

RFP 2024-11 Official Responses to Questions

Question #	RFP Section Name	Page	Questions Received in Writing	Posting Date/Responses to RFP #2024-11
1	XI. Proposal Content. A. Mandatory Requirements (Pass/Fail)	36	Since our program does not include a facilitator to conduct groups and programs on-site, does this disqualify us?	<p>Yes: Proposer must have a minimum of five (5) years' experience operating rehabilitation and/or re-integration programs preferably with special needs populations or</p> <ul style="list-style-type: none"> • Related programs for convicted felons; or • Working with families involved with the criminal justice system
	XI. Proposal Content	39, 42		<p>Component #1 Life Skills - The Life Skills Program will be delivered by the Contractor's staff who will provide the services at Albion Correctional Facility. Workshop facilitators/instructors must collaborate with department staff regarding screening, monitoring, pre- and post assessments and evaluation of services.</p> <p>Component #2 Parenting Program - The Parenting Program will be delivered by the Contractor's staff who will provide the services at Albion Correctional Facility. Workshop facilitators/instructors must collaborate with department staff regarding screening, monitoring, pre- and post-assessments and evaluation of services.</p>
2	VII. Administrative Information.	18	It appears that only one cost proposal for the provision of both the Life Skills and Parenting Skills programs (for year 1) needs to be provided – Is that	Only 1 cost proposal for the provision of both the Life Skills and Parenting Skills programs (for year 1) needs to be provided

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			correct? We want to confirm that it is a combined budget for both components and there we are not required to provide a budget for each component.	
3	VI. Requirements	11-12	Please provide clarification about the MWBE requirements – on page 11 the RFP says that DOCCS establishes an overall goal of 0 percent for MWBE participation, but on page 12 of the RFP it is stated that “The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be 25% of the total value of the contract. Is the MWBE requirement zero or 25%?	This RFP has an overall goal of 0 percent for MWBE requirements.
4	XI. Proposal Content	35-44	Is only one set of mandatory documents required for both components?	Yes – Only one set of mandatory documents required for both components.
5	IX. Legal Required Forms	33	On page 33, the RFP states the Upon notice of tentative award, bidder is required to submit an MWBE Utilization Plan – does this mean there is an MWBE requirement, and if so, what is the percentage?	No - the MWBE goals are 0 percent. This form is used for informational and statistical purposes about MWBE Subcontractors/Suppliers the vendor intends to use to perform the contract.

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6	XI. Proposal Content.	37	Can you please confirm that only one technical proposal that covers both the Life Skills and Parenting Skills components is required? A past RFP required two separate technical proposals – we want to confirm that this is not required in this RFP and that only one technical proposal is needed.	Yes - only one technical proposal that covers both the Life Skills and Parenting Skills components is required.
7	XII. Proposal Submission	44	Please confirm that only a hard copy proposal (as described on page 44) is required and that there is no electronic submission.	Yes - only a hard copy proposal (as described on page 44) is required and that there is no electronic submission.
8	I. Overview.	5	Will this funding replace existing parenting programs at Albion (Basic Skills Parenting and Family Ties), or is it intended to supplement existing parenting programs?	This funding will NOT replace existing Basic Skills Parenting and Family Ties programs.
9			Does Albion have an existing provider offering Life Skills to the women?	Yes – Volunteers of America Upstate New York
10			How much funding is available through this RFP?	RFP 2024-11 is an open competitive opportunity. Proposals will be evaluated for cost and program content (Best Value) to the State of New York.
11	V. Scope of Services XI. Proposal Content	10 37-42	What are the available modules (AM/PM/Evening) for providing the curriculum, and how many days per week? Will vendors have the ability to offer services either during the week or on weekends?	Available modules are AM/PM and EVE. Vendors will have flexibility, weekends are less typically for services to be provided but the final schedule will be worked out directly with the facility.

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12	XI. Proposal Content	37-42	Could the parenting program be longer than 10 sessions?	Yes but the curriculum and length would need to be pre-established and submitted at the time of bid.
13	XI. Proposal Content	35-42	Can any additional services be included in our proposal, such as supporting children's visits to their moms?	As long as they directly tie into the curriculum and/or can be demonstrated as applicable to the scope of work.
14	XI. Proposal Content	35-40	Are any curricula required or recommended for the Life Skills Component, or can it be chosen by the applicant?	Curricula is required, as a structured format must be used with measurable goals and outcomes. The life skills component must be applicable to the scope of work and program goal but there is flexibility for the bidder within those parameters.
15	XI. Proposal Content	40-42	Are any curricula required or recommended for the Parenting Component?	Please see above- the curricula must satisfy the scope of work.
16	XI. Proposal Content	37-42	Are you expecting the same women to complete both components sequentially? Or do the components/curricula operate separately?	The same participants would be expected to complete both components.
17	XI. Proposal Content	37-42	How many women is the provider expected to serve per year?	That varies. The bidder should submit how many participants they anticipate their program will serve annually.
18	XI. Proposal Content	38-43	Could you provide more information on the scope of the DOCCS staff training that the provider is expected to provide? Is it just for Albion staff, or is it for DOCCS staff across facilities?	That also varies. The bidder should put together a plan that they anticipate meets the Department's need for a training as it relates to the scope of work and program goals.

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19	XI. Proposal Content	38-43	How much time per session and how many sessions would be permitted for the vendor to provide training to DOCCS staff?	Again, the vendor would need to determine what they would require in order to put forth a successful program. Programs typically one for one module. One program module is typically ~2.5 hours. Sessions can occur daily, weekly, etc.
20	XI. Proposal Content		Who is responsible for recruiting participants? Is this the responsibility of DOCCS or of the provider?	This would be a combined effort. For example, the facility would promote the program throughout the facility, but they may use posters or pamphlets produced by the provider.
21	V. Scope of Services	9	Is there an office space within the Albion Correctional Facility that would be provided? If yes, would you be able to tell us more about the size of the office and the general state of it (renovations needed, air conditioning/heating provided, etc.)?	There is no separate office space. Program would run in a classroom in the program building,
22	XI. Proposal Content	38-43	How often is the Contractor expected to provide the trainings to DOCCS staff? Would it be a group or individual setting?	This would be dependent on the type, style, format of the training proposed by the provider.
23	XI. Proposal Content		Is there a maximum start-up cost amount? Could the increased travel cost of setting the new office space be added to the Start-up cost?	There is not a maximum start-up cost. The provider will need to create a budget, including all their anticipated costs and submit that as their proposed contract cost.
24	XI. Proposal Content		What is the maximum number of unique incarcerated individuals that need to be served per contract year?	Albion has a population of approximately 525 individuals. It is not expected that all will be served by this program. The Dept goal is to maximize the number of participants reached by this program without jeopardizing the efficacy of the program.

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				The provider will have to determine the maximum number they can serve within those parameters.
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