



**Request for Proposal, 14MCO500 GPS MONITOR SYSTEM
In response refer to RFP No. 14MCO500 Addendum 2 (two)
November 24, 2014**

Gentlemen/Ladies:

Please note that there has been a change made to the original request for proposal. The following information shall be amended from the coordinating pages as follows:

- Page 9, II., B. 4. List including address and telephone number of all public institutions or agencies to which the vendor provides or has provided similar services, with a minimum of 120 GPS monitoring units, within the past five (5) years. Midland County reserves the right to contact any public institution or agency on the list as additional references.**
- Page 10, II., E. 2. In combination with the Electronic Monitoring Services, the Vendor shall provide "Offender/Defendant management" or "case management" services, which shall include, ~~but not limited to,~~ the following:**
- Page 13, III., ~~E. SYSTEM COORDINATION Each GPS type of electronic monitoring service provided by the Vendor should coordinate its coverage with all other electronic monitoring services provided by the Vendor.~~**
- Page 20, XII., A. ~~2. Addendum Signature Form(s) with signature (if applicable).~~**
- Page 20, XII., E. ~~2. Include completed Proposal Cost Evaluation Form and itemized summary detailing how cost was calculated.~~**

Questions have been asked according to the instructions of the RFP and are hereby answered.

1. Page 1, Copies and Receipt; and Page 20, XII. Proposal Submissions, instructions. Please clarify if Vendors can submit the electronic copy of their proposal on a CD or DVD instead of a USB drive.
Midland County prefers the electronic copy to be on USB drive.

2. Page 11, Section II. Standards for Service, E. Services, 2.

We need clarification on several aspects of this specification.

a) This specification identifies three tasks the County considers “Offender/Defendant management” or “case management” service. However, the specification states this service is not limited to these three tasks. Please identify all of the “Offender/Defendant management” or “case management” service the County expects the Vendor to perform.

An amendment has been made, on page 1 of this Addendum, to remove the phrase “but not limited to”. Midland County expects the Vendor to provide court testimony, either in person or written, as requested or required when necessary to have an expert witness regarding the equipment provided by the Vendor. Midland County expects the Vendor to provide access to software that allows the Midland County Departments to enroll defendants on a case by case situation and allows the Midland County Departments to modify each case as needed, as a requirement by the courts. The database must be able to provide custom reports to the Departments.

b) Please confirm the County expects the Vendor’s staff to enroll and un-enroll offenders into its GPS monitoring application.

Midland County Departments will enroll and un-enroll defendants through the Vendor via email, fax, or through Vendor’s software.

c) Please provide the timeframe in which the Vendor’s staff is to (1) enroll offenders into its GPS monitoring application and (2) un-enroll offenders out of its GPS monitoring application.

Midland County Department will notify Vendor as to when a defendant will be enrolled and un-enrolled using the Vendor’s software.

3. Page 11, Section II, Standards for Service, E. Services

We need clarification on several aspects of this specification.

a) Please describe the service requirements the County expects the Vendor to perform during the County’s normal business hours (M-F, 7:30 am – 4:30 pm).

During business hours, Midland County expects Vendor to notify Department if they have missed an important portion in enrolling a defendant into Vendor software. Also, Vendor needs to provide notification if defendants monitor needs any maintenance service.

b) Please confirm the service requirements are performed in the County-provided office space, which the County agreed to provide on page 3, Question 7 of Addendum #1.

The County provided office space is a cubical with storage space for Vendor to use when representative visits Midland County.

4. Page 12, Section III: Equipment, B. Auxiliary Communication Services
Please clarify what auxiliary communication service the County expects the Vendor to provide. For example, is the County expecting the Vendor to provide smart phones? If so, please identify the number of smart phones (or other communication access) the County needs on an annual basis.
Midland County is requiring that the Vendor provide any equipment/software/login that is needed for the department to track or monitor during business hours the GPS device.
5. Page 16, IV. Level of Service, F. System and Equipment Maintenance, G. Forms
Please provide a sample of the forms the County currently uses and expects the Vendor to use. Please identify the format in which the form is given to the Vendor. For example, one form is in Microsoft Word (or another word processing application) or in Microsoft Excel (or another spreadsheet application).
Currently, Midland County does not use any forms. If Vendor requires forms, Midland County would like to receive those forms in Microsoft Word or Microsoft Excel format.
6. Page 20, XIII. Proposal Submissions, C. Section 3, 2.
Please clarify if Vendors are to provide a point-by-point response to each specification in the following sub-sections of the solicitation in this portion of their proposal: II. Standards For Service, III. Equipment, IV. Level of Service, V. Records Retention and Records Back-up Plan, VI. Security and Privacy, VII. Disclosure of Information, VIII. Criminal History Authorization Form, IX, Training and Orientation, and X Testimony.
Yes
7. Page 20 XIII Proposal Submissions, E. Section 5: Cost Proposal
Please clarify what Cost Proposal Evaluation Form needs to be submitted for this RFP.
The requirement for this form has been removed in the Amendment on page 1 of this Addendum.
8. Page 18, XI Evaluation, Section B, Item 3 Proposed Approach and Management, c. Proposal Fee Schedule
Please clarify what the County expects from the Proposal Fee Schedule listed as part of the evaluation of the Proposed Approach and Management. How is the Proposal Fee Schedule different from the Cost Proposal?
Midland County expects the Vendor to list all costs associated with installation, maintenance, and monitoring of all devices included in the response to this RFP. See ATTACHMENT B on page 9 of this Addendum.

