

## OPTIONAL RFP "Pre-bid" Meeting Notes

Today, August 16, 2017, an optional RFP pre-bid meeting was held at the office of the District Attorney for RFP: Online Traffic School Website due September 1, 2017 at 4:30 pm. All vendors pre-registering for this meeting appeared. The meeting began at 10:05 a.m.

In attendance from vendors were Meg Beier, Learning Sciences; Dan Flick, Adventfs; and Don Luther, Anglewood Driving School. There were no phone-in participants. In attendance from the District Attorney's office were: Jon Daily, Internal Auditor; Laura Flandez, Spanish Linguist; Dusty Guidry, PTI/Diversion Supervisor; Kathy McGrew, Records Supervisor; and Mark Dumaine, RFP Coordinator.

Mark Dumaine explained that the District Attorney's office has operated a non-advertised in-house designed traffic school website since 2008. Due to an increase in Spanish applicants, the District Attorney desires to reconfigure his site to be more Spanish language friendly. The current site was also thought to be outdated and thought to place too great of a website administrative burden on office personnel. Our hope is that through this RFP process, we will find a cost-effective vendor with a more modern and user friendly English and Spanish language site where the vendor would handle more of the website administration issues directly with applicants.

Mark Dumaine also advised the attendees that yesterday he had indirectly received a request to review vendor Learning Sciences' state certification via the Louisiana District Attorney's Association. Mark requested that all RFP questions be directed straight to him without the use of intermediaries to ensure that all questions and answers were posted to the District Attorney's website [www.ebrda.org](http://www.ebrda.org) for the benefit of all vendors. RFP questions should not be addressed through other evaluators or other District Attorney personnel.

**Question 1:** Does state certification under R.S. 22:1457 meet the RFP requirement as a "State of Louisiana Driving School?"

**Answer 1:** Yes.

**Question 2:** Is the District Attorney seeking to integrate his online traffic school within his case management system?

**Answer 2:** No.

**Question3:** What is the current fee for the District Attorney's online driving school?

**Answer 3:** \$150

**Question 4:** Would vendor fees be collected on top of the District Attorney fees?

**Answer 4:** Yes, and the vendor would be responsible for the collection and disbursement of all fees.

**Question 5:** What arrangements should the vendor offer to accept non-credit card payments?

**Answer 5:** That is for each vendor to decide, the current District Attorney system only collects credit card payments.

**Question 6:** What is the vendor required to do for persons who cannot use a computer.

**Answer 6:** The RFP requires the vendor to offer a mail-in alternate solution.

**Question 7:** Are any payments due other agencies?

**Answer 7:** No.

**Question 8:** What is the anticipated ticket volume?

**Answer 8:** Approximately 30,000-40,000 traffic tickets are issued annually in the 19<sup>th</sup> Judicial District. Of these, approximately 10% (3000-4000) have historically been enrolled in diversion.

**Question 9:** Please describe the language review that will be required for Spanish?

**Answer 9:** Our linguist will review each site's commands and information on the website to ensure they are easily understood by a Spanish speaker. We are not reviewing for language purity or grammar. We are reviewing for readability and understandability. We will ask and work with vendors who have to make a few corrections of anything improper but any site requiring in the opinion of District Attorney evaluators a significant amount of correction will be disqualified from further consideration.

**Question 10:** How much time do applicants have to complete the online program?

**Answer 10:** 30 days followed by a second notice 30 day warning letter plus a 15 day postal letter grace period.

**Question 11:** How will you be notified of non-completions?

**Answer 11:** By a monthly report from the vendor. The monthly reports required of the vendor will also include a listing of completions, money received, and money disbursed. All of this is subject to audit by the Louisiana Legislative Auditor and our own auditors.

**Question 12:** Is there a bond requirement?

**Answer 12:** No.

**Question 13:** How should the vendor state their vendor fee, as a percentage or as a dollar amount?

**Answer 13:** Either, but if a percentage is provided it will be converted to a dollar amount for comparison across all RFP submissions.

**Question 14:** How are indigency cases handled?

**Answer 14:** Persons claiming indigency will make application through our diversion supervisor, Dusty Guidry. Dusty will notify the vendor via email to waive the fees in that case by reference to the citation

number. Based upon our current experience we would expect this to be less than 1% of all cases. Documentation of these waivers must be kept for audit reasons.

The Meeting ended at 10:35 a.m.

Mark Dumaine, RFP Coordinator