

RFA 2016-08 Official Responses to Questions

Question Number	RFA Section	Questions Received in Writing	DOCCS' Responses to Questions
1	RFA 2016-08, Section I, <i>Purpose</i>	Is there any differences with the applications for non-profit and for-profit?	The New York State Department of Corrections and Community Supervision (DOCCS) invites applications from not-for-profit and for-profit providers for the development and operation of a Community Based Residential Program (CBRP) for individuals under Community Supervision. For-profit entities must be registered in the Grants Gateway; not-for-profit entities must be registered and prequalified to submit an application. Not-for-profits submitting an application must be prequalified at the time that the application is submitted. Applicants should verify their prequalification status at least five business days in advance of the application due date.
2	RFA 2016-08, Section I, <i>Purpose</i> and Attachment A, <i>Personnel</i> , item 1	Can we be a community provider that supports reintegration and permanent housing by providing the housing and the case manager?	To be eligible for an award, programs must have a current Certificate of Occupancy (COO) or equivalent, such as a letter from the municipality with jurisdiction over property land use advising that the proposed use in your application is acceptable for the proposed program site, and a demonstrated ability to start the program on May 1, 2017. Each CBRP shall employ staff that is adequate in number to effectively conduct its program. Staffing potentially may include a full-time Administrative Director, a full-time Case Manager with experience working with the criminal justice population, and clerical support.
3	RFA 2016-08, Section I, <i>Purpose</i>	The city stated that they can give us a permit for shared housing What is required from you [DOCCS]?	To be eligible for an award, programs must have a current Certificate of Occupancy (COO) or equivalent, such as a letter from the municipality with jurisdiction over property land use advising that the proposed use in your application is acceptable for the proposed program site, and a demonstrated ability to start the program on May 1, 2017.

RFA 2016-08 Official Responses to Questions

Question Number	RFA Section	Questions Received in Writing	DOCCS' Responses to Questions
4	NYS Grants Gateway	I have search[ed] for the above opportunity and downloaded the instructions etc but I don't see an icon to select "Apply for Grant Opportunity". I have included screenshots of my access.	You may not be logged in with the correct role on the Gateway. You must be in the role of <i>Grantee</i> , <i>Grantee Contract Signatory</i> , or <i>Grantee System Administrator</i> to start an application. If you log in one of these roles you will see the <i>View Opportunities</i> button on your home page. If this information is not helpful, please reach out to the technicians at the NYS Grants Gateway: Help Desk Availability Hours: Monday thru Friday 8am to 8pm Phone: 1-800-820-1890 Email: helpdesk@agatesoftware.com
5	Terminology <i>Vendor</i> , RFA, page 11, Section VI. <i>Legal Forms</i> , and Attachment G, <i>Legal Forms</i> . <i>Bidder</i> , RFA, page 15, Section VIII, <i>Stipulations</i>	Use of language: The Grant [uses] references <i>applicant</i> , <i>bidder</i> , <i>vendor</i> . Are these terms the same and interchangeable?	Yes, within the RFA 2016-08, the references for the three terms are interchangeable; however, the only instances for the word <i>vendor</i> are in the context of the requirements for responsibility in the sections provided in the first column. These references are related to the <i>Vendor Responsibility Questionnaire</i> . The term <i>bidder</i> is mentioned in the <i>Stipulations</i> and in the <i>Financial Requirements</i> ; however, the term is interchangeable with <i>vendor</i> and <i>applicant</i> in all locations. Everyone who applies for the grant is an <i>applicant</i> .
6	RFA, Section IX, <i>Application Submission</i> , item B	Non-profit vendors and applicants are required to preregister on the Grants Gateway. If the applicant is not providing services directly, will their partner need to be preregistered? Would a partnering MOU need to be prequalified as well?	For-profit entities must be registered in the Grants Gateway to submit an application, and not-for-profits submitting an application must be prequalified at the time that the application is submitted. Applicants should verify their prequalification status at least five business days in advance of the application due date. As the Primary vendor, the applicant would be responsible for any subcontracting entity; therefore, the Primary would be held accountable for any sub-entity's services performed under any resulting agreement with DOCCS.