9. In response to RFP 14MCO500, Omnilink has the following question(s)
Page 20, states
“XII. PROPOSAL SUBMISSIONS Provide RFP response in the format listed below. Number all pages consecutively. One (1) original, four (4) copies, and an electronic copy on USB drive should be submitted. A. Section 1: Required Forms
1. Proposal Affidavit with signature and notarization.
2. Addendum Signature Form(s) with signature (if applicable).
3. Insurance Certificates.
4. References.
5. Deficiencies and Deviations Form.

Question: What is the Deficiencies and Deviations Form, is it the Release form included as Attachment A?

No, please see ATTACHMENT C on page 10 of this Addendum. Also please see the amendment on page 1 removing the Addendum Signature Form(s) and References forms.

10. Page 10, Section II. C. 6. states, “the Vendor shall replace defective or malfunctioning parts and/or equipment within forty-eight (48) hours of notice or knowledge of a malfunction or failure for Active GPS”.

Is it the County’s intent for the Vendor to:

- Remove the defective equipment from the offender’s person and replace it with one functioning correctly, or
- Restock the device in the County’s inventory after the County has installed a new unit?

The County will remove the defective equipment from the defendant’s person and replace it with a unit in the County’s inventory. The Vendor will send a replacement unit that is NOT DEFECTIVE to the County to replenish said County’s inventory. The County will inform the Vendor that the defective units need to be sent back.

11. Which of the following duties with the Vendor be required to perform:
- Provide program orientation
 - Enroll offenders into the GPS monitoring system (enter data, inclusion zones, exclusion zones, etc.)
 - Install equipment
 - Monitor offender movements
 - Report offender rule violations to the County (verbal and/or written reports)
 - De-install equipment
 - Recover deactivated equipment

The Vendor will be required to perform the following:

- Provide program orientation
- Monitor defendant movements after business hours
- Report defendant rule violations to the County (verbal and/or written reports)
- Recover deactivated equipment

Midland County will install and de-install the equipment. Midland County can enroll defendants as long as we have access to the Vendor’s software. If the equipment was

removed by the defendant and is in the local area (within 50 miles of Midland County), the County will make an attempt to recover the equipment. If the equipment was removed by the defendant outside of the 50 mile radius of Midland County, the County will not be responsible for recovering the equipment.

12. Page 9, Section II.B. 4 states, "Vendor should include the following information in response to this RFP – List including address and telephone number of all public institutions or agencies to which the Vendor provides or has provided similar services within the past five (5) years".
Vendors typically provide services to hundreds of small agencies, with most of the using only a few devices each year. Please consider revising this specification to match the County's utilization rate and require Vendors to provide a list of agencies with a minimum of 120 GPS monitoring units.
See amendment on page 1 of this Addendum.
13. Based on the importance of the County's responses to questions, and the impending Thanksgiving Holiday, would the County consider at least a two (2) week extension to the proposal due date?
No, the proposal due date will stay December 2, 2014
14. What types of participants are to be monitored? Felon, misdemeanants? Will juveniles be placed on the program?
Both felony and misdemeanor defendants will monitored and yes, juveniles will be placed on the program.
15. On average, how many installations do you have per month (activations)? On average how many de-installations do you have per month (deactivations)?
Activations – about 60-70
Deactivations – about 10
16. Are participants allowed back onto the program if they damage any equipment? If so, what is the amount of the participants that this situation would apply to annually?
Yes, maybe 1 or 2 are allowed back onto the program per year and they must pay the fee for the damaged monitor directly to the Vendor.
17. Who is the County's current vendor? Does the current program provider have staff/personnel in place/onsite? If so, how many?
Omnalink is the current Vendor. No, there is not staff/personnel on site.
18. What are the model numbers/names for the Omnilink GPS equipment being currently used?
There isn't a specific model number, it is only referred to as Omnilink Global Positioning System

