



Corrections and Community Supervision

Request for Information (RFI) 2016-16

Recruitment of Physicians, Physician Assistants, and Nurse Practitioners

Issued: August 10, 2016

Response Submission Deadline: September 15, 2016

I. Introduction

The New York State Department of Corrections and Community Supervision (DOCCS) is responsible for the confinement and rehabilitation of approximately 53,000 inmates under custody held at 54 state correctional facilities located throughout New York State. DOCCS is responsible for the delivery of medical care to those inmates confined to its correctional facilities.

The Contract Procurement Unit (CPU) for DOCCS is seeking information from companies and/or individuals, as well as schools and nonprofit organizations that can help recruit Physicians, Physician Assistants and Nurse Practitioners to provide services for our correctional facilities.

At any one time there are approximately 20-25 full time equivalent positions that need to be filled at approximately 8-10 facilities in various locations around New York State. A full time equivalent for the Clinical Physician position is defined at 32 hours per week with planned, shared, responsibility for 8 on-call hours. The Physician Assistant and Nurse Practitioner positions are at 40 hours per week.

II. Purpose of This Request for Information

The primary purpose of this RFI is to acquire information regarding recruitment strategies and/or services that will enable the DOCCS to fill the need for health care professionals in our system, preferably through hiring such professionals for long-term employment with the Department. The Department, however, will consider any strategies or services that can meet our need for the services of health care professionals at our facilities. We welcome creative as well as conventional approaches that will be cost effective and enable us to fill vacancies on an ongoing and timely basis, both to address our current needs and/or to provide long-term solutions. While you should be aware of the types of information requested in Section IV, you are not bound to offer proposed solutions that fit strictly within those parameters.

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

III. Inquiries

All inquiries shall be made by email to the following address: doccscontracts@doccs.ny.gov. Please include "RFI #2016-16" in the subject line of your email.

This is a request for information, not a request for bids. Please do not request bid documents.

IV. Examples of Specific Information Requested

Respondents are invited to provide information such as the items noted below, but this is not an exclusive listing and respondents should provide any information that they feel is relevant and significant to the request.

- A. If you are a recruitment agency, how long have you been in business?
- B. What experience do you have in serving governmental clients, at any level?
- C. Do you have experience serving persons in correctional facilities?
- D. Do you have experience serving a population that would include persons who were formerly incarcerated at any level, including a juvenile population that was mandated to residential facilities, please be specific but also comprehensive.
- E. Are you in contact with potential staff members who are currently retired and seeking flexible or less than fulltime work? If you are a recruitment or placement agency, do you place such persons and under what conditions?
- F. If you are temporary placement agency, are you able and willing to allow those placed to choose fulltime employment with the Department? Under what conditions?
- G. If you recruit and place health care professionals from outside the United States, please provide an explanation of your recruitment and placement process, as well as addressing previously noted items B through D.
- H. Do you have or would you be willing to provide a training/education program for current employees of the Department to fill any of the position noted as needed in the Introduction to this RFI. NOTE: *The Department does not now provide such a program, this question is meant to gather information on the value, cost and potential scope for such a program.*
- I. If you are replying to “H”, please note if you are a school or training program for the health care professionals noted above and note any accreditation(s) as well as addressing previously noted items B through D

V. Submission of Responses

All interested parties are to respond by email with the following items included in the response:

A cover letter of approximately one page in length on company/institutional letterhead. The letter must include the following information:

- Contact name of someone authorized to respond to this solicitation along with contact information, including mailing address, email address and phone number
- Responses that address, succinctly and in relation to the needs noted in this RFI, the proposed plan to address the Department's staffing needs as noted in this RFI, the proposed plan to address the Department's staffing needs as noted in this RFI.

Return the above-mentioned cover letter and the responses to the questions contained in Section IV by email to doccscontracts@doccs.ny.gov.

Note: This is not an open solicitation. It is an invitation to furnish DOCCS with information regarding interest and capabilities of companies that can provide the desired services.

VI. Response Due Date

Please submit your response electronically via email no later than Thursday, September 15, 2016, to the Contract Procurement Unit at doccscontracts@doccs.ny.gov. Please include "RFI #2016-16" in the subject line of your email.

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

VII. 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.

VIII. 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.

IX. Procurement Law

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