

**ADDENDUM 1: RFP #10-2016-CCC
Collaborative Courts Coordinator**

RESPONSES TO QUESTIONS

The following questions/clarifications were asked prior to the 8/24 deadline for questions. Please read through them thoroughly as they may affect your response to the RFP.

Please remember responses are due on **Friday, September 9 by 4 p.m.** and no late responses will be accepted or opened.

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1Q. Which of the collaborative courts have team staffing in advance of the court hearing times listed in the RFP?

1A. Behavioral Health Court, Family Behavioral Health Court, and Juvenile Drug Court.

2Q. Do any of these team staffings conflict with a different court? (Example: Family Behavioral Health Court staffing on Thursday morning at Juvenile Justice Campus conflicts with adult Drug Court at the Main Courthouse.)

2A. Your example is the only known conflict at this time.

3Q. How are attendance conflicts for the Collaborative Court Coordinator expected to be handled, given that each judge or team may have legitimate reasons for Coordinator attendance? What level of judgement authority does Contractor have in these instances, assuming that communication among all parties occurs?
Is the Contractor expected to attend all court hearings and staffing sessions for each collaborative court? If expected, that potentially leaves two afternoons (Monday and Tuesday) available for community partnership building based on the schedule provided in the RFP. Many community meetings that are pertinent to a particular collaborative court to assist with community building of relationships are not on those afternoons or during lunch hours while court is out of session.

3A. The Coordinator is expected to coordinate his/her schedule with all partners so as to determine which hearings and staffings are required attending. The Coordinator must determine attendance in discussion with the team.
It is not necessary to attend each and every court hearing and staffing to be effective.

4Q. What is the Court's expectation in regards to order of priority – court hearing and staffing attendance or community partnership building? What level of judgement authority does Contractor have in these instances, assuming that communication among all parties occurs?

- 4A. Community partnership building must be balanced with court hearings and staffings. The Contractor must determine, by negotiating with all the partners, the best in-court vs out-of-court schedule.
- 5Q. Are the names, addresses, and telephone numbers for 3 clients for whom the Proposer has conducted similar services (7.1.d) to be included in the two pages of the Technical Proposal or can they be a separate attachment?
- 5A. Items 7.1(c) and (e) are expected to be separate from the other information required.
- 6Q. If past Court experience falls within this area, may Court references be included?
- 6A. Only one reference may be the Court; others must be non-Court.
- 7Q. Due to confidentiality and HIPAA/CFR 45 requirements, full internet access and an Adobe Acrobat Professional version license have become required to obtain and/or forward treatment reports and other confidential documents to some of the treatment teams to allow for encryption needs or the incorporation of passwords. Will these be provided to the contractor by the Court on-site or shall the Contractor provide on his/her own laptop for access?
- 7A. The Court will provide an on-site Adobe Pro license.
- 8Q. Please confirm maintaining an existing court contract already in force for a different court project does not violate Court's Standard Terms and Conditions, 2.5 on page 17.
- 8A. So long as the duties of this contract, including core hours, do not inhibit proper performance of duties of pre-existing contracts there may not be interference.
- 9Q. If the contract is awarded and a proposer has existing contracts outside the Court that will require termination notification upon conclusion of court award negotiations in order to comply with this contract's operational on-site hours at the Court, please verify that this is not considered a "default" or "material conflict of interest" at the time of submission of the proposal.
- 9A. It is not.
- 10Q. In the event of illness, is there an identified court individual available for Contractor to train as backup to cover the Coordinator's responsibilities, should it ever become necessary?
- 10A. There may be a back-up for basic duties only.
- 11Q. What is considered a "material exception" to Item 7 of the Standard Terms and Conditions? Is adding language that Contractor shall have the ability to terminate the Agreement with thirty (30) days' notice, as stated in 7.1 for the Court, considered "material"?

- 11A. A drastic change to or suggested complete removal of any of Item 7 would be considered a “material exception.” Any suggested changes to the T&Cs should be included in the response and may or may not be revised during contract negotiations.
- 12Q. The RFP appears to target individual contractors and not agencies. Are agencies such as nonprofits precluded from consideration or considered ineligible to apply?
- 12A. An individual is preferred.