be preferred the vendor screen out false alarms and troubleshoot situations before contacting the probation department. Regular, immediate and ongoing communication reporting violations is preferred.

- d) Product Installation without specialized tools.

- o There are only two devices on the market, that we are aware of, which do not require "specialized tools" for installation. Those same devices do require a large screw driver for removal though. Can we still submit devices that do require tools for installation and removal with an explanation?

Yes as long as there is vendor support via telephone to troubleshoot any installation issues.

- e) Dual tamper technology (ability to detect removal of device both cut and non-cut from offender).

Provide information if the vendor has equipment that anti-tampering devices to detect if a tether has been tampered with, not just cut-off.

- o Please elaborate on the "non-cut from offender" portion. Is the County referring to a proximity/infra sensor for the GPS equipment?

Provide information if the vendor has equipment that anti-tampering devices to detect if a tether has been tampered with, not just cut-off.

- 18) On page 9, Section 5 – Scope of Work, Genesee County Circuit Court – Family Division, Juvenile Probation Services, under Maintenance of Equipment & Service it states "Malfunctioning equipment shall be repaired or replaced within 24 hours of notification or identification." Will the county please identify if the probation department or the vendor will be responsible for the physical replacement of the equipment?

The County needs to insure we always have functioning equipment available on-site to install upon a court order. The vendor should be able to provide sufficient stock and replace malfunctioning equipment so the County always maintains sufficient stock on-site. The vendor would be responsible for insuring we had replacement straps and other replacement parts to insure timely installation at all times.

- 19) Page 9, Maintenance of Equipment & Services, states the vendor shall ensure equipment is operating properly at least once every 24 hours.

Juvenile Division:

- a. Does this mean that the vendor has local personnel on-site who are responsible for equipment installation, maintenance, and daily review of monitoring activity?

No, the County needs to insure we always have functioning equipment available on-site to install upon a court order. The vendor should be able to provide sufficient stock and replace malfunctioning equipment so the County always maintains sufficient stock on-site. The vendor would be responsible for regular contact with the probation Department to insure there is enough functioning equipment for timely installation by the probation staff.

- b. If the vendor does not have local personnel on-site to handle these matters, how does the current vendor perform these services?

N/A

- c. Units will be maintained and guaranteed by the provider.
 - o Could the County expand on what “maintained” will require.
The County needs to insure we always have functioning equipment available on-site to install upon a court order. The vendor should be able to provide sufficient stock and replace malfunctioning equipment so the County always maintains sufficient stock on-site. The vendor would be responsible for regular contact with the probation Department to insure there is enough functioning equipment for timely installation by the probation staff.
- d. Malfunctioning equipment shall be repaired or replaced within 24 hours of notification or identification.
 - o Will the vendor have to be the one responsible for replacing the equipment in the field?
No, the vendor will be responsible for insuring the Family Division has enough functioning equipment on-site for timely installations by the probation staff.

Sheriff’s Office:

- a. Does this mean that the vendor has local personnel on-site who are responsible for equipment installation, maintenance, and daily review of monitoring activity?
Not on site. Currently the Sheriff’s Office is responsible for all Tether installations and maintenance. The only thing we have to require of the Tether Company maintenance for participants that are located outside of Genesee County and also monitoring activity.
- b. If the vendor does not have local personnel on-site to handle these matters, how does the current vendor perform these services?
Currently the Tether Company lets the overseer of Tether know (phone/email) what’s going on and then the problem is handled. If it is an equipment issue then participants are required to come down to the jail to have the Tether swapped, strap replaced, etc.
- c. Units will be maintained and guaranteed by the provider.
 - o Could the County expand on what “maintained” will require.
If equipment malfunctions then the Sheriff’s Office will be able to send said equipment back without having to cover damages. Reason being is the Tether equipment is reused and gets worn out over a period of time.
- d. Malfunctioning equipment shall be repaired or replaced within 24 hours of notification or identification.
 - o Will the vendor have to be the one responsible for replacing the equipment in the field?
Only if the equipment needs to be replaced outside of Genesee County. If it is a simple fix the Participants are called and notified to come report and have equipment looked at/replaced.

