



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

May 11, 2023

Please find the following addendum to the below-mentioned RFP.

Addendum No.: 1

RFP#: 23-7-3

Project Name: St Tammany Parish Jail Operations Analysis

RFP Due Date: May 18, 2023

QUESTIONS & ANSWERS:

Question 1. What provisions, if any, are being made for electronic hearings on routine matters?

Answer 1. This information will be provided to the awarded vendor.

Question 2. What is the average (mean and standard deviation) number of inmates taken to/returned from court by day or the week over the last year?

Answer 2. This information will be provided to the awarded vendor.

Question 3. Is there currently one (1) court transfer/return per day or is the process episodic (e.g., “We need inmate Schmutz, send him over... [a few minutes/hours later] “Okay, now we need inmate Jones...” throughout the day?

Answer 3. This information will be provided to the awarded vendor.

Question 4. What provisions are being made to separate male from female inmates?

Answer 4. This information will be provided to the awarded vendor.

Question 5. Are there dedicated, secured visitation areas for attorneys to meet their incarcerated clients?



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Answer 5. This information will be provided to the awarded vendor.

Question 6. What is the maximum expected timeline for this project?

Answer 6. The expected timeline is 3 months.

Question 7. How many standalone facilities are in this project?

Answer 7. There is only one standalone facility.

Question 8. What is the daily average population of the St. Tammany Parish Jail?

Answer 8. This information will be provided to the awarded vendor.

Question 9. Will the subject matter experts working with CCS have access to architectural plans of each facility?

Answer 9. Yes, if the plans are available.

Question 10. Is the St. Tammany Parish Jail currently scheduling staff and overtime in their jail facilities? If yes, please give us the approximate number of overtime hours per month.

Answer 10. Yes, that number will be provided to the awarded vendor.

Question 11. Will the vendor be allowed to review the hiring and training process at the training academy and their curriculum?

Answer 11. Yes, the awarded vendor will be able to review the processes and curriculum.

Question 12. Will full access be granted to vendors of necessary files, such as inmate, classification files, maintenance, work orders, agency policies, and procedures, personnel records, etc.?

Answer 12. Yes, the awarded vendor will have access to the necessary files.

Question 13. Is the St. Tammany Parish Jail currently PREA or ACA certified? If not, are you



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wanting to become ACA or PREA Certified in the future?

Answer 13. St. Tammany Parish Jail is PREA Certified.

Question 14. How far back are overtime and jail population records and other data available for examination?

Answer 14. This information will be provided to the awarded vendor.

Question 15. Will vendors be able to conduct planned or unannounced site visits of the facility seven days a week 24 hours a day?

Answer 15. Yes, planned and unannounced site visits can be conducted at any time.

Question 16. What HR management software is St. Tammany Parish Jail currently using for scheduling, time off and tracking of time and attendance?

Answer 16. This information will be provided to the awarded vendor.

Question 17. Are medical and mental health services provided by the county or contracted vendors?

Answer 17. This information will be provided to the awarded vendor.

Question 18. Will office space and parking be provided to the vendors on site while working on this contract?

Answer 18. Yes, office space and parking will be provided.

Question 19. Will vendors be allowed to conduct one-on-one interviews with St. Tammany Parish Jail personnel?

Answer 19. This information will be provided to the awarded vendor.

Question 20. Is there a budgetary cap for this project that you are authorized to disclose? If yes, what is the budgetary cap?



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Answer 20. The estimated budget is \$50,000.00.

Question 21. Is the St. Tammany Parish Jail currently holding state and federal inmates?

Answer 21. Yes, St. Tammany Parish Jail is currently holding both state and federal inmates.

Question 22. In Attachment B, 2.D.; it states: "The Provider shall use the most current version of the standard forms of documents adopted and specified by the Parish in the performance of the Contract, all as of the date of the signing of this Contract." For clarity purposes, is it the intent for the agency to provide the proposer standard forms for the proposer to complete with the research, justifications, and recommendations for the deliverables listed in the Scope of Services (SOW)?

Answer 22. No, this is in reference to submitting your response on Parish standard forms.

Question 23. On page 4 of the RFP, Letter C (Proposer Qualifications and Experience) requests "existing customer satisfaction, volume of merchants." What type of information does the Parish seek to be responsive to these two items?

Answer 23. This refers to previously completed projects and references for those projects.

Question 24. On page 5 of the RFP, Letter I (Customer Service) requests "a provision for customer service, including personnel assigned..." Is the provision for customer service a point of contact with the Proposer, or is there different information the Parish is looking for?

Answer 24. This is for a point of contact with the Proposer.

Question 25. What is the expected start date of the contract (estimated) and is there a preferred end date or timeline? For example, does the Parish want to complete the project before the next fiscal year or before the budget process begins?

Answer 25. The start date is to be determined based on evaluations and completed documents being sent timely to Procurement. The preferred estimated completion is 3 months from the issuance of the (NTP) Notice to Proceed.



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Question 26. Which Parish department and/or official will manage this project?

- a. If not the Sheriff's Office, what role does the Parish anticipate the Sheriff's Office will have in managing the project, if any?

Answer 26. The Parish will act through St. Tammany Parish Department of Facilities. The Department of Facilities will coordinate between the Sheriff's office and the Parish.

End of Addendum # 1