



SUPERIOR COURT OF CALIFORNIA
COUNTY OF ALAMEDA
FINANCE BUREAU

1225 Fallon Street, Room 210, Oakland, CA 94612
Telephone 510-891-6017 · Fax 510-891-6219

TO: POTENTIAL BIDDERS RECEIVING RFP NUMBER SC 013/034

FROM: Superior Court of California, County of Alameda
Finance Bureau

DATE: February 1, 2013

SUBJECT/PURPOSE OF MEMO: ADDENDUM NO. 1 TO RFP NUMBER SC 013/034

CONTACT FOR FURTHER INFORMATION:	Linda Salcido: Procurement Manager	TEL: 510-891- 6216	FAX: 510-891- 6219	E-MAIL: <i>bidquestions@alameda.courts.ca.gov</i>
---	---	---------------------------------	---------------------------------	---

This Addendum No. 1 is issued for the Drug Court Evaluation RFP No SC 013/034 which was issued on Wednesday, January 23, 2013.

Questions

Q1: Can you clarify, for the scope of work, how many case management staff you would like the vendor to interview and evaluate?

A1: There are five (5) Substance Abuse Treatment Specialists providing services in six courtrooms. The job specification is attached. The vendor selected for the contract will need to survey staff on the current practices used to do their jobs, while simultaneously identifying ways to improve job processes and increase the number of court litigants in the caseload.

Q2: How many different court programs are you requesting the vendor to evaluate?

A2: The five (5) Substance Abuse Treatment Specialists work for the Drug Court program.

Q3: In d.ii, when you say “participant’s”, who is this referring to?

A3: The participants are the five (5) Substance Abuse Treatment Specialists.

Q4: Are you asking the vendor to provide a written evaluation of the case management system and staffing, or are you asking for the vendor to also provide new written policies and procedures for the court programs?

A4: Vendor's primary responsibility will be to review existing policies and evaluate the five (5) specialists' workload (Processes, how it's done, details time taken, tasks, etc.) Vendor will evaluate the data entry requirements for the Drug Court Information System (DCIS) And lastly, funding and time permitting, conduct study of the DCIS and provide recommendation on data type to publish in response to grant funding agencies request. Vendor will be expected to write a report based upon all area's discussed with findings and recommendations.

Please note: Further specifics and guidelines will be scoped out during contract engagement.

Q5: Are you asking that the vendor implement improved policies and procedures, and/or to provide staff training?

A5: No, we are not asking the prospective vendor to implement any recommendations.

Q6: Are you asking the vendor to perform an analysis of the information technology, and to recommend improvements in data collection and reporting?

A6: See question/answer #4.

Q7: In 6.2 you ask to list the hourly rates in the cost proposal section. Will the vendor be selected based on the hourly rate, or based on the total estimated cost of the project?

A7: The hourly rate is the sole criteria for evaluating the cost component of the proposal

Event Dates

The event dates within the RFP are noted as follows:

Proposal Due Date: February 8, 2013, no later than 3:00PM

Evaluation of Proposal: Week of February 11, 2013

Notice of Intent to Award: February 11, 2013

Notice of Award: February 12, 2013

If you have any questions please submit them directly to the Court's email address at bidquestions@alameda.courts.ca.gov. All questions will be answered in an Addendum and the document will be posted on the Courts website.

Thank you.

SUBSTANCE ABUSE TREATMENT AND PLACEMENT SPECIALIST

Purpose

Under general supervision, performs responsible, professional level work involving the evaluation and recommendation for referral of alcohol and drug offenders to appropriate programs and performs related duties as required.

Typical Duties

(Any one position may not include all duties listed, nor do the examples listed cover all the duties that may be performed.)

1. Provides pre-placement services that includes psycho-social assessments/ evaluations and referral services for several drug courts; collaborates with the County Probation Department, Criminal Justice Mental Health Services and community treatment providers; provides services to other courts on an on-call basis.
2. Develops treatment plans; identifies available residential and outpatient treatment options and community resources; matches clients with the appropriate treatment services; conducts urinalysis tests in the courts.
3. Reviews four-week progress reports for the court and refers clients to appropriate services.
4. Prepares status reports; updates participant, treatment provider information and court services databases; compiles necessary statistical data; compiles periodic reports of activities for evaluation purposes.
5. Assists the Drug Court Services Coordinator in a variety of administrative and program activities including data collection, research, grant preparation, program evaluation, and special projects.
6. Participates in monthly court personnel meetings; participates on a variety of regional, task force and committee meetings.