20) Section 5 states that there is a need for 150 tethers, yet the amount of inmates on the program at times reaches 100. Can you provide the number of billable days for each of the last 6 months for both the adult and juvenile program and by type of equipment to clarify this?
In regards to billable days we are currently billed on a per day basis. Refer back to the answer of question #3.

21) Section 5 j. refers to assisting receiving lost, damaged, or abandoned equipment when outside of Genesee County

- a. Did you mean to say “retrieve” instead of “receive”?
Yes
- b. How many times in the past year has the current vendor had to assist in situations like this?
Zero for Juvenile Division, and Sheriff’s Office in the past 6 months there have been approximately 4-5 times where they have assisted in the field.

22) In regards to installation, there are instances where the bid states that county personnel will be used for installation and other sections where installation is the responsibility of the vendor.

Juvenile Division:

a. Does this vary by agency?

The Family Division Probation Staff will be responsible for the installation for youthful offenders.

b. Is it the county's position to have county personnel conduct the installation and the vendor will be used on an as needed basis?

The Family Division Probation Staff will be responsible for the installation for youthful offenders.

c. Please detail the assistance needed by the County from the vendor.

d. If installation requirements will be a mixture of both is the county amenable to a secondary pricing schedule or addendum?

Yes

Sheriff's Office

a. Does this vary by agency?

I'm unsure of how other agencies run their Tether Programs but 99% of the time the installations will be done on site by the Sheriff's Office.

b. Is it the county's position to have county personnel conduct the installation and the vendor will be used on an as needed basis?

Yes.

c. Please detail the assistance needed by the County from the vendor.

One for instance was a Participant outside of Genesee County needed an MRI. Medical personnel overreacts when they see a Tether. The personnel and I figured out the time the MRI was going to happen and the Tether Company had someone go to the hospital and reinstall the Tether after the MRI was conducted. Also, there have been times where it was recommended to have participants meet at the Tether Company's office to equipment checks if those participants were in closer proximity to them as opposed to the Sheriff's Office.

d. If installation requirements will be a mixture of both is the county amenable to a secondary pricing schedule or addendum?

No.

23) Does the Sheriff require vendor installations of their equipment?

No, 99% of the installations will be done by Genesee County Sheriff personnel. The other 1% will be after participants are already on Tether and have equipment issues.

24) Please provide the criteria the County will use to determine the winning proposal, along with any percentages or weighting system used for this purpose.

See Attachment 1 for the addition of **Section 8 – Evaluation Criteria & Selection Procedure** to the RFP.

25) Please let us know who will be responsible for the reviewing and scoring of proposals (by name and/or by title) and how the final decision process will be handled.

The staff reviewing the proposals is confidential until the award is made. Based on the evaluation of the proposals with the criteria a recommendation will be made by the evaluation committee to the Board for approval.

26) What is the proposed date of implementation for this contract?

As soon as a vendor is selected and a contract is approved and signed, approximately 60 days after the RFP is evaluated.

27) Will services be offender paid, county paid or a combination of both?

The Family Division tether services are paid by the County. Sheriff's Office is a combination.

28) Again if a mixture of both would the county consider a secondary pricing schedule to differentiate between the two?

Yes. See Attachment 2 for the addition of **Revised COST PROPOSAL** to the RFP.

29) Is the county requiring a physical location within a close radius to the agency locations? **Not required but would be good to physically meet the servicing vendor to establish a good working relationship and rapport.**

30) In regards to lost and/or damaged equipment, it is my understanding that these issues will be the sole responsibility of the vendor. Does the current vendor attempt to bill or collect on lost and/or damaged units? Have additional charges ever been filed for lost and/or damaged equipment? What is the county's position on the vendor pursuing restitution and/or additional charges for lost and/or damaged equipment?

