



Corrections and Community Supervision

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Governor

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Acting Commissioner

Addendum 2 November 2018 Request for Applications (RFA) 2017-07 Community Based Residential Programs

SECTION 1. PURPOSE has been revised as follows:

DOCCS seeks to establish Community Based Residential Programs throughout New York State under the following general provisions and designated Catchment areas:

NOTE: Revised Catchment Areas, Award Information, Bed Ranges.

Catchment Area	Current Bed #	Male / Female	County	Award Information	New Bed #
1	30	M	Kings		10-30
1	30	M	Queens		10-30
1	30	M	Bronx		10-30
1	30	M	New York		10-30
1A	10	M	Kings		
1A	10	M	Queens		
1A	10	M	Bronx		
1A	10	M	New York		
2	15	M	Nassau	Awards Will Only be Made to Organizations that Can Also Include Client Group D in Their Bid Application	5-15
3	10	M	Albany		5-15
3	15	M	Albany		
3A	5	M	Albany		
4	10	M	Onondaga		5-10
5	15	M	Monroe		
5	20	M	Monroe		

Catchment Area	Current Bed #	Male / Female	County	Award Information	New Bed #
6	5	F	Kings		5-10
6	5	F	Queens		5-10
6	5	F	Bronx		5-10
6	5	F	New York		5-10
6	40	F	Kings, Queens, Bronx or NY		
7	15	M	Suffolk	Awards Will Only be Made to Organizations that Can Also Include Client Group D in Their Bid Application	5-10
7A	10	M	Suffolk		
8	12	M	Schenectady		5-12
9	10	M	Rensselaer		5-10
9	5	M	Rensselaer		
9	5	M	Columbia		5
10	20	M	Erie	NO AWARDS AVAILABLE IN THIS CATCHMENT AREA	
11	5	F	Suffolk		5
12	5	M	Dutchess	Awards Will Only be Made to Organizations that Can Also Include Client Group D in Their Bid Application	5
13	5	M	Warren		5
13	5	M	Washington		5
13	5	M	Saratoga		5
14	15	M	Broome	Awards Will Only be Made to Organizations that Can Also Include Client Group D in Their Bid Application	5-15
15	5	F	Nassau		5
15A	5	M	Nassau		5

Catchment Area	Current Bed #	Male / Female	County	Award Information	New Bed #
16	10	M	Westchester		
16	12	M	Westchester		
16A	5	M	Westchester	Awards Will Only be Made to Organizations that Can Also Include Client Group D in Their Bid Application	5-12
17	10	M	Oneida	Awards Will Only be Made to Organizations that Can Also Include Client Group D in Their Bid Application	5-10
17	10	M	Madison		5-10
18	5	M	Chemung	NO AWARDS AVAILABLE IN THIS CATCHMENT AREA	
18	5	M	Steuben		5
18	5	M	Yates		5
18	5	M	Schuyler		5
19	10	M	Orange	Awards Will Only be Made to Organizations that Can Also Include Client Group D in Their Bid Application	5-10
20	5	M	Oswego		5
20	5	M	St. Lawrence		5
20	5	M	Jefferson		5
21	5	M	Niagara	NO AWARDS AVAILABLE IN THIS CATCHMENT AREA	
22	5	M	Rockland		5
23	5	M	Chautauqua		5
23	5	M	Cattaraugus		5
23	5	M	Allegany		5
24	5	M	Ulster		5

Catchment Area	Current Bed #	Male / Female	County	Award Information	New Bed #
25	5	M	Wayne		5
25	5	M	Ontario		5
25	5	M	Livingston		5
25	5	M	Genesee		5
25	5	M	Wyoming		5
26	5	M	Sullivan		5

SECTION V. FINANCIAL REQUIREMENTS have been revised as follows:

NOTE: Revisions to Catchment Areas 1, 2, 6, 7, 11, 15, 15A and 16A.

In the New York State Grants Gateway, please complete *Attachment B-1 Expenditure Based Budget and the Budget Narrative Justification* sections ensuring that the completed budget provides the detailed funding required to support your proposed program annually. Narrative justifications should properly reflect each line item of the expenditure budget detail sheets. Please include any formulas used to calculate salaries, fringe benefits, non-personal service numbers, third-party revenue, indirect costs and all other funds.

ANNUAL COST

DOCCS will not consider any application with an annual cost per bed to DOCCS which exceeds:

- **\$23,000 in Catchment Areas 3, 4, 5, 8, 9, 12, 13, 14, 17, 19, 20, 22, 23, 24, 25 and 26**
or
- **\$24,500 in Catchment Areas 1, 2, 6, 7, 11, 15, 15A and 16A.**

If your proposed annual cost per bed to DOCCS is more than these levels, your application will be disqualified.

NOTE: New clause added to RFA.

PRICE ADJUSTMENT FOR CATCHMENT AREAS 1, 2, 6, 7, 11, 15, 15A and 16A:

Price shall remain firm for the first two years. Sixty (60) days prior to each anniversary date of the award, the Contractor may request a rate change (increase or decrease) based upon fluctuations in the latest published copy of the Consumer Price Index for all urban Consumers as published by the US. Department of Labor, Bureau of Labor Statistics, Washington, D.C. 20212 (Specifically—Shelter in New York-Newark-Jersey City, NY-NJ-PA, not seasonally adjusted). The index is also available through the Internet at the US Bureau of Labor Statistics web site at www.bls.gov.

Requests for increases are the responsibility of the Contractor. No retroactive adjustments will be allowed. All requested adjustments are subject to DOCCS' approval and funding availability. If during the time the Price Adjustment is requested, the above series ID is discontinued or not available, DOCCS reserves the right to implement another applicable index.

