New York State | Corrections and Community Supervision

Issued:	February 3, 2023
Questions Due:	February 15. 2023 by 3 pm EST
Answers to Questions:	On or about March 1, 2023
Response Due Date:	March 15, 2023 by 3 pm EST

1.0   INTRODUCTION

The New York State Department of Corrections and Community Supervision (DOCCS), guided by the Departmental Mission, is responsible for the confinement and rehabilitation of approximately 31,000 individuals under custody held at 44 state facilities.

The Contract Procurement Unit (CPU) for DOCCS is seeking information from vendors who provide a complete Computer Coding Instructional Program to provide Information Technology employability skills to DOCCS' incarcerated population.

2.0   PURPOSE

The purpose of this RFI is to acquire information regarding the interest and capabilities of vendors that can provide a complete Computer Coding Instructional Program. The purpose of this service is to prepare incarcerated individuals for meaningful well-paying employment in the Information Technology employment sector.

Interested entities experienced and capable of providing complete Computer Coding Instructional Program should respond to this RFI by sending the information requested in Section 4 and Attachment A.

This RFI is an inquiry only. No contract or agreement will be made from the results of this RFI.

Responding to this RFI is entirely voluntary and will in no way affect DOCCS' consideration of any proposal submitted in response to a subsequent solicitation.

3.0   INQUIRIES

All inquiries shall be sent via email to the following address: DOCCScontracts@doccs.ny.gov, please include "RFI #____2023-03____" in the subject line of your email. **Inquiries are due by 3pm on February 15, 2023.**

This is not a bid. Please do not request bid documents.

4.0 INFORMATION REQUESTED

- DOCCS is seeking a comprehensive computer coding program for four of its facilities. After completion of the program, students should be placed in employment in the IT industry immediately upon their release to the community for a minimum of six months. This employment should include work experiences and mentoring that builds upon the knowledge gained in the classroom and further prepares students to become full-stack developers.
- Provide information on, including partnerships with IT organizations that can meet or exceed the post-release employment and career development requirements for this program.

Responses should include the following requested information:

4.1   Description of Program Requirements: Documentation should be provided that is descriptive of the functions supported by the program. Existing service and product literature and prepared marketing materials may be included; however, this information is less useful than a more detailed user and technical document. Please include information on the following, where applicable:

- Provide complete computer coding program at four New York State Department of Corrections and Community Supervision (DOCCS) facilities for up to 80 students per year for two years for a total of 160 students.
    - o Program should include comprehensive curriculum that includes industry recognized computer coding languages that will prepare students to become full-stack developers.
    - o Curriculum should include but is not limited to building an application, user interface design, logic design, code writing, testing, and designing system architectures via back-end or front-end development.
    - o Curriculum should include but is not limited designing, developing, testing, and maintaining computer software systems.
    - o Curriculum should include soft skills training for resume writing, employability skills, and communication skills.
    - o Curriculum should include life skills training for career readiness, leadership development, financial literacy, physical wellness, emotional wellness
- Curriculum will be delivered through closed network system.
- All aspects of the delivery of the program, including technical, equipment, software, internet, and infrastructure, must meet DOCCS minimum security requirements.
- Provide certifications that document student learning.
- Regardless of remote or in-person instruction, student to instructor ratio must not exceed 27 to 1.
- Regardless of remote or in-person instruction, instructor should be available during class time to provide individualized support for students on a one-to-one basis as necessary.
- Provide paid on-the-job training that includes employment mentoring and technical support for a minimum of 90% of completing students in the computer coding field upon release to the community for minimum of six months.

