

**RFP NYSDOCCS 2013-004:
Final Bidder's Questions as of June 17, 2014**

#	Question Received	DOCCS Response
1	Answer to question #117 states, "Please note: Per RFP Attachment H-1; Commissary Restrictions, metal containers are prohibited. Therefore the bottle return process will no longer involve cans but a different container. Will DOCCS require plastic containers? If so, will the 5-cent credit for returned containers still apply?"	Yes, plastic containers are required. Please refer to Attachment I in the RFP: Bottle Deposits and Returns.
2	Answer to question #49 on page 12 of 26 states, "Per the RFP, DOCCS is requesting the bidders to provide solutions and options. DOCCS expects the bidders to provide freezers." Will DOCCS staff be responsible for delivering ice cream products? If so, will DOCCS staff manage the inventory in the freezers?"	DOCCS Staff will be responsible for delivering the ice cream to the inmate. DOCCS will not manage any inventory as we anticipate each order arriving at the facility packaged and labeled for the individual inmate who ordered the product, clearly indicating that it contains ice cream. The freezer will be used to store the ice cream until delivery.
3	Answer to question #59 on page 13 of 26 states, "A decision has not been made as to discontinuing our current practices as outlined in Direction 4911." Will the department please provide the current terms and conditions of the current vendors friends and families programs?"	DOCCS does not currently have a vendor friends and family program. The package room process will continue as outlined in Directive 4911.
4	Reference # 113 It is difficult to comprehend, after reading the response, that DOCCS cannot produce sales by category. Can you please confirm this?"	Correct
5	Currently there is a bid # 22802 being posted by OGS for technology based services why has the state not opted, in the best interest of the taxpayer, to integrate their efforts with the technology needs of this Project. The posted bid covers a broad area, from services to distribution of hardware.	22802 is not a bid. It is an informational session on upcoming business opportunities. The DOCCS RFP was released prior to this information and the DOCCS RFP involves more than just technology.
6	The term, Best interest of DOCS has been referred to, as answers several times, can you define that answer?"	No, it speaks for itself.

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7	<p>What were the determining factors in establishing a 10 year term for this contract? Given the fact that the State will dissolve its current operations; what is the contingency plan, or Plan B, so to speak, if problems arise, or the vendor fails to perform?</p>	<p>A 10 year term was established due to the complexity of the contract.</p> <p>DOCCS contingency plan is not germane to this RFP.</p>
8	<p>It appears as though several sub categories of food will be eliminated - fruits, vegetables, fish - which are dietary staples for several ethnic and religious groups. Also, refrigerated and frozen food products and some produce items are also being eliminated. From the start of the determination for award, the DOCCS is excluding what appears to be over 45 % of the current sales. Therefore, if a vendor currently represents this portion of the menu, that vendor would be at a disadvantage when submitting a bid. Can you please confirm that it is possible, that the DOCCS, may in fact determine shortly after the bid is awarded, that they may indeed have a need for the large portion of the merchandise, that they are restricting a vendor from bidding upon? If in fact there may be a legal action, of some sort?</p>	<p>The RFP speaks for itself in terms of what DOCCS is allowing to be purchased by the inmate population.</p>
9	<p>The fact that so much of the award determination, will be based on menu selections, why is there not a restriction or time limit placed on how quickly the items can be changed. The wording appears to say, that anything can be changed in a short period of time, with permission. If, the contract is awarded based on experience of both the contractors and the undefined committee members, why would there be so much flexibility stated?</p>	<p>The RFP speaks for itself.</p>

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10	At this time, and due to the lack of transparency and what appears to be inconsistent information and response, I am requesting more pre bid meeting time, and another response when the current questions and past questions are responded to.	A bidders conference was held, questions were accepted and responded to as well as DOCCS affording potential bidders a second opportunity to submit clarification questions to our responses – no further questions will be permitted.
11	Will there be a financial disclosure of contributions required for more than the last 3 years?	Please see response to question #5 listed in the answers to Subsequent Questions for this RFP– page 10.
12	Is the information submitted in form H-3 public information? Will my information be accessible to all vendors? How do we know the information we submit will not be compromised?	Please see response to question #116 listed in the answers to Initial Questions for this RFP – page 26.
13	How long has the construction of this bid been in the works?	Not pertinent to the bid submission.
14	Given the fact that contact and discussion with state employees is restricted, will anyone be accepted as a liaison to a proposal? Would a past state employee be able to act as a liaison?	With respect to this RFP, the <u>ONLY</u> communications should be between the DOCCS staff that have been identified as contacts in the RFP and the potential bidders that submitted the Intent to Bid.
15	Is it an accepted practice by the state to accept equipment or upfront payment as a way of enhancing a bidder's procurement of the proposal by making said equipment or payment a "value added" item?	No. This is not a scored aspect of the RFP and will not be considered.

