**DCAT5-22-001**

**Juvenile Sex Offender Community Based Treatment Services**

**Bidder Questions and Answers**

**Written Questions Submitted**

1. Q. Polygraph testing: Can we sub-contract this service?
2. Yes. Please refer to Section 2.32, page 15, of the RFP where it states, “The Agency acknowledges that the selected Bidder may contract with third parties for the performance of any of the Contractor’s obligations. The Agency reserves the right to provide prior approval for any subcontractor used to perform services under any contract that may result from this RFP.” Also, the Subcontractor Disclosure Form, Attachment C on pages 29 and 30, should be completed and submitted with your bid if you plan to use subcontractors for any of the services that are part of the Scope of Work of this RFP.
3. Q. GPS Tracking: Would LSI have to supply monitors or would that be provided by DHS/State?
4. GPS monitoring and tracking is part of the Scope of Work and, therefore, a required part of the Contractor’s provision of services. Bidders will need to consider this cost in their budget estimates.
5. Q. What training is required?
6. The RFP Scope of Work, Deliverable number 11, page 7, states, “Ensure that staff is qualified to provide case staffings and services to the target population, are experienced and knowledgeable in Sex Offender treatment, and are certified by the appropriate associations, such as Association for the Treatment of Sexual Abusers (ATSA), or Iowa Board for the Treatment of Sexual Abusers (IBTSA). Acceptable certifications can include one of the Sex Offender Treatment Professional (SOTP) levels.” Trainings for the certifications can be found at the respective association websites:

ATSA - <https://www.atsa.com/>

IBTSA - <http://www.ibtsa.com/>

The SOTP certification trainings are also offered through other organizations that can be found by searching the internet.

Certification in the "Juvenile Sex Offender Risk Assessment (JSORRAT-II) is also required in order to be able to testify in court as it is the only validated risk assessment tool for juvenile sex offenders. Trainings for this certification can also be found through a variety of organizations by searching the internet.

1. Q. Can we use someone at BA level to handle GPS tracking or would that need to be a therapist or a M.A?  We are also asking the same for the in-home or compliance monitoring.
2. The RFP Scope of Work, Deliverable number 2, page 6, states, “Maintain a Master's Level therapist to provide clinical oversight and direct provision of therapeutic services.  The Master's Level therapist must be competent and experienced in providing sexual offender services.” A Master’s Level therapist is not required for provision of Deliverables outside of clinical oversight and direct provision of therapeutic services. GPS tracking and monitoring, and in-home or compliance monitoring, therefore, would not require a Master’s Level therapist.
3. Q. What is the monitoring guideline? Would it be 24/7?
4. For GPS monitoring, the expectation is that the Contractor would notify JCO of any violations of the electronic monitoring within the same day or the next business day if the violation occurred after regular business hours.

Physical tracking of client compliance should be tailored to client risk level and needs. It should be individualized and determined by the JCO. It is preferable to track the client physically but can be done virtually, especially if the clients lives several counties away from Polk County. An appropriate benchmark would be to physically track each client 50% in person and 50% virtually, with a preference for face-to-face contact.

1. Q. LSI will have a staff certified in SOTP by July 1, but does not have one currently.  Can we still apply for this?
2. Staff should be certified or within 2 months of certification by the date the Contract commences, July 1, 2021.
3. Q. Does Adolescent Perpetration Prevention /treatment certification through Kemp Center at University of Colorado, count as an acceptable certification?
4. The listed certifications and trainings are in line with what Juvenile Court Services believes are the most appropriate at this time.
5. Q. For the purpose of obtaining reference letters, are current Juvenile Court Services employees eligible to provide references?
6. Unfortunately, Juvenile Court Services and Department of Human Services staff are not eligible to provide references. However, clients who have been served as well as other organizations who have been served by similar services can be used as references. Please refer to pages 19 and 20 of the RFP, Section 3.2.4.3, “ Letters of reference from three (3) of the Bidder’s previous clients knowledgeable of the Bidder’s performance in providing services similar to those sought in this RFP, including a contact person, telephone number, and email address for each reference. It is preferred that letters of reference are provided for services that were procured in a competitive environment. Form letters of reference that do not elaborate on the Bidder’s performance under the specific relationships addressed in the reference letter may negatively impact the Bidder’s evaluation/score. Persons who are currently employed by the Agency are not eligible to be references.”
7. Q. What vendors submitted a letter of intent for this RFP?
8. Vendors who have submitted LOIs include: Woodward Community Based Services, Lutheran Services in Iowa, Catholic Charities.
9. Q. Will clients who are referred for GPS Monitoring/Tracking Services only be accepted if they are also taking part in the Treatment services portion of this contract?
10. Clients who are referred to this program should get some form of services outside of the GPS Monitoring/Tracking, whether it is skill-building, therapy, etc., related to their treatment. It is possible that a nominal amount of tracking could be requested post-treatment, but this would be rare.
11. Q. In the past, primarily males with sexual offending behaviors have been the only clients referred under the current contract. 1.3 Scope of Work 1.3.1 Deliverables point 19-d. Those who identify as “Male”, “Female” and “Other”. Would it be expected that referrals for female SO behavior could be possible under this contract?
12. Yes, it is possible that female clients could be referred for services.

**Questions asked in Bidders’ Conference Call**

1. Q. Question on the cost proposal is the $255,000 per year for six years a fixed rate?
2. That number is just a bench mark or average of the $1,530,000.00 six-year value divided by six. The amount for the total of 6 years is what cannot be exceeded. If the first year costs are under that amount, subsequent year expenditures can increase to accommodate wage and other cost increases, as long as the budget for the total of six years does not exceed $1,530,000.00. (Refer to Section 3.3 Cost Proposal, page 20, of the RFP)
3. Q. Please repeat the other training that JCS is requiring that assists with testifying in court.
4. From Q&A 3, “Certification in the "Juvenile Sex Offender Risk Assessment (JSORRAT-II) is also required in order to be able to testify in court as it is the only validated risk assessment tool for juvenile sex offenders. Trainings for this certification can also be found through a variety of organizations by searching the internet.”
5. Q. Is there an agency that already holds this contract?
6. Yes, it is Woodward Community Based Services. This has been a service that JCS has procured for over 9 years.
7. Q. In the event that Covid restrictions continue, can telehealth be used exclusively?
8. Not exclusively. Some contact with youth is necessary in this contract due to the nature of the type of risk. (Refer to Q&A 5.)