

Question #	Section Name	Question/Comment for RFP	Response for RFP
1	Section V, Page 7	the RFP is looking for organizations to carry out these very specific classes at each facility? As in, does the proposal need to carry out these exact "Scope of Services" at each facility?	<i>Yes, the RFP describes the scope of services that is expected for each facility. The vendor's proposal content should demonstrate how the vendor intends to provide the services that are expected for each facility.</i>
2	General	Did NYS or the DOCCS come up with the titles and descriptions for these classes specific to each facility?	<i>Yes, the class titles were based on programs previously offered in correctional facilities throughout the state for creative arts and theatre programs. The descriptions of the classes were based on research conducted by the Department regarding the practices of community creative arts and theatre programs.</i>
3	General	Curious how those originated, and how an arts education organization can come up with something with a tentative 4/1/19 start date.	<i>The current contract expires on 3/31/19, if a new contract is not approved by the Office of the State Comptroller, we may require an extension with the current contractor.</i>
4	2 d-g	Regarding job titles, functions, staff qualifications and schedules. Do these questions apply to our staff and/or our 25 teaching artists. Do you need resume's for each one?	<i>Yes, the questions apply to all vendor staff and teaching artists that will provide the services in the facilities. Individual resumes are not required to be submitted with the proposal. The vendor must assure that individual resumes are maintained by the vendor to verify the related experiences of the staff that have been selected by the vendor.</i>
5	Overview Question #1	How many volunteers currently provide services for the programs detailed in this RFP?	<i>Under the previous contract, there were 43 volunteers that were registered to provide the services to the Creative Arts and Theatre Programs provided to facilities.</i>
6	Relevant Proposal Section IV Minimum Bidder Qualifications	If an organization satisfies the second pre-requisite "Related programs for convicted felons" and the fourth pre-requisite: "The bidder will be expected to have the financial stability and organizational capacity, as well as the legal authority and integrity to enter into a contract with New York State" would said bidder satisfy the terms of the RFP to be an eligible organization to bid on RFP 2019-02?	<i>Yes, if the bidder has a minimum of five years of experience in (1) professional arts and education, or (2) programs related to the arts for convicted felons, or (3) community based professional arts and education programs, and provide qualifications for providing such services.</i>
7	V. Scope of Services	Regarding the programs detailed throughout the SCOPE OF SERVICES, must the successful bidder deliver all the programs that are listed in Proposal Section "V. SCOPE OF SERVICES"?	<i>The RFP describes the scope of services that is expected for each facility. The vendor's proposal content should demonstrate how the vendor intends to provide those services that are expected for each facility.</i>

8	V. Scope of Services	Regarding the programs detailed throughout the SCOPE OF SERVICES: Are the programs listed in Section V. SCOPE OF SERVICES currently in existence? Will the successful bidder manage the programs listed in Proposal Section – V. SCOPE OF SERVICES or will the successful bidder create the programs that are listed?	<i>The programs detailed in the scope of services have been provided for by the vendor of the previous contract for the facilities of Bedford Hills, Fishkill, Green Haven, Sing Sing and Woodbourne. The services were not provided at Taconic during the previous contract as this is a pilot program beginning with the start of the new contract. The vendor's proposal content should demonstrate how the vendor intends to provide those services that are expected for each facility.</i>
9	General	What is the estimated number of inmates to be served for each of the CF's? <ul style="list-style-type: none"> • Bedford Hills • Fishkill • Green Haven • Sing Sing • Taconic • Woodbourne 	<i>The estimated number of inmates to be served for each facility is as follows:</i> <i>Bedford Hills 25-30</i> <i>Fishkill 20-30</i> <i>Green Haven 25-35</i> <i>Sing Sing 50-70</i> <i>Woodbourne 25-35</i> <i>Taconic 10-20</i>
10	V. Scope of Services	Is a contractor currently delivering and/or managing the programs listed in Proposal Section – “V. SCOPE OF SERVICES”? If so, what is the name of the contractor?	<i>You can FOIL this information from the Department of Correctional Services and Community Supervision.</i>
11	Page 37 Records and Reporting Requirements	Provide the plan to maintain case records for each program participant, including the following: a) Individual assessments b) Progress notes Individual assessment and progress notes have never been required in the correctional facilities in which the current vendor operates. Can you clarify what characteristics should be assessed, and at what level of detail? We would welcome the opportunity to do this, however, it would require a considerable investment in time for our teaching artists and administrative staff.	<i>Individual assessments refer to the criteria used by the vendor to select participants for the program, and the criteria that is used by the vendor for removal of an individual from the program.</i> <i>Participant progress note characteristics include attendance/punctuality, interest in program, effort and initiative, attitude towards peers, attitude towards authority figures, follows rules and safety practices, ability to follow directions, quality of work, displays self-control, and other characteristics that will be used by the vendor to determine the participant's progress.</i>