



COUNTYWIDE CRIMINAL JUSTICE COORDINATION COMMITTEE



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December 2, 2014

ADDENDUM NUMBER TWO REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR CRIMINAL JUSTICE RESEARCH AND EVALUATION SERVICES (CJ-1016)

This Addendum Number Two to the Request for Statements of Qualifications for Criminal Justice Research and Evaluation Services issued by the Countywide Criminal Justice Coordination Committee (CCJCC) on June 18, 2014 provides as follows:

CHANGES TO THE REQUEST FOR STATEMENTS OF QUALIFICATIONS

The following changes are made to the Request for Statement of Qualifications (RFSQ) and must be taken into consideration when preparing and submitting the Statement of Qualifications (SOQ):

A. Paragraph 2.3, RFSQ Timetable, is amended as follows:

2.3 RFSQ Timetable

The timetable for this RFSQ is as follows:

- Release of RFSQ 06/18/14
- Request for a Solicitation Requirements Review Due ~~07/03/14~~ *Open*
(~~10 business days after release of solicitation document~~)
- Written Questions Due ~~07/16/14~~ *Open*
- Vendor Conference Date..... 07/09/14
- Questions and Answers Released 07/25/14
- SOQ due ~~by 3:00 PM (Pacific Time)~~ ~~08/15/14~~ *Open*

B. Paragraph 2.4.1, Solicitation Requirements Review, is amended as follows:

2.4.1

Any person or entity may seek a Solicitation Requirements Review by submitting Appendix B, Transmittal Form to Request a Solicitation Requirements Review, of this RFSQ to the CCCC as described in this Paragraph 2.4, Solicitation Requirements Review. A request for a Solicitation Requirements Review may be denied, in the CCJCC's sole discretion, if the request does not satisfy all of the following criteria:

1. The request for a Solicitation Requirements Review is submitted ~~on or before July 3, 2014~~ to the address and contact person identified in Paragraph 1.11, Contact with County Personnel, of this RFSQ.
2. The request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying ability of the person or entity to submit a proposal.
3. The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and

4. The request for a Solicitation Requirements Review asserts that:
 - a. application of the minimum requirements, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or
 - b. due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Vendor.

C. Paragraph 2.7, SOQ Submission Package, is amended as follows:

2.7 SOQ Submission Package

- 2.7.1 The objective of the Statement of Qualifications (SOQ) submission package is for the County to ascertain the Vendor's ability to meet or exceed the required service level, including the ability to follow specific instructions.
- 2.7.2 ~~The closing date and time for SOQ submission is Friday, August 15, 2014 at 3:00 PM PST. It is the sole responsibility of the Vendor to see that its SOQ is received before the submission deadline. The RFSQ will remain open for SOQ submissions until the conclusion of the approved Master Agreement term, currently Monday, November 30, 2020.~~ The Vendor shall bear all risks associated with delays in the U.S. Mail or other courier service. Any SOQs received after the scheduled closing time for receipt of SOQs may be returned to the sender unopened, at the County's sole discretion.
- 2.7.3 The SOQ must be in a three-ring binder and submitted in the prescribed format below:
 - o One original SOQ and three (3) numbered copies must be typewritten or word-processed on 8-1/2" X 11" white bond paper.
 - o The SOQ and copies must be in a three-ring binder
 - o The SOQ and copies' cover binders must state the title of the RFSQ, RFSQ number, and the name of Vendor's organization.
 - o The original SOQ cover must clearly state "Original."
 - o Each page must be clearly and consecutively numbered, including all attachments/exhibits.
 - o Each section must be specifically labeled with tab inserts and in the order indicated in the Paragraph 2.8. Preparation and Format of the SOQ, below.
- 2.7.4 The Master Agreement is provided as Appendix H, Master Agreement, of this RFSQ for your information and review. Vendor shall **NOT** complete or submit the Master Agreement with their SOQ.
- 2.7.5 County is not responsible for any costs or other liabilities associated with the preparation, delivery, or submission of any SOQ in response to this RFSQ.