



SOLICITATION ADDENDUM

Solicitation Number: RFP 19-51 Addendum #1 Page 1 of 4

Solicitation Due Date: May 21, 2019, 2:00 p.m. (Local Time)

CITY OF GLENDALE
Procurement Division
5850 W. Glendale Avenue
Suite 317
Glendale, AZ 85301
Phone: (623) 930-2864

RFP 19-51

Home Detention and Electronic Monitoring Services

As a result of the pre-offer conference conducted on April 25, 2019, the following revisions and clarifications have been made to Request for Proposals No. 19-51:

PROPOSAL DUE DATE HAS CHANGED TO MAY 21, 2019.

1. **DELETE** the contractor is encouraged to provide a methodology for a reduced fee indigence sliding scale schedule for partial indigents and indigents Under the Fees and Costs section of the RFP on page 14.
2. **DELETE** Performance Surety Bond.

QUESTIONS:

1. QUESTION: Based on program background, is there a reason for the decline in the program population from 469 in 2017, down to 360 in 2018?

ANSWER: Total filing including DUI have declined each of the last three years:

FY 2016 44,758

FY 2017 40,943

FY 2018 40,447

2. QUESTION: The RFP states that all program participants must maintain residential telephone line service at all times. Current tracking and electronic monitoring equipment have the capability of operating via cellular connectivity and do not require a landline. Can the City Court confirm if this residential landline requirement is tied to the equipment's functionality or solely for the ability to contact and speak with the offender?

ANSWER: Landline capabilities are necessary for those who only have landlines.

3. QUESTION: As of the date of review of these questions by the City Court, can it confirm how many participants are currently on the program and how many per each type of monitoring equipment?

GPS-Passive?

GPS-Active?

Breath Alcohol Testing?

Continuous Alcohol Testing?

ANSWER: No, this information is unknown.



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4. QUESTION: As program populations can vary significantly, can the City Court provide the average daily population for each type of device for the last 12 months?

ANSWER: No, the Court does not currently have this information.

5. QUESTION: For participants convicted in the City of Glendale but reside in other parts of Maricopa County, can services be provided by vendor offices in other parts of Maricopa County provided the same equipment and procedures are used?

ANSWER: Yes.

6. QUESTION: Is radio frequency electronic monitoring required for this program? If so, how many participants are currently on this type of monitoring?

ANSWER: Yes, total number of participants is unknown.

7. QUESTION: As all program referrals will require alcohol testing, does the City Court prefer breath alcohol testing or transdermal alcohol testing or a combination of both to be available to the program?

ANSWER: No preference.

8. QUESTION: For program sentences less than five (5) days, can the vendor assess a minimum program fee based on a five (5) day minimum length to cover the required vendor costs associated with intake and completion appointments, provision of equipment (installation and removal services), and the required case management and reporting?

ANSWER: If the vendor has a minimum charge that should be included in the pricing response.

9. QUESTION: If a participant willfully destroys any of the monitoring equipment issued, are they terminated from the program, or allowed to remain on the system? Who is responsible for any lost/destroyed/damaged equipment reimbursement costs?

ANSWER: No, the participant is not terminated from the program and the defendant is responsible for reimbursement cost.

10. QUESTION: The bid asks for the vendor to establish an office within the city limits of Glendale. Is there a preferred distance on how close the office must be to the court house?



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ANSWER: No.

11. QUESTION: Where is the current office located and what are the current days and hours the home detention office is open?

ANSWER: 5540 W GLENDALE AVE SUITE B103. M-TH 9AM-8:30PM, F 9AM-7PM, SAT 8:30-11:30, SUN BY APPOINTMENT

12. QUESTION: The bid states that the vendor must be available to provide equipment replacement services within 24 hours. Several questions for this requirement. For safety purposes, will the City Court allow weekend service calls to be performed at the local vendor office between the hours of 9:00 am to 12:00 pm?

ANSWER: Defendants must be able to schedule an appointment within 24 hours including Sundays.

13. QUESTION: The bid asks for a software interface between the vendor's data system and that of the City Court. Can the City Court provide the exact details of its current software system used for this program so that the proper research can be performed to determine any special applications or software programming needed to be provided by the vendor?

ANSWER: The Court has access to compliance data through a web portal from the current vendor.

14. QUESTION: Can the City Court provide the name/brand and specifications of its current case data system?

ANSWER: AJACS, it is the Arizona Supreme Court Case Management System.

15. QUESTION: Can the City Court confirm the exact outputs that it is requiring from the data exchange feature? What types of queries or reports will be needed, along with any other Glendale specific requirements?

ANSWER: Data is provided currently in Microsoft Excel.

16. QUESTION: Concerning the Vendor and Court Computer System Data Exchange: Will the City Court provide the name/brand and specifications of its data system so that the vendor can research the requirements in order to exchange data as requested by the RFP?

ANSWER: The Court has access to compliance data through a web portal from the current vendor. Vendor will not have a direct interface with the Court's computer system. Reporting formats have been Excel in the past.

17. QUESTION: Concerning the Reporting of Violations: For reporting of violations before 9:00 am the



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following court business day, does the City Court require an electronic notification or a written, detailed narrative report?

ANSWER: The City Court prefers and emailed notification of violation which indicates time and ate of failed breath test results or missed tests, time and date of curfew violations and defendant’s response to those violations if contact has been made.

18. QUESTION: If the judge is the one who determines eligibility for the home detention and monitoring program, what type of screening is the vendor required to conduct? Is this a drug screening (urinalysis or oral swab) or is this some type of risk or needs assessment?

ANSWER: The vendor needs to evaluate that the defendant is physically able to perform the sets necessary to use the device and are not under the influence when they appear for their initial appointment.

19. QUESTION: How is the vendor currently being notified that a participant is eligible for home detention?

ANSWER: The Court enters an order for home detention, currently the vendor picks up the orders from the Court.

20. QUESTION: How many times in the 2018 calendar year did the current vendor’s staff testify in Court relating to violation behavior?

ANSWER: Zero.

The balance of the specifications and instructions remain the same. The Offeror must acknowledge receipt and acceptance of this addendum by returning the entire addendum with the proposal submittal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____