

**OFFICIAL QUESTIONS & ANSWERS
RFP 2019-13
PREA EMPLOYEE TRAINING CURRICULUM**

Page. 6 IV - Minimum Bidder Qualifications, Section B.

- ✓ **Must the company have experience producing training videos in the correctional setting or experience producing training videos in general?**
- ✓ *Must have experience providing training in a correctional or a law enforcement setting and general experience in producing training videos. This can be from one project or multiple projects.*
- ✓ **Is there a particular type of training video that is preferred? i.e. interview style, graphics heavy, etc.**
- ✓ *In response to another question, DOCCS is sharing links to the Inmate Educational Films currently in use. The staff training film should be of similar quality and appearance. A mix of content types is appropriate.*
- ✓ **How would DOCCS prefer the contractor provide examples of prior experience? Internal training modules & videos tend to be proprietary and aren't allowed to be shared.**
- ✓ *We require a minimum of three corrections or law enforcement reference letters.*

Page. 7 V. Scope of Services

- ✓ **Will each training session be two hours per location? If not, please note how long each session will be.**
- ✓ *DOCCS has allotted up to two hours of classroom time for the PREA Refresher training every two years. The product should have a maximum teaching length of 2 hours.*
- ✓ **Is there a minimum number of focus groups that need to be facilitated?**
- ✓ *Multiple focus groups will be required.*
- ✓ **Approximately how long would DOCCS like the short film to be?**
- ✓ *The film should be a minimum of 20 minutes and a maximum of 30 minutes after final editing.*
- ✓ **To confirm, there will be a total of (2) train-the-trainer sessions, correct?**
- ✓ *The RFP specifies two train-the-trainer sessions, one at Albany Training Academy and the second at Willard Drug Treatment Campus.*

- ✓ **How many participants will be expected in each train the trainer session?**
- ✓ *We anticipate approximately 75 trainers at each session.*
- ✓ **Please share the links to the most recently used training videos.**
- ✓ *The training films can be found on our website under "PREA Education" at the following link: <http://www.doccs.ny.gov/PREA/PREAinfo.html>*
- ✓ **What did & didn't you like about the previous videos and training modules?**
- ✓ *The scope of the new project is considerably different from the Inmate Orientation film. The two biggest lessons learned from that project were 1) ensure that the final product can be updated as Standards interpretation or policy evolve and 2) the film should be a training tool that is used as a part of a larger curriculum.*
- ✓ **Which classification of staff will be included in the focus groups (Line staff, Management, Administrators, Executive Team)?**
- ✓ *It is appropriate to hold multiple focus group sessions with staff at all levels within the facility structure.*
- ✓ **Have staff received any prior training on Trauma Informed Care?**
- ✓ *Some staff have received training in Trauma Informed Care, however, this varies by facility and title.*

Page. 13 Encouraging Use of NYS Subcontractors and Suppliers

- ✓ **Will utilization of subcontractors from outside of New York State be viewed unfavorably?**
- ✓ *No*
- ✓ **Approximately how long is the orientation process?**
- ✓ *The length of the orientation for per diem and non-departmental employees varies based upon level of inmate contact and independence on site. It is anticipated that the orientation for the team working on the staff training project is likely to take approximately one hour and no more than three hours.*

Page. 13 DOCCS Dept. Directives

- ✓ **All people working on the project must participate in Orientation. What facility will the Orientation be held?**
- ✓ *Orientation will occur at the facility selected for the focus groups and/or filming.*

- ✓ **Is it possible to participate in the orientation and any other trainings online or via video streaming service?**
- ✓ *Orientation is only for those staff who will be conducting on-site work and will occur at the site.*

DOCCS Policies Implementing the Prison Rape Elimination Act (PREA)

- ✓ **If a subcontractor is currently certified in PREA training, do they need to go through training again?**
- ✓ *Yes, they must attend the DOCCS' orientation training and any other mandatory PREA training that is provided during the course of the contract.*
- ✓ **Is there a particular PREA certification that is preferred for the contractor or subcontractors?**
- ✓ *Although not required, the contractor should clearly document the PREA certification level of any staff directly involved in the project.*

General Questions:

- ✓ **What is the current population at each facility; staff and inmates? Please include staff to inmate ratio.**
- ✓ *DOCCS currently houses approximately 44,500 individuals at 52 facilities, supervises nearly 36,000 parolees, and approximately 29,000 employees (19,500 uniformed staff). Correctional Facilities size and mission varies greatly with populations ranging from as small as 14 up to approximately 2,200 as of this date. DOCCS does not staff by ratio. See the Department's fact sheet for further related information at <http://www.doccs.ny.gov/FactSheets/PDF/currentfactsheet.pdf>*
- ✓ **Is there an incumbent for this project?**
- ✓ *No*
- ✓ **What company produced the previous videos & training modules?**
- ✓ *The Moss Group, Inc.*
- ✓ **What was the budget for the previous project?**
- ✓ *The budget for the inmate orientation film project is not an appropriate guide for the current project. While certain elements were similar, this project will be different.*
- ✓ **Please share the budget parameters for this project?**
- ✓ *This is a competitive bid, vendors should propose the cost.*

Signature of Bidder: _____ Date: _____