RFA 2016-08 Official Responses to Questions

Question Number	RFA Section	Questions Received in Writing	DOCCS' Responses to Questions
7	NYS Grants Gateway, Program-Specific Questions, 3c and RFA, Section 1	Can the applicant indicate the specific level of parolees that their program works with?	<p>Yes, applicants may enter this information in the response to question number 3c in the application: <i>Describe in detail (including gender) all client groups (A through D) that you propose to serve in this CBRP program. What are your program's exclusionary criteria and the reasons for your inability to serve a particular Client Group?</i></p> <p>Applicants may serve a combination of Client Groups. See the response to Question 11 below.</p>
8	RFA, Attachment A, Section B, <i>Personnel</i> , items1-3	Does DOCCS have a specific client to staff ratio?	<p>No, however, Attachment A provides guidelines for staffing the program. It also states that <i>Staff to resident ratio to be determined with approval of DOCCS.</i></p>
9	RFA, Attachment C, <i>Application Response Questions</i> , Section IV, <i>Experience/References</i> , item D and Grants Gateway, Program-Specific Questions, 4d	I want to start sending letters of support, to whom should the letters be sent? Can I assume it is the Commissioner of DOCCS, Anthony Annucci?	<p>The letters/references may be addressed to Acting Commissioner Annucci; however, applicants should request that the letters/references be provided to them (the applicant) so that the three letters/references can be scanned into one document and uploaded as required in the <i>Program-Specific Questions</i> on the Grants Gateway, Question 4d, which requires applicants to upload three letters of reference as one document.</p> <p>According to RFA, Attachment C, Section IV, item D, <i>References from the Department of Corrections and Community Supervision staff are not acceptable.</i></p>
10	Grants Gateway	Why don't I see the option to "apply for grant opportunity?"	<p>Most likely the issue that you have with access to the application access can be resolved by the Grants Gateway helpdesk: helpdesk@agatessoftware.com</p> <p>See the response to Question 4 above.</p>

RFA 2016-08 Official Responses to Questions

Question Number	RFA Section	Questions Received in Writing	DOCCS' Responses to Questions
11	RFA, page 1, Section I, <i>Purpose</i>	For client Group D, do we need to agree to the entire population or can we agree to accept arsonists but not sex offenders? Can we agree to accept specific levels of sex offenders but not others?	As stated in the RFA, Client Group D Parolees who have a history of sex offense(s) and/or arson. Applicants can accept both or one of the options. Applicants may specify which level(s) of sex offenders that will be accepted. (See the response to question 7 above.)
12	RFA, Section IV, <i>Requirements</i> , page 8, Section J, <i>Prison Rape Elimination Act (PREA)</i> , and Attachment A, Section B, <i>Personnel</i> , page 5, item 3, and page 6, item 7, <i>Contract Standards of Employee Conduct</i>	Background checks: Is the expectation that the agency will use Justice Center Background checking with fingerprinting? Are State Central Registry checks required?	<p>The RFA does not stipulate the use of specific agencies for the provision of the requisite background checks.</p> <p>As cited in the RFA, DOCCS reminds applicants to review the Community Confinement Standards, as these standards are to be used under the resulting program contracts to ensure that all employees are screened as to their background and suitability.</p> <p>As specified in Attachment A, Section B, <i>Personnel</i>, item 3, <i>Pre-approval by DOCCS is required for the hiring of all program staff. No individual who has been convicted of any crime that would bring into question the competence or integrity of the individual to provide services, shall be employed in the CBRP, unless prior written approval is obtained from DOCCS. No individual under active DOCCS supervision is eligible for employment in the CBRP contract program, unless prior written authorization is obtained from DOCCS.</i></p>
13	RFA 2016-08, Attachment A, Section B, <i>Personnel</i> , and Attachment B, <i>Budget</i> , F, <i>Budget Narrative Guidelines</i>	Can we confer now with our contract manager during RFP period-regarding staffing levels so we can prepare our budget to reflect acceptable staffing levels (for security)?	No, however, applicants should consider Attachment A, Section B, for staffing guidelines and the Budget Narrative Guidelines noted in Attachment B, Section F regarding Personnel Services Expenditures. Providers have the option to choose from various positions (e.g. case manager, resident assistant, etc.) to satisfy the 24/7 security and control requirements.