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16	<p>Response 98 to the initial vendor questions sheds no light on the question of how to read, "Each proposed staff person that will work on this contract." Surely if a licensed New York truck driver is to drop off pallets and a facility in NYC it is not necessary for that particular driver to have references from another DOC with 10 facilities at which s/he also dropped of pallets.</p> <p>Will it be acceptable to provide completed sets of A-5 forms for the dozen or so current staff persons who will be assigned full-time to the NYSDOCCS or who will play a managerial role in providing services under this contract?</p>	<p>Attachment A-5 needs to be completed for staff who will be actively working on the proposal, implementation, and active management of the account and systems. Attachment A-5 is intended to be utilized as a mechanism through which the staff responsible for the proposal and subsequent implementation can be evaluated based on their experience, background, and references. For example, the vendor's project manager or account manager would require an Attachment A-5. The completion of an Attachment A-5 for delivery or maintenance staff would not be applicable in this case.</p> <p>DOCCS has a separate background check process which would be applicable for individuals entering a DOCCS' facility. This process will be discussed with the company upon announcement of the contract award.</p>
17	<p>I believe we understand the state's responses; but just to be certain:</p> <ol style="list-style-type: none"> 1) Each proposer must provision and pay for any WAN necessary to each facility 2) The NYSDOCCS will install any power and data lines required at no cost to the proposer 3) Any in-facility data network required by a proposed solution will be entirely separate from the NYSDOCCS' in-facility network (though cable for each network may be pulled through the same conduit in places) 4) Proposers may not propose to install any application or storage server(s) in any NYSDOCCS facility (although a network gateway between the proposer's LAN and WAN here and there will be acceptable). 	<ol style="list-style-type: none"> 1) Correct 2) Correct 3) Correct 4) Correct
18	<p>Question 21, page 19: Will all LAN wiring be "homerun" back to a central wiring closet?</p>	<p>Yes</p>

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19	Question 21, page 19: Will fiber run from central closet to remote closets, then transition to copper to the workstations?	Yes
20	Question 21, page 19: Will there be any scenarios where copper will run to the workstations?	Yes
21	Question 136, page 6: Please provide further clarification regarding the responsibility of distribution of the completed commissary orders to the inmate population. In question 136, the DOCCS provided the number of employees at each facility currently responsible for commissary distribution, whereas question 27, page 6 states that DOCCS staff will be responsible for the delivery of commissary orders to the offender.	Correct
22	Question 24, page 6: In order to compare apples to apples and to equal the playing field of all vendors submitting responses utilizing housing unit kiosks as a commissary ordering method; can the DOCCS please specify the requested number of inmate housing unit kiosks per facility. This will lessen the amount of negotiation of kiosk costs and protests after award.	DOCCS has not specified the solution to be used by the inmate in placing the order. In the subsequent round of questions it was asked if a kiosk were the solution, how many would be required, to which we responded 1 per 60 inmates. Population breakdowns were updated in the attachment to the RFP.
23	Attachment C: Can the DOCCS please provide the number of inmates per housing unit per facility. This information will be useful in evaluating the specific number of kiosks required per actual housing unit per facility. Without this information, there is a potential for DOCCS to receive responses with various numbers of kiosks offered.	DOCCS has provided the number of average number of inmates per facility. Vendors should assume a ratio of 1 kiosk for every 60 inmates. DOCCS will determine the placement of proposed kiosks.
24	Question 54, page 7: Please elaborate on the various methods in which deposits will be accepted after the start of the contract in addition to the awarded vendors deposit services.	RFP speaks for itself.
25	Please confirm that Vendors are only responsible for the WAN connecting the State's facilities and that once connectivity to the facility is established by the vendor, vendors will be granted access to the State's LAN for each facility.	Vendors are responsible for the WAN connecting to the State's facilities. Once connectivity to the facility is established, vendors will be connected to the state's cabling infrastructure in the facility.