

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25

NEW YORK STATE  
CORRECTIONS AND COMMUNITY SUPERVISION

BIDDERS' CONFERENCE AND SITE VISIT

Coxsackie Correctional Facility

11260 U.S. 9W

Coxsackie, New York

November 17, 2016

8:45 A.M.

REQUEST FOR PROPOSALS (RFP) #2016-11  
Operation of a 60-Bed Skilled Nursing Services Program  
Within the Coxsackie Regional Medical Unit

Issue Date: October 23, 2016

Proposal Due Date: January 6, 2017, by 3:00 PM (EST)

1       ATTENDEES:

2  
3       NYS DEPARTMENT OF CORRECTIONS & COMMUNITY SERVICE:

4  
5       Daniel Martuscello, Superintendent Cocksackie CF

6       Joan Smith, Assistant Commissioner of Health Services

7       Brooke Blaise, Deputy Superintendent of Health

8       Nancy Lyng, Director of Health Services

9       Frances Grant, Minority Business Specialist

10      Andrew Howland, Chief Budget Analyst

11      Glenn Kreig, Budget and Finance Office

12      Frank Arpey, Contract Management Specialist Trainee

13      Kathleen Gallagher, Contract Management Specialist,  
14              Contract Unit

15  
16      Christopher Bell, VP Business Development Corizon  
17              Community Corrections Division

18      Cindy Loucks, HSA, Corizon Health

19      Sherry Hillebrandt, Regional Manager, Correctional  
20              Medical Care

21  
22  
23      Verbatim Record by:

24      Ellen J. Frankovitch, Shorthand Reporter/Notary Public

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 SUPERINTENDENT MARTUSCELLO: Okay,  
2 everybody good morning. My name is Dan  
3 Martuscello. I'm the Superintendent of  
4 Cossackie.

5 I started my career here in 1977 as a  
6 correction officer. I left here in '87.  
7 There's been a lot of changes. When I come  
8 back here in '98 I found an RMU which is what  
9 you are interested in today.

10 There's been real numerous positive  
11 changes, one being that regional medical unit.  
12 The things that go on down there are just  
13 wonderful for the Department, for the agency,  
14 the inmates, and so on.

15 I am by far the authority on the RMU --  
16 by far not the authority on the RMU. I have  
17 the Assistant Commissioner Joan Smith, who is  
18 probably one of the leaders. She opened it  
19 up. She's been a part of that for years and  
20 years and years. And then she decided last  
21 year that she was going to leave us, which  
22 that's probably going to push me into  
23 retirement because I miss her dearly.

24 However, I have DSH Brooke Blaise, who  
25 has something going on right now and -- she's

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 got to take care of something which is  
2 something personal to her, okay. So she'll be  
3 joining us as soon as she can. And she also  
4 is coming up more recently; she's been here  
5 less than a year, but she's got a lot of  
6 background in the agency. She's got a lot of  
7 background in this, and she's got a lot of  
8 background in medical. So she'll be joining  
9 us.

10 But with that, I am going to turn this  
11 over to Assistant Commissioner Joan Smith.

12 ASSISTANT COMMISSIONER SMITH: Of course,  
13 you realize, I'm just one of the actors here.  
14 I'm not one of the key players.

15 What I'd like to share with you, I'm not  
16 sure if you're all aware -- and I certainly  
17 know that most people who work for Corrections  
18 that are here, and a few of you that don't --  
19 that we do have five regional medical units  
20 and Cossackie was the second one that opened.  
21 The first one that opened was Walsh, and  
22 that's 25 years now that it's opened. And  
23 back in the late '80s- early '90s, we were  
24 dealing with the AIDS and TB and we had  
25 inmates that were in hospital for 150, 200,

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1           300 days. I'm not kidding. It was absolutely  
2           unbelievable. Hence, the concept of the RMUs.

3           I think it's worked very well for the  
4           Department. I think I started by saying what  
5           an advocate I am for the Department, and  
6           certainly health services. And I truly  
7           believe -- this has been a very hard year for  
8           us. We've taken some kicks, some very bad  
9           press. We do a damn good job. And excuse me  
10          for using any profanity, but it's a dam going  
11          over the water.

