

RFP 2019-09 Official Responses to Questions

Question #	RFP Section Name	Page	Questions Received in Writing	Posting Date/Responses to RFP #2019-09
1	Organizational Structure	10	On page 10 of the RFP, in the Organizational Structure section, it is stated that bidders must provide qualifications for providing family services and nursery programs . Is it expected the nursery services will be part of either component?	No. This is an error in the RFP. Nursery services are NOT part of either component of this RFP. This correction will be part of Addendum 1 which has been posted in the NYS Contract Reporter and the DOCCS website.
2	Procurement Rights	34	On page 34, point H, it is stated that if the contractor is not able to start the program on June 1, 2019 , DOCCS has the right to withdraw its award. Should this be October 1, 2019 ?	Yes. This is an error in the RFP. Contractor must be able to start the program on October 1, 2019 . This correction will be part of Addendum 1 which has been posted in the NYS Contract Reporter and the DOCCS website.
3	Scope of Services	8	On page 8, the RFP states that the Department anticipates awarding two contracts. Does that mean two contracts in total (one per component) or two contracts for each component (which would be a total of 4 contracts)?	The Department anticipates awarding two contracts (one per component).
4	Scope of Services	7	Is there a cap amount that can be requested in funding for either component?	No. The contracts will be awarded on a best-value basis which takes both cost and program content into consideration.
5	Attachment C – Cost Proposal Form		Is there a limit or cap for administrative expense that can be requested (such as 10 or 15%)? If so, what is the cap? And is	In terms of administrative expenses in the context of EO 38 see RFP page 15. EO 38 puts a 15% cap on administrative expenses for covered providers. Not

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			<p>the percentage calculated on the subtotal of the other budget line items or is it calculated as the total amount requested?</p>	<p>all providers are covered providers and there is an EO38 Covered Provider Determination Worksheet on the EO38 website. The links are on page 15 of the RFP. In terms of indirect costs: The State will only reimburse its fair share of allowable costs. The items of expense included in the allocation to the state contract must be allowable and not of the same nature as those charged as a direct cost to the contract. The method used to allocate indirect expenses must be documented, accurate and common to all programs. The period being used to determine allocable indirect costs must be appropriate for the contract period. The indirect cost % on the Expenditure-Based Budget worksheet is calculated as follows: The total of Column B (Indirect Cost) divided by the total of Column A (Budget-Direct Costs).</p>
6	MWBE Utilization Plan		<p>Regarding the % of overhead/admin. expense that is spent with MWBEs – should this be calculated for this program or for the agency?</p>	<p>The percentage should be calculated for this program.</p>
7	Scope of Services	9	<p>On page 9, it is stated that “the department will provide space and security coverage for programs... between the hours of 8:00am-6:00pm” – does this mean programming must be offered during these times? Are these the preferred times or mandated times? Can evening programs be offered?</p>	<p>Programming must be offered during these times. No programming can be offered in the evening.</p>

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8	Scope of Services	7	Do we need to indicate when we would provide programming or can we be flexible to meet the times that work best for the correctional facility?	Programming can be flexible.
9	Minimum Bidder Qualifications	6	It is stated that the cover letter must include the name of the principal of the company responsible for this contract: does this mean the President & CEO of our organization?	Yes, it is usually the President & CEO of the organization.
10	Requirements	12	It appears that the MWBE goals for this contract are 0% -- is this accurate? If so, it appears that we still need to submit all the MWBE forms – is that correct?	Yes. The MWBE goals for this contract are 0%. The MWBE forms must still be submitted.
11	Proposal Content	39	Can you please provide additional information about the training of DOCCS staff (page 39) – are there expectations as to how often this will occur, how many staff need to be trained, etc.?	The expectation is that training would be provided to staff 1-2 times per year. Facilities have monthly training days and the number of attendees at these sessions varies greatly.
12	Attachment E	36	Can you please confirm that we should follow Attachment E regarding the forms that need to be submitted with the RFP and those that will be required after an award is made?	Attachment E is accurate in terms of the Legal Required Forms to be submitted before and after an award is made. See page 36 of the RFP for the complete list of everything needed with the proposal submission including the Bid Submission Checklist, Application Cover Sheet/Cover Letter and signed copies of all addenda released for this RFP.
13	Proposal Content	39	For the training of the Albion Correctional Facility staff, is it up to the applicant to determine the length, frequency, and depth	The applicants would consult with the facility Executive team to determine the length, frequency and depth of the training. The work to be done will be designated by Education staff.

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