

## Minutes of Bidder's Conference on 7/17/2013-----

Chief Maroney opened the conference and welcomed all who attended. He advised that our district spends more money on treatment than most districts around the country and that our district's recidivism rate is lower because of our emphasis on treatment. He stressed teamwork and ongoing communication.

The goal of the conference was to clarify the RFP and to answer questions. It was stressed to all who attended that the RFPs must be in Cleveland by 3pm on August 9, 2013. The last day for questions is August 2, 2013. Website info was reviewed. Award is based on RFP being technically acceptable and lowest priced.

A summary of Section A was given and attendees were reminded to provide the RFP and one copy, both with original signatures. The blocks depicted as 11, 12, 13, 14 and 15 must be completed.

A summary of Section B was given and terms of catchment area, EMQs were reviewed. An explanation was given as to subcontracting and local needs. Prices must be given for all three years. All project codes must be address.

A summary of Section C was given and how an explanation of each service/project code will be done. Transportation cost was defined. Staff qualifications were noted.

A summary of Section J was given. The Program Discharge Summary is not necessary to complete. Location to include all in catchment area. Staff licenses are required and what services the staff will be performing should be defined in the RFP.

A summary of Section K was given. If an agency does not have a tax identification number, need to note that in the RFP.

Section L is the instructions and attendees were encouraged to refer back to the section.

Section M is the tool used by ATS to determine if the proposal is technically acceptable. Attendee were encouraged to use it as a check and balance tool.

Onsite visits will be scheduled once a proposal is found technically acceptable and lowest priced.

A question and answer period concluded the conference.