



City of Phoenix

City of Phoenix Law Department
Criminal Division, Diversion Unit
300 W. Washington Street, 8th Floor
Phoenix, Arizona 85003

Shoplifting/Theft Diversion Program

Solicitation Number: RFP 21-LAW-002
Addendum #1

Due Date: May 12, 2021 2:00 pm (local Phoenix time)

ADDENDUM BEGINS ON NEXT PAGE

Proposers must acknowledge receipt and acceptance of this addendum by signing and returning this page with their proposal submittal.

Company Name: _____

Company Address: _____

Authorized Signature: _____

Print Name and Title: _____

**Shoplifting/Theft Diversion Program
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The following questions were asked at the pre-proposal conference on April 27, 2021.

QUESTIONS AND RESPONSES

Q1: *On page 63, it states that no clients got individual counseling during the last fiscal year. How many clients received GROUP counseling in the last fiscal year (or whatever time period you want to use). Question re-worded: How many clients received group counseling instead of education class in the last FY (or whatever time period you want to report on)?*

A1: No clients received group counseling instead of the education class in the last fiscal year.

Q2: *Page 64 on pricing states it's \$22.50 per hour for up to \$165 for counseling session. Can you explain the \$165 amount? Is that a limit of how much counseling clients can do, or perhaps something else?*

A2: The \$22.50 per hour up to \$165 is the amount set by the current provider. If a defendant/client is assigned to counseling the total cost would not exceed \$165.

Q3: *What curriculum is being used by the current provider for education classes? What curriculum is being used by the current provider for counseling groups?*

A3: The "Something for Nothing" (Moral Reconciliation Therapy) program is used for both the education class and the counseling groups.

Q4: *We have contracts with a good deal of contractors for DV, DUI, Fed Probation, and Anger, however in the past, tracking the key informants down, and having them complete the evaluation for has been challenging. What is the level of importance of having the forms complete? Will we be excluded from consideration, if we are not able to get the program administrators to fill them in and fax them by May 12, 2021? Also, how many performance evals are expected?*

A4a: In reference to Attachment C - Proposer's Performance Evaluation, this information falls under "Experience" in Attachment A, Item 2.2.8. for review.

A4b: Offerors/Proposers will not be excluded from consideration if the reference agency/organization does not submit back by May 12, 2021.

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- A4c:** Per Attachment A, Item 2.2.8. "Have **three (3)** organizations submit the Proposer's Performance Evaluation, ..."
- Q5:** *The RFP says we cannot use City of Phoenix employees as references to complete the forms you provide. Can we use previous City of Phoenix employees?*
- A5:** Yes, you can use previous City of Phoenix employees, no current City of Phoenix employees.
- Q6:** *So just to make sure, we need to complete pages 52 - 73?*
- A6:** Please review Section VI – Submittals. "Please submit only the Submittal Section and all other required documentation do not submit a copy of the entire solicitation document." Other required documentation includes but not limited to Attachments A and B responses.
- Q7:** *Is attendance at this pre-proposal meeting required in order to submit a proposal?*
- A7:** No, attendance at this pre-proposal meeting is not required in order to submit a proposal.
- Q8:** *The number of referrals has decreased the past 2 years. Do you think the smaller number this year was at least partially a result of the pandemic, and do you expect the numbers to return to previous year's size?*
- A8:** The smaller numbers this year were in part a result of the pandemic. It is unknown if the numbers will return to previous year's size.
- Q9:** *Did someone else join the meeting?*
- A9:** Due to technical difficulties, Tatiauna joined the meeting via two separate Webex platforms.

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