RFA 2016-08 Official Responses to Questions

Question Number	RFA Section	Questions Received in Writing	DOCCS' Responses to Questions
14	NYS Grants Gateway, <i>Program-Specific Questions</i>	Attachment C Program Question: Is there a page or character limitation for each question?	Yes, each of the questions in Attachment C appears in the <i>Program-Specific Questions</i> in the application, and each question specifies the parameters for the response from the applicants. The majority of the narrative responses are limited to 1000 characters; some of the responses allow for/require uploads.
15	RFA, Attachment A, Section B, <i>Personnel</i> , items 1-3	Is there a caseload ratio requirement for clients to case managers?	See the response for Question 8 above.
16	RFA, Attachment A, page 4, Section A, <i>Administration</i> , item 12, e, <i>Medical Services</i>	Are staff expected to physically administer medications or only dispense and track?	Staff will not administer medications; parolees will administer their own medications. In accordance with Attachment A, Section A, item 12 e, <i>the Contractor will provide a locked, secured location for access by authorized program staff to dispense prescribed medications to residents. A medication control log will be kept for the documentation of resident's receipt of medications (Attachment H – Medication Log).</i>
17	N/A	Are NYSIDs going to be available?	DOCCS is currently using NYSID numbers to assist in the process of re-integrating parolees into the community.
18	RFA, Attachment A, Section A, <i>Administration</i> , page 4, item 13, <i>Food Services</i>	Is there a required format or documentation for reporting meals/food distribution?	No, DOCCS does not have a required format for reporting meals/food distribution. In accordance with the RFA <i>... Contractor will provide food services for the residents... that meet, state and local standards. Provisions must be made to ensure that three well-balanced and nutritious meals are provided daily to residents onsite with reasonable convenience."</i>
19	Grants Gateway Application, Work Plan	In the Objectives and Tasks section of the application on Grants Gateway, it appears that the applicant should briefly explain how we will implement and achieve each performance measure listed for the Objective – is this correct?	All of the performance measures are optional for the tasks listed in the Work Plan on the Grants Gateway. Applicants may provide a brief explanation that conforms to the character limitations. In addition, some tasks have the option to upload relative documentation.

RFA 2016-08 Official Responses to Questions

Question Number	RFA Section	Questions Received in Writing	DOCCS' Responses to Questions
20	RFA, Attachment A, <i>Scope of Services/Work Plan</i> , letter B, <i>Personnel</i> , item 1	For staffing of the program – is it sufficient to have one Resident Assistant (who is responsible for the safety and security of the program participants and the facility) on duty at a time (with 24/7 coverage) for a program serving 15 individuals?	See the responses for Question numbers 8 and 13 above. In accordance with Attachment A, <i>Each CBRP shall employ staff that is adequate in number to effectively conduct its program.....The program must also provide 24-hour 7-day-a-week staff coverage for security and control.</i>
21	RFA, Attachment A, Section B and Section C, <i>Facility</i> , item 3, n	If a program is located in a facility that has other programming in the same facility (such as emergency housing), would the provider be required to have more than one Resident Assistant on per shift? If so, can a percentage of both RAs be charged to the CBRP budget, or would it simply be recommended that an additional staff person (RA) be on duty?	If all program requirements have been met, the percentage of salaries can be charged to the CBRP program as appropriate.
22	RFA, Attachment A, Section B, <i>Personnel</i> , items 1-3	Is there a preferred or required ratio of staff to residents that DOCCS would like for the CBRP program?	See the response to Questions 8 and 13 above.
23	Grants Gateway, <i>Program-Specific Questions</i>	We are working on our responses and should be able to upload the Program Specific Questions next week. Although we are registered in the Gateway, we cannot see <u>what you click on to upload</u> our draft (which at the meeting the moderator said could be saved as a draft until we finalized it). How is this step accomplished?	In the Gateway, the applicants must complete the individual responses to the <i>Program-Specific Questions</i> electronically in the fields associated with the individual questions. Each question requires a response; uploads are only permitted when the option is indicated. The application does not have to be submitted until the applicant is ready-- Applicants can save partial applications . Do not to submit the application until it is complete. Applicants should wait for the <i>Official Responses to the Questions</i> received from all potential applicants. Reach out to the Gateway helpdesk for assistance with the application entry process: Help Hotline: 518-474-5595 Help Email: grantsgateway@its.ny.gov

RFA 2016-08 Official Responses to Questions

		<p><i>(Continued from the last page.)</i></p>	<p><i>B. The bidder has a current Certificate of Occupancy (COO) or equivalent, such as a letter from municipality with jurisdiction over property land use advising that proposed use in your application is acceptable for the program site and can deliver services at the identified location.</i></p> <p>As the primary Contractor/Provider, a For-Profit or Not-for-Profit that provides the facility for the program would be responsible for ensuring that the COO or equivalent document sanctions the proposed use of the program site, as stated in the application, so that program services can be provided for the term of the resulting contract at the identified location.</p> <p><i>C. The bidder can provide services to parolees as described in Section III, Scope of Services, in a manner that best meets the needs and operation of DOCCS.</i></p> <p>As the primary Provider, the For-Profit/Not-for-Profit submitting an Application would need to be familiar with all of the requirements as presented in RFA Section III and Attachment A, Scope of Services/Work Plan. It would be the applicant's responsibility to ensure that any entities with whom the For-Profit/Not-for-Profit subcontracts meet all terms and conditions included in the RFA and the resulting contract.</p>
--	--	---	--

