



County of El Paso Purchasing Department  
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**ADDENDUM 2**

**To: All Interested Proposers**

**From: Linda Gonzalez, Inventory Bid Technician**

**Date: October 20, 2008**

**Subject: RFP# 08-148, ((RFP) Professional Counseling Services for Inmates in the Detention Facility and Jail Annex**

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The Purchasing Department received questions relating to the above referenced proposal;

1. Can these services be provided by an organization or are they strictly for individual counselors? **They can be provided by an organization or an individual as long as all counselors pass a criminal background and meet the requirements to their LPC license by the state.**
2. What is the expected case load? **Unknown – there are approximately 250 females and 600 males inmates at the Downtown Detention Facility (Capacity 1000) and approximately 1350 male inmates at the Jail Annex Facility (Capacity 1440).**
3. How many counselors would be needed in order to handle the case load? **One counselor per session of max of 15 inmates per session. Max 25 hours per week.**
4. What are the specific requirements for counselors other than licensure? **Pass criminal background and follow jail regulations**
5. Is this mental health and substance abuse services or strictly substance abuse counseling? **Substances abuse and anger management (no mental health)**
6. If it is both mental health and substance abuse should more than one rate be proposed for each? **N/A**

7. What are the instructions for completing the narrative portion of the bid?  
**None by the Sheriff's Office.**
8. What is the total number<sup>4</sup> of identified sexual offenders in the two facilities?  
**Unknown – this information is not tracked.**
9. Please break that number down to each facility.  
**Not available**
10. What is the total number of identified substance dependent/abusing offenders in the tow facilities?  
**Unknown – this information is not tracked.**
11. Please break that number down to each facility.  
**Not available**
12. How will the groups be populated, in other words will be expected to identify potential group members or will we receive referrals from a specific source (i.e. booking officers, nursing staff, caseworkers)? **You will receive referrals from jail staff.**
13. Will we be expected to screen every individual entering the institution for substance abuse/sexual offender issues? **No**
14. What is the overall ADP of the two facilities (individually)? **At present 1300 Jail Annex (Capacity 1440) and 850 Downtown Detention (Capacity 1000)**
15. Are there specific credentials necessary for the clinicians? **No, other than state required license for LPC.**
16. Will there be security related obstacles involved with populating the groups? (i.e. will there be restrictions on mixing various security classifications, such as maximum security inmates not mixing with lower security inmates) **This will already be done by jail staff. The jail will be responsible for security classification.**
17. Will be treatment be completely voluntary? **Yes**
18. Will participation in services affect classification moves (incentives for participation)? **No**
19. Will it be required to provide linkage/discharge planning services to those involved in services? **No**
20. Is this a male facility or mixed gender? **Genders will not be mixed. At the Annex there are only male inmates. At the Downtown facility there are both male and female inmates housed in separate floors.**

21. Are there any other "special" populations that we need to be aware of that may affect group building (i.e. federal inmates, civil commitments, I.C.E detainees)? **State and Federal inmates and counseling will be separate from each.**

22. Will there be the expectation that the counselors be included in various "administrative" meetings/activities or will their responsibilities be completely clinical in nature? **Yes and this will be determined by Jail Staff only when it is necessary.**

23. If there are such "administrative" meetings, could you define them as well as the time commitments expected for them. **Briefings and concerns on the progress of the program for no more (1) hour. Meetings could be call approximately once each quarter or more often if needed at each facility.**

24. Does El Paso County current use an outside provider for the services requested in the RFP and if so who can we see their current agreement? **No**