

**NYS DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION
IFB 2019-01 PSYCHOLOGICAL EVALUATIONS OF APPLICANTS
QUESTIONS AND ANSWERS**

APRIL 5, 2019

1. How often do you anticipate the need for the Psychologist to testify/appear in court?
 - a. For the 2018 calendar year we have not had any Psychologists testify or appear in court that I am aware of. However, affidavits have been supplied by the vendor to the courts on some cases.
2. What percentage of exams will take place downstate (NYC Metro) and what percentage will take place upstate?
 - a. All written Psychological exams are held in Albany. Psychological Interviews conducted by the vendor's Psychologists for the 2018 calendar year were NYC – 24%, Albany 43% and Rochester – 33%.
3. P. 38, section 6.2 Can the department provide an anticipated percentage of evaluations that will be required geographically, in each location i.e. Albany, Rochester and New York City?
 - a. Psychological Interviews conducted by the vendor's Psychologists for the 2018 calendar year were NYC – 24%, Albany 43% and Rochester – 33%.
4. What percentage of the annual volume typically results in the need for expert testimony?
 - a. For the 2018 calendar year we have not had any Psychologists testify or appear in court that I am aware of. However, affidavits have been supplied by the vendor to the courts on some cases.
5. Would the department consider a separate testimony fee?
 - a. No.
6. Who is the current provider/contractor of the psychological evaluation services as outlined in this RFP?
 - a. The current Vendor is Law Enforcement Psychological Services.
7. What are the current rates charged by the current contractor per candidate?
 - a. You will need to submit a FOIL Request at:
<http://www.doccs.ny.gov/foil.html>
8. Clarification needed: page 32, Item 5.5.1, Point b indicates that the "Schedule of Fees" is SEPARATE in packaging from the Required Forms and Addenda, but Page 30, Item 5.4 indicates that the Required Forms and Addenda should be packaged with the "Schedule of Fees" – please clarify.
 - a. The Schedule of Fees should be in a separate sealed envelope from the technical proposal. Both can be mailed within 1 shipping package.

9. Page 31, Item 5.5 – is there a contact name we can include in the submission address? Is there a Suite # or Room #? **No**
 - a. **Yes, the designated contact: Marla Henriquez**

10. Page 33, Checklist – if the proposer has an up-to-date online VendRep Certificate, may that be inserted instead of the paper Vendor Responsibility Questionnaire?
 - a. **Yes, paper is not required if certified online.**

11. Page 36 – clarification needed – since the mandatory forms and documents are to be packaged in 2 complete original sets and two exact copies, are these to be housed in a separate envelope, separate from BOTH the Fee Schedule AND the technical (the Technical is to have 2 originals and 5 exact copies) – does this also mean that the Forms would have their own pdf on the flash drive separate from the Technical and Fee Schedule?
 - a. **Please refer to the response in question #6.**

12. Appendix C, Item D – is all the Good Faith Effort Documentation to be submitted with the Proposal or upon contract award?
 - a. **You are required to submit the MWBE and EEO Policy Statement with your bid.**

Are there any specific forms to be used in addition to the 5 point items listed in Appendix C, Item D?

 - a. **Forms for Item D will only be required by the awardee.**

13. Appendix C – Part C—Form EEO 100 Staffing Plan – is this required with the Proposal or upon contract award?
 - a. **Yes, it is required with the proposal.**

14. Attachment 2 Required Legal Forms – Non-Disclosure Form - Point 3 Contract # and Point 11 – Should we assume this info will be entered by The DOCCS upon award of the contract? If not, what information should we enter?
 - a. **Yes.**

15. Attachment 2 – form NYS Businesses – “attach identifying information” – can you provide more information on what is required?
 - a. **You must check Yes or No on the form. If yes, you must identify the businesses utilized.**

16. Page 15, 3.9 – please confirm or clarify that the Utilization Plan (Form M/WBE 100-G) and Staffing Plan (Form EEO 100) are due only AFTER contract award.
 - a. **The staffing plan is required with your proposal. The Utilization Plan is required if you answer yes to question number 8 on the Diversity Practices Questionnaire.**

17. Page 32 5.5.1b, Reference is made to page limitations, but we were unable to locate specific page limitations stated elsewhere in the RFP, can you please clarify the expectation.
- a. Please refer to RFP 2019-01, page limitations are only required in the sections/items indicated.
18. The RFP description regarding locations on page 1 of 5 website description page “Contracting Opportunity” states: Location: “Albany, New York City, Rochester, others TBD”.
- Does NYC mean all 5 boroughs?
- a. Yes, and each candidate has the opportunity to choose between the three locations at which their Psychological Interview will be conducted.
- When will TBD locations be determined? (As completion of required Form A is dependent on location information)
- a. If the Department feels that there is a need for additional locations to conduct Psychological interviews a location will be determined at that time.
19. The Diversity Questionnaire on page 2, point 8, refers to filling out a Utilization Plan if your answer to point 8 is yes; however, there is no Utilization Plan attached to the Diversity Questionnaire and none on the website or in the RFP, are we to assume the Utilization Plan is to be completed upon award?
- a. The Utilization Plan form is located at the following website: <http://www.doccs.ny.gov/RFPs/rfps.html>
20. Would the contractor be able to utilize telehealth technology to perform the clinical interviews?
- a. Not at this time.
21. Page 32, 5.5.1 g) Response to RFP Requirements: is “read and agreed” to be follow each Section and subsection in Section 5.
- Are there additional Sections and subsections that “read and agreed” is to follow?
- a. Only where indicated.
- Does our submission need to include the RFP or is it preferable to reiterate the terms as stated in the RFP and then state “read and agreed”?
- a. While not required you have the option to do so.
22. Will NYS permit the use of televideo remote face-to-face structured clinical interviews assuming the psychologists are all licensed in NY?
- a. Not at this time.
23. Will NYS permit the use of online testing or is in-person paper/pencil proctored group testing required?
- a. The use of online testing is not permitted at this time. Written psychological tests and questionnaire(s) including in-person paper/pencil proctored group testing are required and will be provided and administered to each applicant by the contractor as part of the initial applicant screening procedures.

25. Is a bidder disqualified or penalized in anyway if they were to bid using a newly incorporated business (i.e. not in "continuous operation for at least the past 3 years"), or could the collective work history of the individual New York licensed psychologists meet this requirement? We all have extensive experience in this domain.

a. The organization must have continuous operation for at least the past 3 years psychologically evaluating law enforcement candidates.

26.4. Are there any requirements, or added competitiveness of a proposal with regard to having New York Office addresses/locations?

a. There are no requirements for an organization to have New York State Office addresses/locations.