

1. *RFP References: G.2 Payment Schedule: “In consideration of the Contractor’s satisfactory performance of services called for under this contract, the Government shall make payment to the Contractor at the fixed daily rates identified in the schedule.”*

Question: Given the extremely small size of the contract, would the Bureau consider a monthly flat fee for the maximum population? The cost to operate the program is essentially the same whether the Bureau utilizes 40% or 100% of the slots, which leads to an extremely high per diem if the Contractor can only rely on being paid for 40% of the slots. A flat monthly fee would result in the lowest cost per slot to the Bureau.

BOP: No to a flat fee. Guaranteed minimums will be met.

2. *SOW Reference: Chapter 2 – Personnel, 4. Staffing Pattern (page 13): The contractor will staff the premises with a minimum of two positions during identified site hours. These two positions may not be covered by key staff personnel.*

Question: This seems to be more than is necessary for a DRC of this size. Would the Bureau consider revising this section to allow key staff to be utilized to cover this requirement, which would substantially reduce the number of required staff?

BOP: At this time the requirement in the SOW stands as is.

3. *SOW Reference: Chapter 2 – Personnel, 2. Staff Coverage (page 11): The contractor will have paid, trained staff, dressed and alert, on the premises, to provide coverage, Mondays through Fridays, a minimum of twelve (12) hours each day; and Saturdays and Sundays, a minimum of eight (8) hours each day.
Chapter 2 – Personnel, 4. Staffing Pattern (page 13): The contractor will staff the premises with a minimum of two positions during identified site hours. These two positions may not be covered by key staff personnel.*

Question: Would the BOP reduce the required hours of operation to a minimum of eight (8) hours each day Monday through Friday; four (4) hours on Saturday, and closing the facility on Sunday? This change allows the number of required non-key personnel staffed during identified site hours to be more efficiently utilized and doesn’t negatively impact accountability as GPS tracking will be used to track/verify a participant’s whereabouts.

BOP: Site hours are not the same as staff hours for availability and will stay as outlined in the SOW.

4. *SOW Reference: Chapter 2 – Personnel, 3. Position Requirements, Electronic Monitoring Specialist (page 12): A minimum of one EMS is required to be on duty at all times.*

Question: With an understanding that staffing a minimum of one Electronic Monitoring Specialist be on duty at all times would require a contractor’s staffing of the Electronic Monitoring Specialist position to account for relief, coverage of lunch breaks, call outs, etc. It should be noted that complying with this requirement would require up to six or seven full-time equivalents of Electronic Monitoring Specialist, this level of staffing is disproportionately high when factoring a maximum participant count of 25 placements. Also, if the EMS is an hourly position, the contractor would need to pay the hourly rate plus an overtime premium, when applicable.

Would the BOP allow Contractors during non-operating hours to cover this responsibility with staff that may not be 100% dedicated to this contract, such as a monitoring call center or a key staff dedicated to this contract that is not an EMS?

BOP: No, the requirement stands. It is the Offeror's decision how to structure the pay and staffing on the EMS positions.

5. *SOW References: Chapter 11-Security & Accountability, 1. Offender Accountability (page 63): Additionally, accountability procedures must provide for active, live monitoring of GPS alerts and include a GPS review for each offender with documentation once every 8 hours at a minimum.*

Question: If the vendor has an electronic monitoring records database with an automated feature that dates, timestamps, and documents alerts/events in chronological order for an offender, will that suffice for "documentation once every 8 hours at a minimum", or will the DRC staff still be required to physically/manually conduct a review and documentation entry once every 8 hours at minimum?

BOP: The DRC SOW requirement is for DRC staff to review and document every 8 hours. Automatic system alerts is not sufficient.

6. *SOW References: Chapter 3 – Facility, 4. Plant Requirements, C) Space (page 29): A specified bathroom area to conduct urinalysis will be identified. Chapter 3 – Facility, 4. Plant Requirements, D) Lavatory (page 29): A DRC will have a minimum of two operable toilets and two wash basins.*

Question: The SOW requires a minimum of three toilets and wash basins when accounting for the separate, dedicated urinalysis bathroom area. The size of the space for a DRC with a maximum of 25 placements will be relatively small and finding a location with three toilets and wash basins or having to construct additional bathrooms will substantially increase the cost. One to two toilets and wash basins seem to be sufficient for a DRC of this size. Would the BOP permit only one (or two) operable toilets and wash basins and allow the toilet (or one of the 2 toilets) to also be used for urinalysis?

Additionally, with an understanding that the contractor would supply an ADA compliant UA restroom within the DRC leased space, would the BOP allow the usage of a shared ADA compliant restroom area outside of the DRC leased space be utilized as a staff and participant bathroom such as when an office building has bathroom facilities on a floor that can be utilized by other tenants on that respective floor of the office building?

- 1) *How many toilets, are required?*
- 2) *May one of the two operable toilets be utilized for conducting urinalysis?*
- 3) *May DRC staff utilize a shared bathroom with other building tenants?*
- 4) *How many individual toilets are required for each bathroom?*

BOP: Please see page 27 of the SOW. it requires two operable bathrooms – by gender. It also requires a specified bathroom area to conduct urinalysis to be identified. It is acceptable for one of the two bathrooms to be specified as the UA bathroom meeting all requirements. The bathroom facilities shall be located within the DRC space; NOT a public use bathroom. A minimum of one toilet in each.

7. *SOW Reference: Chapter 10 - Programs, Individual Program Plan (page 53). Within four calendar days of the offender's arrival at the DRC, Case Managers, in consultation with the EPS, will complete the IPP, using Attachment F or subsequent versions.*

Question: Would the BOP allow this task to be completed within ten (10) business days to align with the RRC SOW, or at a minimum four (4) operating business days, to ensure Case Managers can complete this task without being required to work on weekends or during federal holidays?

BOP: No, SOW requirements stand as is.

8. *SOW References: Chapter 10- Programs, 2. Individual Orientation, (page 55): The offender's family members/significant others living at the home confinement location should ordinarily attend an orientation meeting at the DRC, to describe the purpose, accountability, and expectations of the offender. However, if the family/significant others cannot attend the initial orientation meeting at the DRC upon offender arrival, the family/significant other orientation can take place during the site visit conducted by contractor staff.*

Question: Would the BOP please clarify if program staff will be permitted to conduct video conferencing sessions with an offender's family members/significant others in order to provide an orientation meeting, describe the purpose, accountability and expectations of the offender. GEO Reentry believes by offering this alternative method of communication it will allow for more flexibility with any family members/significant others scheduling needs.

BOP: Yes.

9. *SOW References: Chapter 10 – Programs, 3. Employment, B) Employment Approval and Verification, 2. Monthly Check (page 58): Thereafter, at least monthly, the offender's employment supervisor will be contacted by phone or site visits to substantiate attendance and discuss any concerns which may have arisen.*

Chapter 11 – Security & Accountability, 4. On-site Accountability (page 64): As all offender accountability is monitored by GPS, DRC staff will visit the offender's home and place of employment at least once every 30 days.

Question: Would the BOP please clarify that DRC staff may conduct monthly employment checks with the participant's supervisor by phone in lieu of an in-person visit to substantiate attendance, as outlined in Chapter 10?

BOP: No. The intent is for in-person visits with the individual at the locations of the home and employment every 30 days. Employment checks with the employer/supervisor is separate.