

# Frequently Asked Question (FAQ):

Below is a list of questions that vendors may have or that have been submitted to the Judicial Department. Please review these questions and their responses.

1. If my company has an existing contract or currently works with one or more Districts, am I required to reply to the RFQ?

Vendors with existing contracts that are not a result of one of the rounds of the Statewide Outpatient Request for Qualifications, must reply to the RFQ. All contracts for any of the Outpatient Services listed above will be replaced by awards from these solicitations.

2. Which Districts will this RFQ apply to?

This RFQ will be a statewide process and is intended to cover all Judicial Districts within the State of Colorado. The third round of the solicitation is intended to cover the 3<sup>rd</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>, 21<sup>st</sup>, 22<sup>nd</sup>, and 23<sup>rd</sup> Judicial Districts. However, vendors that serve any of the Judicial Districts may reply.

3. What if I provide services to Districts other than the 3<sup>rd</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>, 21<sup>st</sup>, 22<sup>nd</sup>, and 23<sup>rd</sup> and not to any of the above Districts? Should I reply to the RFQ?

With this round, all of the districts have now been represented. Regardless of the districts you provide services to, we ask that you participate in this round if you have not already done so. If there are future rounds of this solicitation, if you reply now and are awarded, you will not be required to reply again.

4. If I work with multiple Districts, do I need to reply to this RFQ multiple times?

If you received an award after your initial response to one of the rounds of this RFQ, then you do NOT need to respond again. If you did not receive an award and you have additional information or circumstances have changed at your company, then you may submit again.

5. What Districts were included in the 1<sup>st</sup> and 2<sup>nd</sup> round of this statewide RFQ process?

The first round of the solicitation covered the 1<sup>st</sup>, 2<sup>nd</sup>, 5<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup> Judicial Districts and the second round of the solicitation covered the 4<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, 14<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup>. However other districts were able to participate with the awarded contracts from these rounds. If you would like to submit for these Districts, or if you did not participate in the first or second rounds, please use an opportunity to reply in an open round.

6. I provide service to Districts that are not a part of this round, should I reply?

A vendor may reply to any round of this RFQ, regardless of which District it would like to work with, within the State of Colorado.

7. I provide service to some Districts that are a part of the initial rounds and to some Districts that are not a part of it, should I reply?

If you have not replied to either of the first two rounds, you will need to reply to this one. If you have replied and were awarded, you will not be required to reply again if you received an award. Failure to reply at all may lead to loss of business with that District.

8. I didn't reply to the RFQ during the round that covered the Districts I would like to work with. Is it too late to reply?

We ask that you respond to this round of the RFQ, even if it isn't intended to cover the Districts you would like to work with. Until you receive an award resulting from the round of the RFQ that you replied to, you may lose business. The schedule of each round is posted at the top of the Outpatient Services web page.

9. I have been awarded a Master Contract. Are Districts required to use my services?

No, once an award is made, the District may elect to enter into a participating addendum with any of the awarded providers but are not required to do so.

10. I have been awarded a Master Contract, am I allowed to contact Districts in an attempt to get them to use our services?

While you're not prohibited from reaching out to Districts, it is the Districts responsibility to determine which of the awarded providers they would like to do business with. A District may choose to work with or not work with any of the awarded providers.

11. What is the schedule of the RFQ rounds and when will the Districts that I would like to do business with be covered by the RFQ?

The schedule for this round will be posted at the top of the Outpatient Services web page. As the Judicial Department will publish any schedules as soon as it is aware of the exact time frames.

12. If I do not wish to reply to this RFQ, will this impact my relationship with the Judicial Department.

Districts are only permitted to work with vendors up to the Discretionary limit over a 5-year period.

13. How will vendors be notified when a District would like to add a Forum Participating Addendum?

Participating addendums in Forum resulting from the Master Agreements will not be required to be executed by both parties. However, the participating addenda will still show as contracts in the vendors contract page on Forum. For detailed instructions on how to use Forum please visit the [Forum home page](#).

14. Am I required to use the excel document attached to the RFQ to submit pricing?

Yes, pricing must be submitted using the excel document provided. You may add the description of services, unit of measure, price and extended price, but the excel document must be used. Please do not submit it as a PDF but as an excel document only.

15. I provide services not covered by this solicitation, such as polygraph, sex offender treatment or residential treatment, but not the services listed. Should I reply to this solicitation?

No, these services are covered and will remain covered by other solicitations and contracts.