RFA 2016-08 Official Responses to Questions

Question Number	RFA Section	Questions Received in Writing	DOCCS' Responses to Questions
26	RFA 2016-08, Attachment B, Budget	For an ongoing program that has been in existence for multiple contract periods with DOCCS, might there be available funds for program related only capital improvements outside of the supply/materials and/or equipment budget lines for upgraded safety and security measures? (i.e.: upgrading resident bedroom furniture, upgrading security cameras, etc.)	No, This RFA does not provide funding for program capital improvements.
27	RFA, Attachment A, page 4, Section A, <i>Administration</i> , item 12, e, <i>Medical Services</i>	In reference to clients having access to and taking their prescribed medication from the secured location onsite, we wished to confirm that it is being asked of program staff to simply 'monitor' (and log) the medication transaction, opposed to 'administering'?	<p>The Contractor will provide a locked, secured location for access by authorized program staff to dispense prescribed medications to residents. A Medication Control log will be kept for the documentation of resident's receipt of medications. The log will denote the name of the staff person on duty, date, time, and quantity dispensed (if applicable). Both the staff person and the parolee will sign the log.</p> <p>See response to Question number 16 above.</p>
28	RFA, Section IV, <i>Requirements</i> , page 8, Section J, <i>Prison Rape Elimination Act (PREA)</i> , and Attachment A, Section B, <i>Personnel</i> , page 5, item 3, and page 6, item 7, <i>Contract Standards of Employee Conduct</i> .	In the hiring process, what specific background checks are being requested of the hiring entity? For example, if the program location does not serve nor allow anyone under the age of 18 onsite, would a job applicant still have to undergo the Statewide Register (SCR) background check?	Please see the response to Question 12.

RFA 2016-08 Official Responses to Questions

Question Number	RFA Section	Questions Received in Writing	DOCCS' Responses to Questions
29	RFA 2016-08, Attachment A, <i>Scope of Services/Work Plan</i> , Section C, <i>Facility</i> , item 3 (page 9), letter n	Would it be permissible to house the DOCCS beds in a congregate residence with other populations, such as homeless single women or women involved in the local criminal justice system, assuming the DOCCS beds are reserved exclusively for this contract?	<p>Yes, it is permissible if the DOCCS' residents are separated from the other populations in the residence. If you are housing male and female parolees, the rooms must be separated.</p> <p><i>When facilities serve both males and females, sleeping areas shall be separated by gender. If services are provided in a multi-agency service facility, the Contractor must provide a plan for approval by the Contact Manager to separate parolee residents from other program residents.</i></p> <p>See the response to Question number 21.</p>
30	RFA 2016-08, Attachment C, Section IV., <i>Experience and References</i> , and NYS Grants Gateway, DOC01-CBRP16-2016, <i>Program-Specific Questions</i> , Question number 4d	Is there a preferred source for the three letters of reference? Would letters from other public funding sources or other non-profit service providers be better to include?	<p>Upload three professional letters of reference. Letters should be on official letterhead and include name, address and phone number. References from the Department of Corrections and Community Supervision staff are not acceptable.</p> <p>Letters must be uploaded as one document as part of the response to this question. See the response to Question 9.</p>
31	RFA, page 1, Section I, <i>Purpose</i> ,	May we propose serving a portion of one of the client groups? Specifically, from client group D can a program serve parolees who have an arson history but not sex offenders?	See responses to Questions 7 and 11 above.
32	RFA 2016-08, page 8, J <i>PRISON RAPE ELIMINATION ACT (PREA)</i> & Attachment A, page 5, B <i>Personnel</i> , item 5	Is there an established list of PREA auditors?	<p>DOCCS does not maintain a list of auditors; however, grantees may access the PREA Resource Center for assistance with the audit issues including a list of PREA auditors: List of Certified Auditors PREA Resource Center</p> <p>In addition, the PREA Resource Center will accept requests for proposals and distribute them to all certified PREA auditors.</p>

RFA 2016-08 Official Responses to Questions

Question Number	RFA Section	Questions Received in Writing	DOCCS' Responses to Questions
33	RFA 2016-08, Attachment B, <i>Budget/Fiscal</i> , item B	Is there a waiver for smaller agencies housing less than 10 beds to request additional funds to support the 24 hour staffing pattern?	No, in accordance with Attachment B, Pg.1, B. Third Party Revenue Projection Guidelines, bidders are encouraged to request funding from other resources.
34	RFA 2016-08, Attachment C, Program Specific Questions, Section II, B.	In Attachment "C", II b (agency summary) it references "Attachment B", is this a misprint as "Attachment B" is the budget? If not please explain what you are looking for.	Attachment C, II, B. <i>Describe your understanding of the program and its objectives as described by DOCCS in Attachment B. (2 points)</i> Please note that this is an error. The reference to an Attachment should be Attachment A, Scope of Services/Work Plan. Addendum III addresses this correction: Addendum III for RFA 2016-08