



Corrections and Community Supervision

Request for Information (RFI) #2018-08

Creative Arts and Theater Program

Issued: May 24, 2018

Response Due Date: June 11, 2018 3:00pm

1. 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 49,500 individuals under custody held at 54 state facilities and 35,500 parolees supervised throughout seven regional offices.

DOCCS intends to use this Request for Information (RFI) to gather information that will assist with the continued development of the program for creative arts and theatre at five Correctional Facilities in New York State.

The State's desire is that this RFI will open a dialogue with community stakeholders and other participants to gain a better understanding of the breadth of solutions that are currently available or could realistically be designed and implemented.

Potential Bidders who are experienced and interested in conducting the program described herein are invited to respond to the designated contact by email. Once completed, this RFI may lead to a procurement process that will best achieve the desired program.

2. BACKGROUND AND REQUIREMENTS

DOCCS is seeking information from qualified entities interested in providing a creative arts and theatre program for men and/or women who are incarcerated. It is the department's vision to enhance public safety by having incarcerated persons return home under supportive supervision and less likely to revert to criminal behavior. The department believes that a creative arts and theatre program, with use of volunteers, provides an avenue for offenders to develop life skills that will aid them in a successful re-entry into their community upon release.

The department will give preference for programs that use theatre arts volunteers from the community, professional or college theatre groups, local writers' clubs, and retired artists. Additionally, preference will be given to groups demonstrating a history of providing similar successful programs in correctional settings and other evidence-based programs.

Offenders who participate in a drama or creative arts program achieve skills like active listening, social perceptiveness and judgment and decision-making skills, to name only a few. The skills achieved by means of program participation help the offenders prepare for returning to family and friends, finding and maintaining employment, and living as productive community members.

DOCCS anticipates providing services for the following five correctional facilities. Please indicate in your response, which facilities (**one or multiple facilities**) that may be of interest to your entity for the provision of services relative to creative arts and theatre programs.

- Bedford Hills Correctional Facility is a maximum-security facility for women in Bedford Hills, New York.
- Fishkill Correctional Facility is a medium security facility for men in Beacon, New York.
- Green Haven Correctional Facility is a maximum-security facility for men in Stormville, New York.
- Sing Sing Correctional Facility is a maximum-security facility for men in Ossining, New York.
- Woodbourne Correctional Facility is a medium-security facility for men in Woodbourne, New York.

DOCCS intends to provide services at multiple facilities; however, all qualifying program designs must include these elements:

SKILL SET	SUB SKILL
Personal Qualities	responsibility, self-esteem, sociability, self-management, integrity/honesty
Interpersonal	participation as member of team, teaching others new skills, exercising leadership, negotiating, working with diversity groups
Thinking Skills	Creative thinking, decision making, problem solving, visualizing, knowing how to learn, reasoning
Communication Skills	Public speaking, writing, active listening, expressing thoughts clearly, reading to an audience, showing empathy, memorization
Time Management	Time management, managing schedules, budgeting time to attend programs, working within a set schedule

At larger facilities, as many as 100 offenders may be involved; however, the workshops might have only 20 participants per session. It may be desirable to provide more frequent and longer sessions of workshops and rehearsals if a major theatre production is a goal. On the other hand, if a monologue performance is a goal, shorter sequences of time with fewer offenders would be spent in preparation.

It is expected that the provider would facilitate programs over the course of a 12-month period for each year of the potential contract for these services. The provider may decide to use a six-month period to choose a script, recruit volunteers, build sets, and plan and to present a theatre production and use the other six months to provide two smaller projects.

3. INQUIRIES

All inquiries shall be sent via email to the following address: DOCCScontracts@doccs.ny.gov Please include "RFI #2018-08" in the subject line of your email.

This is not a bid. Please do not request bid documents. This is an invitation to furnish DOCCS with information regarding interest and capabilities of companies that can provide the desired services at the specified correctional facilities.

RFI Questions deadline: Interested companies may submit questions up to 3:00 p.m. on June 4, 2018. Email questions to the designated contact.

4. INFORMATION REQUESTED

All interested entities are required to respond using email with the following included in the response:

1. A cover letter approximately one page in length on company letterhead. The letter must include the contact information (address, phone, and email address) for an official that is authorized by the company to respond to solicitations.
2. A completed table (see attached) containing the specified areas of information for the anticipated arts and theatre program.
3. A short narrative (two to five pages in length) describing your entity's services. The narrative should specify the correctional facilities (from the list above) for which your entity could potentially provide program services. Reference the completed table by the item number in your narrative to facilitate the department's review.
4. Provide an estimated annual cost in the narrative for your entity to provide services in the program areas specified on the attached table.

5. SUBMISSION OF RESPONSE

Return the above-mentioned cover letter, the narrative, and the completed table to the following designated contact by email:

Designated Contact:	Alternate Designated Contact:
David Gambacorta, CMS 3	Marla Henriquez, CMS 1
Phone: 518-436-7886 ext. 3110	Phone: 518-436-7886 ext. 3125
Email: David.Gambacorta@doccs.ny.gov	Email: Marla.Henriquez@doccs.ny.gov

Responses are due June 11, 2018 by 3:00pm.

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

6.0 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.

7.0 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.

Attachment for RFI Response: Areas of Interest

Item number	Area	Comments
		<p>Indicate if you can supply the relative services in the area described in the central column, and include details in the narrative.</p>
1	Design a plan for an annual theatrical production for offender viewing. Explain in the narrative how your company would prepare offenders for the theatre production and how the use of volunteers (from the community, professional or college theatre groups, local writers' clubs, and retired artists) would enhance that preparation. Describe in the narrative what skills will be addressed.	
2	Provide 12, two-hour workshops dealing with history of theatre beginning with Greek theatre and moving through modern times. Describe in your response which skill sets will be addressed and how the offenders will benefit from the use of volunteers for the program.	
3	Provide workshops and rehearsals for offenders in movement and modern dance culminating in an annual production showcasing the art of communicating with movement. Demonstrate how your company would prepare offenders for the production and how the use of volunteers would enhance the preparation. Also describe how you would build in the development of specific skills.	
4	Design a creative arts gender-responsive program for women to build self-esteem. Include the use of volunteers. Include a description of how the program will build soft skills such as getting along with others, problem solving, reliability, and conflict resolution for a group. Encourage community culture and leadership. (Bedford Hills Correctional Facility only)	