Price adjustments using the CPI involve changing the base per bed payment by the percent change in the level of the CPI between the reference period and a subsequent time period. This is calculated by first determining the index point change between the two periods and then the percent change. The price adjustment shall be calculated as follows. Take the CPI for the 3rd month prior to the month of the start date of the awarded contract and subtract this figure from the CPI value for the 3rd month prior to the anniversary date of the awarded contract. (e.g.: If contract begins in June, use the March CPI) That sum is then divided by the CPI value for the original 3rd month prior to start date and this result is then multiplied by 100 to equal the percent change which is the price adjustment value. This percentage of increase or decrease shall be applied to the next contract year, effective on the anniversary date of the contract. No increase may exceed five percent. The following example illustrates the computation of percent change:

Example (fictitious):

CPI for current period	136.0
Less CPI for previous period	129.9
Equals index point change	6.1
Divided by previous period CPI	129.9
Equals	0.047
Result multiplied by 100	0.047 x 100
Equals percent change	4.7

The Contractor has the sole responsibility to submit invoices at the adjusted rate on the applicable anniversary date. Should the Contractor fail to submit adjusted invoices within three (3) months after the applicable anniversary date, the Contractor shall be deemed to have waived its right to any increase in price for that year, but the State shall not be barred from making the appropriate adjustment in the case of a decrease determined in accordance with the above methodology.

SECTION IX. APPLICATION SUBMISSION has been revised as follows:

Pass/Fail Checklist - *Mandatory Requirements

NOTE: All items remain the same with the exception of this item.

- ✓ *Applicant must complete a budget summary worksheet detailing that the application does not exceed \$23,000 cost per bed/per year to DOCCS for Catchment Areas 3, 4, 5, 8, 9, 12, 13, 14, 17, 19, 20, 22, 23, 24, 25 and 26 or \$24,500 for Catchment Areas 1, 2, 6, 7, 11, 15, 15A and 16A. If the proposed annual cost per bed to DOCCS is more than these levels, the application will be disqualified

SECTION X. EVALUATION PROCESS has been revised as follows:

Cost Review

The Cost Review will consist of an evaluation of your program budget as detailed below:

Budget/Fiscal (20 points)

Programs failing to clearly line out and complete a comprehensive budget proposal (including expenditure based budget, coinciding budget narratives, indirect cost calculations and all other funds) may be disqualified.

The evaluation of the overall cost of each application will be performed as follows:

1. The proposal with the lowest cost per bed to DOCCS (excluding any proposed third-party revenue) in a Catchment area will receive 20 points. Other proposals in that area will receive points in direct proportion to the lowest cost/slot proposal in that area.
2. The cost of each proposal is determined by dividing the total proposed program cost to DOCCS (excluding any projected third-party revenue) by the number of proposed residential slots on any given day. For instance, if a program's total annual cost to DOCCS is \$100,000 for 5 beds, it is factored out to be \$20,000 per bed.

Contract Award

NOTE: New clauses added below.

DOCCS seeks to establish a Community Based Residential Program with the maximum number of beds in each designated Catchment Area. However, DOCCS will accept proposals for beds below the maximum, but within the bed range noted for each designated Catchment Area.

Awards will be made to applications with the highest total point allocation, contingent upon a successful site visit. The total point allocation is calculated by adding the sum of an application's score for the Program Review and its Cost Score Review. In the event there are two applications with the same highest total point allocation, the award will be made to the application with the maximum number of beds, contingent upon a successful site visit.

If an award is made to a proposal with beds below the maximum for the catchment area, DOCCS will consider additional award(s) in the area, necessary to fill up to the maximum number of beds, if funding is available.

DOCCS may not have sufficient funding to make an award in all Catchment areas, and DOCCS reserves the right to award more than one contract in any Catchment Area based on availability of services for Client Group D.

ATTACHMENT B. BUDGET/FISCAL (20 points) has been revised as follows:

Section G. Budget Evaluation

1. The proposal with the lowest cost per bed to DOCCS (excluding any proposed third-party revenue) in a Catchment area will receive 20 points. Other proposals in that area will receive points in direct proportion to the lowest cost/slot proposal in that area.
2. The cost of each proposal is determined by dividing the total proposed program cost to DOCCS (excluding any projected third-party revenue) by the number of proposed residential slots on any given day. For instance, if a program's total annual cost to DOCCS is \$100,000 for 5 beds, it is factored out to be \$20,000 per bed.

ATTACHMENT K. MANDATORY BUDGET WORKSHEET has been revised as follows:

NOTE: Language in the pink boxes has been revised as noted below.

Total from Cell F21			
Catchment Area # you are Bidding			
# of Beds in Catchment Area (CA)			
Divide Total (Cell F21) by # of Beds in Catchment Area		Equals Cost Per Bed/Per Year	MUST NOT EXCEED \$23,000.00 or \$24,500 per bed/per year as shown below
DOCCS will not consider any application with an annual cost per bed to DOCCS which exceeds:			
<ul style="list-style-type: none"> • \$23,000 in Catchment Areas 3, 4, 5, 8, 9, 12, 13, 14, 17, 19, 20, 22, 23, 24, 25 and 26 or • \$24,500 in Catchment Areas 1, 2, 6, 7, 11, 15, 15A and 16A. 			

All other terms and conditions of the RFA remain the same.

Applicants are responsible for any changes to the posted opportunity or associated documents and should monitor the Grants Gateway for notifications and the following Web sites for posted updates or information:

- NYS Contract Reporter: <http://www.nyscr.ny.gov>
 NYS DOCCS' Web site: <http://www.doccs.ny.gov/RFPs/rfps.html>