**Summary of Questions & Answers for RFP # - JUV-22-TR-8-002**

**Can you please provide the name of the current contracted vendor?** BI Inc.

**What is JCS current per diem cost for Electronic Monitoring?**

**Will you please provide the make/model of equipment being used and the daily rate for each of the devices?**

ExacuTrack One - $4.75 per day – active mode

 ExacuTrack One - $4.65 per day – passive mode

 HomeGuard 206 (cellular) - $4.60 per day – active mode

 HomeGuard 206 (cellular) – no cost – passive mode

**Will the Agency accept a cost/budget proposal that simply provides a “per day monitoring fee” that includes the use of the electronic monitoring devices, access to the online tracking system/software, and training?** Yes

**Is JCS expecting both GPS and RF solutions, or just GPS?** Both

**Page 3, section 1.1 states “with an option of non-GPS monitors”. Can you explain what
alternative is desired, if any?/ How does JCS define non-GPS monitors?** Radio Frequency Monitoring

**Page 3, section 1.1 states “devices with possible voice communication”. This statement
precludes a large number of manufactures. Can you confirm if text communication is
acceptable?** Text communication may be accepted

**How many client devices are currently monitored?**

**The RFP covers 14 counties. How many participants are currently being electronically monitored?**

**What is the current daily population of clients on electronic monitoring? Has this changed much over the past two years?** 2 clients Yes usage has went down due to the Covid -19 pandemic and that most JCO/client interaction is done virtually.

**Please provide an average or estimated number of juveniles that are active on monitoring**. 3 per month

**What is the average daily unit count by device?** ExacuTrack One – 3

**Can you provide the actual number of days in 2019 and 2020 that the Agency used electronic monitoring services for juveniles under your previous contract?** 2019 - 1390 days & 2020 - 932 days

**How many units were in use as of February 28, 2021 by equipment type?** ExacuTrack One – 2

**What was the actual usage by make/model for the months of January and February?**

January – ExacuTrack One – 15 days February – ExacuTrack One – 41 days

**How many installs took place in the months of December 2020 and January 2021?** 2

 **How many deinstalls took place in the months of December 2020 and January 2021?** 2

**What is the daily average number of units in use over the past two years? Daily average over past two years?** 3.7 units

**What is the average length of time a Juvenile spends on monitor?**

**What is the average length of time a client is on electronic monitoring?**

**What is the average length of time a participant is on GPS monitoring? RF monitoring?** Average length of time for both GPS and RF monitoring is 30 days

**On average, how many activations (installations) do you have per month per equipment type?**

 ExacuTrack One – 2

**On average, how many deactivations do you have per month per equipment type?** ExacuTrack One – 2

**Please describe what JCS is looking for in “optional insurance?” unlimited lost and damage insurance option**

**Does the Agency take financial responsibility for any lost, stolen, or damaged electronic monitoring devices?**

**Is the Agency’s Fiscal Year 2022 “not to exceed $30,000 for actual services delivered” inclusive or exclusive of any costs related to lost, stolen, or damaged electronic monitoring devices?**

**How many Electronic Monitoring devices have been lost, stolen or destroyed over the last 12 months? Does JCS reimburse the vendor for equipment that is not returned? How much per device?** 0 units have been lost, stolen or destroyed in the last 12 months. Each unit has an unlimited lost and damage insurance option, so there is no need to reimburse vendor for equipment.

**What is the current spare (shelf) inventory percentage?** 10 ExacuTrack one units and 1 HomeGuard 206 is the current spare inventory provided at no cost.

**Is there a preference for a one-piece or two-piece GPS tracking device?** No preference

 **Are you interested in additional and/or alternative electronic monitoring technologies and
products?** Possibly **If yes, may we offer these as “optional products and services” with associated
pricing on a separate Pricing Sheet?** Yes

**What is the transition/implementation timeline?** At this time there is no transition/implementation timeline

**What are the implementation start and completion dates?** The new contract will be in place July 1, 2021, so implementation start and completion dates should be done by this date.

**Regarding page 4 – section 1.3.1 – Can you please provide a rough estimate of how many officers that
will need to be trained at the commencement of the contract?**

**How many people may need to be trained under this contract and in which locations?**

**At how many locations will training be delivered? How many officers/staff need to be trained?**

**How many JCS staff will require training? Is on-line virtual training acceptable?** Juvenile Court Services for the Eighth Judicial District has 15 Juvenile Court Officers in 8 offices. Training would probably take place at our 2 main offices. On-line virtual training maybe a possibility, depending on the training content.

**Is JCS requesting the addition of direct manual outbound calls from the monitoring center to either offenders or officers?** Automated alert notifications would be fine

**Does the Agency, Probation, or Court staff have alert or violation protocols that they will want the Contractor’s monitoring center to provide?** Yes, any violation of entered protocols

**Regarding page 4 – section 1.3.2 – Buddi assumes that immediate notification to JCO’s means
automated alert notification when alert is triggered sent to JCO by either email or SMS?** Yes

**What are your most common types of alerts with your current system?** Low battery alert

**Regarding 1.3.3 Agency Responsibilities – “Juvenile Court Officer will contact agency and enter
required information to setup requested services.” Can you please specify what the Bidder’s
responsibilities would include if awarded?** Data entry system **Is the bidder agency in this description or is the term“agency” describing the court?** “Agency” is the Bidder in this statement

**Does the RFP require data entry of the juvenile’s demographic information into the software
by Buddi?**

**Is the Agency looking for the Contractor to do any of the data entry work related to the installation or removal of the devices; or will this work be done entirely by either Agency, Probation, or Court staff?** Data entry information will be submitted by JCS staff.

