



Leon County

Board of County Commissioners

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County Attorney

July 20, 2011

RE: Title: Request for Proposals for GPS Electronic Monitoring Services for Leon
County Probation
Bid No: BC-07-28-11-46
Opening Date: Thursday, July 28, 2011 at 2:00 PM

ADDENDUM #1

Dear Vendor:

This letter serves as Addendum #1 for the above referenced project.

The following three pages are the questions received from vendors and the County's answers.

Acknowledgment of this addendum is required as part of your submittal. Failure to acknowledge this addendum may result in rejection of your proposal.

Should you have any questions, feel free to call me at (850) 606-1600.

Sincerely,

Keith M. Roberts
Purchasing Director

VENDOR QUESTIONS AND ANSWERS FROM THE COUNTY
BC-07-28-11-46

1. Please provide the name of the County's current Contractor for its electronic monitoring program.

Answer: Pro Tech Monitoring, Inc.

2. Please provide the make and model of the equipment the County currently uses and the types of monitoring for which it is used (GPS active, GPS passive, RF, etc.).

Answer: Protech Miniature Tracking Device (MTD) 2000 for active GPS; Protech MTD 1020 for passive GPS

3. Please provide the per diem pricing for each type of equipment and/or service the County currently uses.

Answer: Active GPS \$12/day; Passive GPS \$10/day

4. Page 8, Section III. Scope of Services, Subsection B. Enrollment: Please clarify whether the County or the Contractor installs equipment on enrollees. If the latter, we have several questions regarding this requirement.

Answer: The Contractor will perform the install of units.

- a. How many installs and removals does the County's current Contractor perform per day or week? Does the County expect these numbers to remain at approximately the same level?

Answer: Average of 2 per week; yes it is expected to remain at approximately the same level.

- b. On what days and at what times does the current Contractor install and remove equipment? Does the County want to continue this practice?

Answer: 7 days a week generally between the hours of 8 am and 9 pm. Yes; However, this issue is negotiable after discussion with the courts.

- c. Does the County currently provide office space to do installs and removals? If so, where? Will the County continue providing such space?

Answer: Yes; at the Supervised Pretrial Release Office, 501 Appleyard Drive; it is negotiable.

5. Page 8, Section III. Scope of Services, Subsection C. Alerts: We have several questions regarding this requirement.

- a. In terms of responding to alerts concerning non-compliance with preset schedule and location, must the Contractor's staff manually address these alerts by calling supervising officers and/or enrollees or can the Contractor's monitoring software automatically report them to supervising officers and/or enrollees?

Answer: Electronic monitoring is acceptable for most low risk violations with a response of contacting the enrollee directly and notifying supervising officer/county staff after alert has been addressed;

- b. In terms of notifying supervising officers of significant alerts such as equipment tampering or equipment removal alerts, must the Contractor's staff notify supervising officers by calling them or can the Contractor's monitoring software notify supervising officers by sending automatic notifications via email, fax, page or text message?

Answer: Higher risk violations such as equipment tamper, or victim zone violations require more direct and immediate contact such as a phone call with supervising officer/county staff, enrollees and/or law enforcement.

- c. If the Contractor's staff must notify supervising officers and/or enrollees manually, which events require manual response?

Equipment tamper and alerts that indicate offender may be attempting to abscond.

- d. Is a manual response required around the clock or only at certain days and time? If certain days and times, which days and times?

Answer: Around the clock.

6. Page 8, Section III. Scope of Services, Subsection H. Payment: We have several requests for clarification regarding this requirement.

- a. What percentage of enrollees is currently delinquent in paying their fees?

Answer: Approximately 26%

- b. What happens to enrollees when they are delinquent?

Answer: They are notified.

- c. How long must enrollees be delinquent before the County removes them from the GPS monitoring program?

Answer: Court's discretion

- d. If the County removes an enrollee due to non-payment and then the County releases him or her back into the community, will the County place the enrollee on GPS monitoring even if his or her delinquent fees remain unpaid?

Answer: This decision is strictly at the Court's discretion.

7. Page 7: The RFP states one to forty five offenders may be tracked at a given time. Can the County provide the breakdown by Active GPS, Passive GPS, and Radio Frequency? What is the preferred tracking method?

Answer: The current monthly average use by equipment type is Active 43; Passive 2, Radio Frequency: 0. The court determines the type of unit to be used and oftentimes bases the unit type on the offense.

8. Page 8: RFP states it is the preference of Leon County that this be a totally client fee driven system. Clients shall be responsible for payment of electronic monitoring fees directly to the Contractor. Leon County shall not be liable for any uncollected fees.

- a. Will the County pay for indigent offenders? How many indigent offenders were in the program last year?

Answer: Yes, the County will pay for indigent offenders; Fifty-three (53) indigents were served last year.

- b. Are the offenders expected to pay in advance? If so, how much in advance is required by the County?

Answer: The contractor will determine when and how often offenders make payment.

9. Page 8 - Question B: RFP states Contractor must ensure client enrollment occurs on the day of release from jail and prior to release from the jail facility as notified by the Leon County Probation

staff. Is the County expecting the Contractor to enroll the client in the Contractors software i.e. curfews, zones ?

Answer: Yes.

10. Who is expected to do the installation and removal of the equipment, the Contractor or the County?

Answer: The Contractor.

a. If the Contractor is expected to do the installation and removal of the equipment, what are the expected hours of installation? Example: Monday through Friday 8a.m -5 p.m.

Answer: Generally, Monday through Friday between the hours of 8 am and 5 pm.

b. Are installations required on weekends? If so, how regularly and the volume?

Answer: No.

c. How many installer staff does the County anticipate to be needed to address these requirements?

Answer: One.

11. Page 9 – Question D: The requirement states to address B through H in the Scope of Services. Should we address A and I?

Answer: Yes, in the format stated. B through H are answered in this particular section.

12. Page 8 – Question D. The requirement is asking for notification equipment for victim support (beepers, cell phones, etc). How many of these devices does the County anticipate requiring?

Answer: The number will vary based upon how many offender assignments have victims that request equipment for notification.