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|  | **COUNTY OF DANE**  DEPARTMENT OF ADMINISTRATION  **PURCHASING DIVISION**  Room 425 City-County Building  210 Martin Luther King Jr. Blvd.  Madison, WI 53703-3345  608/266-4131  FAX 608/266-4425 TDD 608/266-4941 |  |
| CARLOS PABELLON  Director of Administration |  | CHARLES HICKLIN  Controller |

DATE: June 28, 2017

TO: All Proposers RFP #117062: Coordination of Community Service Program for Adult Criminal Defendants

FROM: Carolyn Clow, Purchasing Agent

SUBJECT: ADDENDUM #1

**The deadline for responses is changed to Tuesday, July 11, 2017.**

**The following responses are provided to questions received:**

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| *Question #1* | *Can you anticipate the number of clients to be served annually?* |
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| Answer #1 | This data is currently unavailable. The Steering Committee studied the program operated in Eau Claire County. That program, with similar eligibility criteria, serves approximately 250 per year. |
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| *Question #2* | *Will funding increases be available during subsequent contract years? May we submit a multi-year budget/rate sheet with increases reflected?* |
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| Answer #2 | The annual amount is $75,000. The contractor will receive a proportional amount dependent on when a 2017 contract is signed. Any change in funding is subject to Dane County’s annual budget deliberations. Please refer to section 6.0 of the instructions for submitting cost proposals. |
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| *Question #3* | *What is the source of the program funding?* |
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| Answer #3 | All funding is Dane County General Purpose Revenue. |
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| *Question #4* | *Will space for staff be provided at the courthouse or will the provider need to identify an office location?* |
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| Answer #4 | Dane County has not currently designated any office space for this program. The provider is responsible for providing an office location. |
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| *Question #5* | *Will there be a guaranteed number of clients annually for which the County will pay the provider?* |
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| Answer #5 | The annual number of clients will be based on the sentences imposed by the Dane County Circuit Court. The provider that develops a responsive and positive relationship with the circuit court should be able to maintain a steady number of clients. |

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| *Question #6* | *How is the County currently managing community service hours?* |
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| Answer #6 | The only community service program operated by Dane County at the present time is operated by the Sheriff’s Department. Certain jail inmates who have been sentenced to custody may perform community service in exchange for a reduction in the number of days that must be served. |
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| *Question #7* | *Could you please project the estimated number of offenders and the number of units that will be needed in Sept.-Dec. 2017 and Jan.-Dec. 2018?* |
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| Answer #7 | This data is currently unavailable. The number of individuals will depend on the criminal sentences that are fewer than 30 days and are eligible to perform community service. |
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| *Question #8* | *Please also project the demographics of the offenders, including race/ethnicity, gender, and age.* |
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| Answer #8 | This data is currently unavailable. |
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| *Question #9* | *Would you please provide several examples of offenses where the judge would offer the option of community service, and the number of hours of community service that are likely to be assigned for each offense?* |
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| Answer #9 | The number of hours of community service will be commensurate with the number of days in jail to which a person is sentenced. Eight hours of community service will be equal to one day in jail. Persons sentenced to no more than 30 days in jail are eligible for the program. |
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| *Question #10* | *Will the contract be set up as a monthly payment of 1/12 of the contract, or will it be set up payable by unit of service? If the contract is unit of service, can the County assure that the units will be available?* |
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| Answer #10 | The contract will likely be established to pay the provider on a monthly 1/12th basis. |
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| *Question #11* | *We are wondering what the total annual amount of County funds available for this Community Service project will be?* |
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| Answer #11 | The annual amount is $75,000. The contractor will receive a proportional amount dependent on when the contract is signed. |
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Please acknowledge receipt of this addendum by noting “Addendum #1 Received” on the bottom of the Signature Affidavit when you submit your bid. If you have any questions regarding this addendum, please contact me at 608-266-4966.

Sincerely,

Carolyn A. Clow, CPPB

Purchasing Agent