4.2   Description of Technical Design: Respondents should provide information about overall system design including, as applicable, the following:

- a) Hardware Requirements and Specifications
- b) Operating system/software environment
- c) Physical security features
- d) Detailed network requirements and protocols
- e) Data Security protocols
- f) Database environment and storage
- g) Description of the user interface, including screens for all functions of the system
- h) Description of the installation process

i) Description of application security and auditing features
j) Detailed interface requirements
k) Enhancement, updates and bug fix process

4.3 <u>Description of Service, Product Support and Maintenance:</u> Respondents are requested to comment on the following where applicable:

a) Computer Equipment
b) Server Equipment
c) Security Equipment
d) Network Equipment and Installation Materials
e) Audio & Video Equipment
f) Software Equipment
g) Instructional Staff
h) Program Management Staff
i) IT Support Staff
j) Manuals
k) Onsite and Offsite training
l) Helpdesk Operations
m) Frequency and acquisition of upgrades
n) Warranty, returns and exchanges

4.4 <u>Estimated Charges - Pricing:</u> As this document is an RFI, cost can only be estimated. Information on charges will be used for budgeting and planning purposes only – this is not a bid opportunity. All pricing assumptions should be identified including any initial costs, yearly costs, quarterly costs, hourly costs and recurring costs.

4.5 <u>Delivery of Service</u>

Respondents are requested to comment on the following, where applicable:

a) How long does infrastructure take to install if required?
b) How soon does the program become available to administer?
c) How will program be administered? In-person? Remotely?

Responses should also include the completion of Attachment A which requests specific information regarding the following:

- Part 1 – Business Information
- Part 2 – Experience
- Part 3 – Specific Questions
    a) How are student records maintained?
    b) Does DOCCS get a copy of student records?
    c) Does vendor provide periodic student progress reports?
    d) How are student progress issues addressed?
    e) How will employment directly in computer coding related IT positions be provided?

f) What percentage of students completing the program are hired in computer coding IT positions?
g) How long after release before a student is hired?
h) System Administration
i) Security
j) Software Licensing
k) Software Updates
l) Specialty Services
m) Support
n) Located in NYS?
o) Licensed in NYS?
p) Distinguishing Characteristics

This RFI invites input and ideas on such services as well as rough cost estimates. Interested entities experienced and capable in providing such product/services should respond to this RFI by sending the information requested in this section and completing Attachment A.

This RFI is an inquiry only. No contract or agreement will be made from the results of this RFI. Responding to this RFI is entirely voluntary and will in no way affect DOCCS' consideration of any proposal submitted in response to a subsequent solicitation.

5.0   INDUSTRY DAY
DOCCS may host an Industry Day meeting for vendors that have an interest in having their products considered for use in its correctional facilities. The date and time of this meeting will be announced later based on the responses received from this RFI.

6.0   SUBMISSION OF RESPONSE
A point of contact for each respondent should be provided, including name, address, email, and phone number. Responses should contain the information requested in Section 4 and submission of Attachment A is required.

Responses can be emailed or mailed.

Emailed responses should be labeled as "RFI # 2023-03 Computer Coding Program in the subject line of the email and sent to: DOCCSContracts@doccs.ny.gov

Mailed Responses should be labeled as "RFI # 2023-03 Computer Coding Program" and addressed to:

NYS Department of Corrections and Community Supervision
Support Operations – Contract Procurement Unit
Attn: CPU – Darlene Weed
550 Broadway
Menands, NY 12204

Responses are due by 3:00 pm on March 15, 2023.

Responders to this RFI will not be precluded from responding to a future solicitation.

7.0   RFI RESPONSE CLARIFICATIONS

DOCCS may seek additional information (clarifying or otherwise) regarding any of the respondents' services following the receipt of the RFI responses. Information may be sought via telephone or email communication.

8.0   DISCLAIMER

This RFI is not a contract offer and it is not an open solicitation for any services but rather an informational inquiry by DOCCS. This RFI does not commit DOCCS to award a contract, pay any costs incurred in preparing a response, or to procure or contract for services or supplies. Qualified entities are encouraged to respond to this RFI; however, failure to submit a response will not impact a respondent's ability to submit a response to any future competitive solicitation process (if any) for projects. Respondents are advised that all costs associated with responding to this RFI will be solely at their expense. There are no representations or warranties regarding the accuracy or completeness of the information contained in this RFI. Respondents are responsible for making their own evaluation of information and data contained in this RFI and for preparing and submitting responses to this RFI.

10.0   PROCUREMENT LAW

Since this is not a solicitation that will result in a contract, it does not fall under procurement lobbying law; therefore, there is no restricted period.