

RFA 2017-01 Official Responses to Questions

Question Number	RFA Section	Questions Received in Writing	DOCCS' Responses to Questions
1	RFA 2017-01, Section I, <i>Purpose</i> , page 5 Addendum I to RFA 2017-01	Regarding the splitting of Albany County into two catchment areas, does each area (3 and 3a) require a separate location?	Please note that DOCCS has issued an Addendum I for the RFA, which is posted on the DOCCS' Web site and the NYS Contract Reporter. This Addendum addresses the response to Question 1 and modifies the language in the RFA 2017-01.
2	RFA 2017-01, Section I, <i>Purpose</i> , Page 4	Does each area require a separate application/response?	<ul style="list-style-type: none"> • Only one program site is allowed per application. • Separate applications must be submitted for each location within a Catchment Area or for a location in another Catchment Area. • Applications must be submitted for the number of specified beds, no more or no less.
3	RFA 2017-01, Section 1	What is the purpose behind two catchment areas?	DOCCS provided the secondary Catchment Areas (e.g. 1a, 3a, 5a) in an effort to afford opportunities for applicants that cannot accommodate larger populations.
4	RFA 2017-01, Work Plan, Item C, <i>Facility</i> , #3m; #3n	Question regarding the co-mingling of parole persons with other persons in need of shelter: Is it permissible to operate a 20 bed facility and have 10 beds set aside to serve catchment area 3?	<p>Yes, as long as the grantee presents an acceptable plan and follows the guidelines in the RFA and Work Plan.</p> <p>If services are provided in a multi-agency service facility, the Grantee must provide a plan for approval by the Contact Manager to separate parolee residents from other program residents.</p>

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5	RFA 2017-01, Work Plan, Item C, <i>Facility</i> , #3m; #3n	<p>Is it permissible for all 20 beds/single adults to share a kitchen? We assume that the other 10 residents would be single adult males.</p> <p>Are there certain items which the two populations can't share? If so, we will need to know specifically, what items/services the two populations cannot share.</p>	<p>Program would need to demonstrate that it has a plan to separate what is being paid with DOCCS' CBRP funds. In the past CBRP contracts have had separate food pantry and refrigerator for parolees.</p> <p>It is necessary for applicants to be familiar with all the requirements in the RFA and the Work Plan. Some examples that are applicable to this question include, but are not limited to the following:</p> <ul style="list-style-type: none"> • There shall be a minimum of one toilet and one sink per each 10 residents and a minimum of one tub or shower per each 10 residents. • All facilities shall provide sufficient lavatory facilities to ensure the privacy and security of all residents. • 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 Grantee must provide a plan for approval by the Contact Manager to separate parolee residents from other program residents.
6	RFA 2017-01, Section I, <i>Purpose</i> , page 5 Addendum I to RFA 2017-01	<p>Do Catchment Area 3 and Catchment Area 3A require separate applications? Can the two applications for Catchment Area 3 and 3A be for the same site?</p>	<p>Please see the response to Question 1 above and Addendum I to RFA 2017-01: http://www.doccs.ny.gov/pdf/Addendum_I_for_RFP_2017-01.pdf</p>
7		<p>Are the terms "Bidder" and "Applicant" are the same? Are "Grantee" and "Vendor" the same? I assume that a Does the term "Contractor" refer to someone the "Grantee" hires to provide a services, equipment, etc.?</p>	<p>Yes, <i>Bidder</i> and <i>Applicant</i> are synonymous for purposes of the opportunity. In addition, <i>Grantee</i>, <i>Vendor</i>, and <i>Contractor</i> relate to the same entities.</p> <p>For entities engaged or hired by the grantee for services or equipment, the RFA uses the term <i>subcontractor</i>.</p>

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8	NYS Grants Gateway Instructions for Applicants	Could you walk us through the important elements of the Grants Gateway submission process?	<p>The Instructions for Applicants are available on the public Web sites (e.g. NYS Contract Reporter and NYS DOCCS' Web site): http://www.doccs.ny.gov/pdf/RFA_2017_01_Instructions_for_Applicants_to_Post.pdf</p> <p>If you require technical assistance, please reach out to the Gateway helpdesk.</p>
9		<p>The current property being used within Albany County to house persons within this program is located at 45 S Ferry St Albany 12202. If [is] this address SARA Complaint?</p> <p>Would we be permitted to house level three sex offenders at this location that require SARA compliance?</p>	<p>According to a recent CIRIS check on the 45 S. Ferry Street address, 45 S. Ferry Street is NOT SARA Compliant. It would not be permitted to house level three sex offenders at this location.</p>
10	RFA Attachment A, <i>Work Plan</i>	<p>If permitted by the local social service district, does DOCCS permit residents of the CBRP to access SNAP benefits?</p> <p>If permitted to access SNAP, would the provider of services be permitted to require residents to surrender their SNAP benefits to the provider while housed within the CBRP?</p>	<p>Please see the RFA, Attachment A, Work Plan for a description of acceptable Food Services (page 4, item 13).</p>

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11		Considering operations are not projected to begin until October 1 st of 2017, would DOCCS consider a submission deadline extension?	DOCCS considered all aspects of the procurement before projecting the best start date. In addition to evaluating the applications received, all tentative awards will be contingent on a final site visit, and it will be necessary to have the Control Agencies review and approve the procurement record and all of the contracts resulting from the competitive solicitation. The start date of October 1 provides sufficient time to accomplish the necessary steps prior to implementation.
12	RFA Attachment A, <i>Work Plan</i> , C, <i>Facility</i> page 9n	Our non-profit currently operates a re-entry center in Syracuse NY. This is for federal offenders. We have beds available almost all of the time, would we be able to put in an application with the understanding that offenders would be "mixed", feds with state level?	<p>Please refer to the language in the RFA Attachment A, <i>Work Plan for Facility</i>, on page 9, item n: <i>If services are provided in a multi-agency service facility, the Grantee must provide a plan for approval by the Contact Manager to separate parolee residents from other program residents.</i></p> <p>The applicant would have to provide separate sleeping quarters, separating DOCCS parolees from other populations, and demonstrate that the CBRP funding is spent solely on DOCCS' parolees. This would include, but not be limited to, identifying specifically the designated location for the CBRP beds so that the sleeping quarters for the DOCCS' population are grouped together.</p> <p>Federal and State parolees, can be housed in same location. The program will be required to demonstrate in detail how they plan to separate and apply the funding from DOCCS to servicing our state clients (parolees).</p>
13		The same staff would be servicing both federal and state clients, is this acceptable?	In situations where staff members will service both DOCCS' and non-DOCCS' populations, applicants must specify the percentage of the budgeted salary that will be charged to DOCCS. Additionally, applicants must ensure that if contract requires a particular position to be full-time, the position cannot be split with other populations.

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14	RFA 2017-01, Attachment B, Budget	<p>Provide clarification on the fields pertaining to % Funded and <i>Total Match Funds</i> in the <i>Detail Salary</i> Section.</p> <p>1. I used the calculated % for Grant Fund portion. Is this correct?</p> <p>2. Why is the Total Match Funds greyed out? I attempted to enter the Matching funds in this field but would not accept. Therefore entered in the Other Funds.</p> <p>3. Given the above, is the Expenditure Summary acceptable as is?</p>	<ol style="list-style-type: none"> 1. Yes, Grant Funds represent expenses to be reimbursed by DOCCS. 2. Please refer to Attachment B, Section B. Review the Third Party Revenue Projections Guidelines initial paragraph, line 15. 3. See the answer to Question #2 above