**What technology does the JCS staff who will be using our software utilize? Laptops, tablets, smartphones for example. Any details are appreciated.** All JCS staff have access to a HP laptop & Apple iphones

**Will Buddi be responsible for installing equipment on a juvenile’s leg?**

**Who provides for the installation of equipment, JCS or the Vendor?**

**Is the Agency looking for the Contractor to do any of the work of installing or removing the devices on the actual juvenile clients; or, will this work be done entirely by either Agency, Probation, or Court staff?**

**Will Buddi be responsible for removing the equipment from a Juvenile and collecting equipment?**

**Will Buddi be responsible for removing the equipment from a Juvenile and collecting equipment?**

**Will the agency be responsible for the installation and maintenance of the GPS hardware?** All installations and removals of equipment will be performed by JCS staff. All maintenance of GPS hardware will be the Bidder’s responsibility.

**Do the installs take place at the Courthouse within the respective county?**

**Are installations performed in all 14 counties, or primarily from detention facilities or more regional offices?** All installations may take place within any of the 14 counties or 8 offices within the District.

**Does the Contractor need to have offices in Iowa; or, merely be registered to do business in Iowa?** No offices in Iowa are required. But Bidder must be registered to do business in Iowa.

 **Aside from (a) providing the electronic monitoring devices (equipment); (b) providing easily accessible online tracking system; and (c) providing training to Agency, Probation, and Court personnel –** **Are there any other services that the Contractor will be required to provide?** Spare unit allowance

**Would the District consider options for ranges of services from equipment/monitoring only to a full service program?** Possibly **How might this impact your stated budget?** The budget would remain the same.

**How does the Agency manage the number of clients and days to be monitored within the established budget?** JCS manages the number of clients through internal approved applications, monthly billings and budget spreadsheets.

 **Page 11, 3.1 Bid Proposal Formatting, Bid Proposal General Composition states, “Bid Proposals
must be bound.” Does “bound” mean a 3-Ring Binder?** A 3 ring binder will work for this purpose.

**Page 11, 3.1 Bid Proposal Formatting, Envelope Contents and Labeling: Is it acceptable to
ship the Technical Proposal and Cost Proposal in the same box as long as the Cost Proposal
is sealed separately inside the same shipping box?** As long as the Technical Proposal and Cost Proposal are sealed and packaged separately.

**Page 11, 3.1 Bid Proposal Formatting, Number of Hard Copies: Will the Agency please confirm
proposers only need to submit one original Technical and one original Cost signed proposal?
No additional paper copies required.** One original of the Technical Proposal and one original of the Cost Proposal will be fine.

**Page 11, 3.1 Bid Proposal Formatting, USB Flash Drive: “The Technical Proposal and Cost
Proposal must be provided on separate USB flash drives. Bidders shall submit one flash drive,
each with a copy identical to the content of the original hard copy of the Technical Proposal
and one copy of the Cost Proposal with a copy identical to the content of the original hard
copy of the Cost Proposal.” Will the Agency please clarify this section? Proposers are to
submit one original Technical Proposal and one Original Cost Proposal with an identical USB
Flash Drive for each?** That is correct **No additional hard copies?** No

**Would JCS consider electronic submissions?** No

**Page 11, 3.1 Bid Proposal Formatting, PRequest for Confidential Treatment: In the case of no
confidential information being included in the proposal, is proposer required to include a
“Public Copy”?** Correct a “Public Copy” is required.

**Page 12, 3.2 Contents and Organization of Technical Proposal:
Will the Agency accept abbreviated Tab titles and in a smaller font size than 11? For
example, 3.2.3, Tab 3, “Bidder’s Approach to Meeting Deliverables” will not fit on a
tab in font size 11.** Smaller font of tabs will be accepted – please do not abbreviate tab titles
**Is it acceptable to use a smaller font size on the Tabs?** Smaller font of tabs will be accepted

**Per the requirements, written references are required with the submission? Which tab should these be placed under (assuming no electronic submission option)?** Behind Tab 4 as state in section 3.2.4 **Do we include a copy on the technical or cost USB as well?** Yes

**Page 13, 3.2.5.2 and page 14, 3.2.7:** **Can you confirm that the word Reserved in these
sections mean they are not applicable to this RFP?** Correct

**Regarding page 26 - Attachment E – Budget Worksheet and Narrative – In filling out this sheet, most
of these categories do not pertain to pricing for electronic monitoring. Can responses omit filling out
fields for A. Salaries through E. Supplies?** Yes **We will complete training, but we will also not complete
indirect cost.**

**Regarding page 26 - Attachment E – Budget Worksheet and Narrative – To provide K. Total Cost of
Project for the electronic monitoring we take the daily rate and multiply it by the number on units on
leg X the number of days assigned. Can the court provide an arbitrary number of juveniles (nonbinding but for the purposes of price calculations) for us to calculate the total cost?** Bidder can provide their own arbitrary number of juveniles (nonbinding but for the purposes of price calculations) for use is calculations that best represent their total cost and note that the number of juveniles is an arbitrary number used for calculations purposes only.

**Page 26, Budget Worksheet and Narrative: This form is not applicable in the electronic
monitoring industry. Will the Agency please remove this page and allow vendors to submit a
Lease Price Per Active Unit Per Day pricing format in the Cost Proposal?** Please use Budget Worksheet on page 26 of the RFP. Fill out appropriate spaces that best represent your total cost of program. Bidder may also include additional budget information.

**Page 32, 1.5.2 Vendor Security Questionnaire: Will the Agency please provide the Vendor
Security Questionnaire?** Please remember the Attachment is a Sample Contract. All wording and sections in the Sample Contract may or may not be used in the final negotiated contract. Attached is a sample of a vendor security questionnaire that may or may not be part of the final negotiated contract.

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