19. Please clarify if the County uses any home beacons and, if so, what model. Please provide the breakdown of (1) landline and (2) cellular models.
No
20. Please clarify if the County uses a one-piece GPS monitoring device, a two-piece, or both. Please clarify if the County has a preference for a one-piece or two-piece GPS monitoring device.
Midland County uses a one-piece GPS monitoring device in that one device is strapped to the defendant's ankle.
21. Please clarify if the County's protocols require the Vendor's staff to have voice communication with clients.
Yes, after hours the Vendor's staff may be required to call the defendant to remind them that they should be charging the device at a certain time or they may have to call a defendant who is not home at curfew and then send the department an email providing the reason that the defendant gave for not being at home at curfew.
22. Does the agency require provision of notification tools, i.e. cell phone, laptops, etc? If so, how many based on staff assigned to the program?
No, Midland County does not require those types of provisions.
23. Does the County have a preferred cellular service provider for optimum local coverage?
No
24. How many locations must training be provided at?
One (1)
25. How many agency sites are involved in the operation of this program?
Three (3)
26. When is the anticipated date for commencement of services under the new contract?
Within 30 days of the contract being signed.
27. As an existing program, will the population transition to the new vendor? Or will the program start with 0 participants?
The population will transition to the new vendor.
28. When are services anticipated to be fully transitioned to the new contract / contractor?
On the 30th day after signing the contract.
29. Beyond English and Spanish, are any other languages required to assist with program population cultural / language needs?
No
30. Will agency personnel require access to the monitoring platforms? If so, how many?
Midland County requires 15-20 employees have access to the monitoring software.

31. Page 11, II.E.2.b – please describe what is required for Vendor staff in response to “otherwise operate the offender/defendant case management system”. Are there any other functions and services provided by the current vendor that are desired, but not specifically described in the Solicitation? For example: orientation, enrollment, data entry, collection of fees?
Midland County expects the Vendor to provide access to software that allows the Midland County Departments to enroll defendants on a case by case situation and allows the Midland County Departments to modify each case as needed, as a requirement by the courts. The database must be able to provide custom reports to the Departments.
32. Is any Domestic Violence monitoring being performed? If so, what responsibilities does the current vendor have for this service?
Yes. The current monitor sends an alert to Midland County letting them know that the defendant is close to the victim’s home. If this happens, after hours, the department receives an email alert.
33. Page 12, III.C.3 – please define what type of victim notification services are required.
Midland County is not requiring a Victim Personal Alert Device, we are simply asking that if the Vendor offers one to please provide information on this device and pricing. We would like the device to notify the victim that the defendant is within a 300 foot radius.
34. Page 13, III, E – please define what type of system coordination is required if vendors are only proposing Active GPS equipment.
Please see amendment on page 1 of this addendum.
35. Is the vendor’s system required to communicate with the County’s system?
The County will only use the Vendor’s system. The County does not have a GPS system.
36. How many/what percentage of in-active spare/shelf units are required for the program?
5%
37. Please clarify that the “Release” form provided on the RFP page 22 is informational and not required for submission with vendor proposal responses.
Correct, the Release Form is strictly informational for the Vendor.
38. The RFP states that vendors are to submit pricing on a “Proposal Cost Evaluation Form” (RFP page 20, # XII.E.2); however this form has not been included. Does the County have a format preference for vendor’s pricing response, or will this form be provided via Addendum? Is the County requesting tiered or flat pricing?
The requirement for this form has been removed in the Amendment on page 1 of this Addendum. The County does not have a format preference for Vendor’s pricing response. The County is requesting flat pricing.

39. Will the agency consider the use of nationally vetted, convenience purchase vehicles for this proposal including WSCA-NASPO?

Midland County does not currently use WSCA-NASPO as a cooperative purchasing program, however we do use other cooperative purchasing programs that our Commissioners Court has authorized membership with.

40. RFP page 20, # XII.A: Required Forms – Several forms are mentioned within this Proposal Submission instructional section; however they have not been included with the RFP. Will these forms be provided via Addendum? If not, how would the County like vendors to respond to these requirements?

The requirement for the Addendum Signature Form(s) has been removed with an Amendment on page 1 of this Addendum. For the Deficiencies and Deviation Form, please see ATTACHMENT C on page 10 of this Addendum. A form for References and Insurance Certificates will not be provided by the County.