Juvenile Division:

Current vendor bills the following charges for lost and/or damaged equipment:

\$400 for the 3m GPS tracking tether

\$1100 for the Scram Alcohol Remote Breathalyzer Unit

\$1075 for the Scram GPS tether bracelet

\$300 for the base modem.

We have paid \$1200 in the last year; 2 GPS tethers lost and 2 were stolen.

**We have never had a vendor pursue restitution and/or additional charges. As long as the tether rules have been signed and in those rules it states they could be assessed the fees if they lose or damage a tether. In most cases, a probation violation could be completed so the fee can be assessed.

Sheriff's Office:

Currently we are billed for lost/damaged equipment. It would only be the sole responsibility if the equipment is outside of Genesee County. Within Genesee County the Sheriff's Office will retrieve equipment. Restitution would be a good idea to be sought. Additional charges have been sought before if participants are labeled as "escaped" and charges are filed. At that time restitution would be sought from the court.

Indicate on the Signature Page item #6 and on the exterior of the envelope containing your proposal:

ADDENDUM #2 RECEIVED

**ALL PROPOSALS MUST BE RECEIVED AT:
GENESEE COUNTY PURCHASING DEPARTMENT
1101 BEACH STREET, ROOM 343
FLINT, MI 48502**

Cindy Carnes, Purchasing Manager
G:/bid2/2017/17-119add2

Attachment 1

SECTION 8 - EVALUATION CRITERIA & SELECTION PROCEDURE

It is the intent of the Genesee County to conduct a comprehensive, fair, and impartial evaluation of proposals received. Award shall be made to the lowest responsive, qualified proposer based on the following criteria. As such, the county may award proposals to multiple proposers in the best interest of the County.

The following criteria will be used in the evaluation of submitted proposals relative to the project referenced in Scope of Work:

1. Provider Organization Information: Detailed and complete information about the agency history, previous experience, and competency in providing similar services. Ability to provide professional references. Demonstration of qualified staff to perform the desired quality of services. Demonstration of an administrative structure that will allow for accurate record keeping, reporting capability, and timely billing. – 15 points
2. Detailed and complete information about the monitoring equipment: Detailed information about the type of equipment that will be provided including manufacturer, key features of equipment, and functions of equipment provided, availability of stock to be provided and the provider's ability to keep all equipment in proper working order. Lost and Damaged: The provider will be responsible for retrieving lost, damaged, abandoned equipment. Provider will pay for the cost associated with replacing lost, stolen, or damaged units. – 20 points
3. Detailed and complete description of monitoring services provided: Detailed information about the vendor's ability to provide 24/7 monitoring support to the probation staff, parents, and youthful offenders. The provider should demonstrate their ability to immediately notify Juvenile Probation Services of all alerts following pre-established protocols, email, phone, and text communication. Violations should be reported the same day as the offense. Weekly reporting of all tether activities and violations is required. Ability to maintain accurate record keeping of all tether participants and violations is expected and provide timely reports. – 25 points
4. Detailed information on delivery of equipment: Detailed information on the vendor's ability to deliver equipment timely and method of delivery, the ability to provide a sufficient stock of functioning equipment, the ability to replace malfunctioning equipment, and to assist probation staff in trouble shooting installations. The vendor demonstrates an ability to maintain equipment and replace malfunctioning equipment on a timely basis. - 25 points
5. Fee schedule/Project cost: - A proposed budget and program cost that includes a per diem rate for each youth actively utilizing tether services - 15 points
6. Responsiveness of proposal pass/fail.

TOTAL POINT VALUE – 100 points

Attachment 2

Revised COST PROPOSAL RFP 17-119

COMPANY NAME _____

Division	Active GPS Tracking	Alcohol tether	Remote Breathalyzer	Base Modem
Juvenile Probation				
Cost per day				
Cost for vendor to install				
Cost for lost or damaged equipment				
Other Costs must be explained in addition documentation				
OGCS				
Cost per day				
Cost for vendor to install				
Cost for lost or damaged equipment				
Other Costs must be explained in addition documentation				