12          But I think what we provide for our  
13          inmate population and what we try to do for  
14          them, for their families, probably is --  
15          surpasses any other state. And I'm serious.  
16          I do feel that with health services  
17          particularly that we do -- we say that it's  
18          quality care, cost containment and we give  
19          community standards. Everybody at this table  
20          realizes that probably we are able to provide  
21          our inmates a lot more than the community can  
22          right now because of the insurance issues.  
23          But we are proud of what we do here and I  
24          think that the contract that we've had here --  
25          there have been three contracts. We started

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 with United. We had CMS and then we have  
2 Corizon. We have been very fortunate.

3 This is a great jail. We've done many  
4 things; in fact, probably, even though we are  
5 only 20 years -- we opened in February of  
6 1996 -- we probably were -- started more  
7 things than any of the other facilities. And  
8 it's only because we're closer to Albany and  
9 we have a lot of support. But we have a  
10 hospice program, we have an inmate hospice  
11 program. We have a wonderful team that we  
12 work with. You're going to be very impressed  
13 by what you see.

14 And I think that, aside from the fact  
15 that we have Walsh and we have Cossackie, we  
16 have Bedford for our females, we have Wende  
17 and we have Max -- that's an OMH 1 facility,  
18 also. So they have a handful with their  
19 inmates there. And then we have Fishkill, and  
20 that was the one that opened in 2002, so  
21 that's the last one. The only one that has a  
22 contractor provider is Cossackie.

23 And we have been very fortunate here and  
24 I'm -- it's because of the fact that all of  
25 the staff here work closely with the provider.

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1           You're never going to think that you're by  
2           yourself here. There's always somebody that  
3           will either help you, steer you or want to  
4           drive you crazy. And that's me. It was.

5           And I just want to make sure that you  
6           recognize how important it is that we run a  
7           good show here, and I want to thank you all  
8           for coming. So that's all I have to say.

9           I think that Nancy Lyng, is our director  
10          for health services, and has been with the  
11          Department a very long time.

12          How many years do you have now?

13          MS. LYNG: I don't know.

14          ASSISTANT COMMISSIONER SMITH: Well, not  
15          33. I have 33.

16          (Laughter.)

17          MS. LYNG: Since '97, 1997.

18          ASSISTANT COMMISSIONER SMITH: We all  
19          have a lot of years, which means this is not a  
20          bad place to work. Right, Cindy?

21          MS. LOUCKS: Yes.

22          ASSISTANT COMMISSIONER SMITH: And Cindy  
23          has been part of this team for a long time.  
24          It's a wonderful -- it's a marriage, if you  
25          will. It's a real team effort.

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1           So I am going to -- Nancy, do you want to  
2           say a few words before we turn it over to  
3           Kathleen?

4           MS. LYNG: Thank you, I appreciate that.

5           Good morning, everyone. What I wanted to  
6           add to what's already been said is that our  
7           purpose today in the Bidders' Conference is to  
8           leave you an opportunity to ask questions, to  
9           physically see the space that we're in, and to  
10          explain a little bit of what we're looking for  
11          in the RFP.

12          As Assistant Commissioner Smith had  
13          mentioned, there are five regional medical  
14          units statewide. This regional medical unit  
15          is closely located to Albany Medical Center;  
16          we have a contract with Albany Medical Center.  
17          And the concept of the regional medical unit  
18          is that it is a step-down unit for any  
19          admissions that are discharged out of an  
20          inpatient setting from a New York State  
21          Department of Health Article 28 inpatient  
22          hospital.

23          So the 60-bed regional medical unit is  
24          not licensed by the State of New York, but  
25          it's a step-down unit for those patients who

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1           can't be housed in an infirmary setting in one  
2           of our general confinement correctional  
3           facilities.

4           It's complementary to the outpatient  
5           services that are offered in the affiliation  
6           agreement that we have with Albany Medical  
7           Center, is to any patients that are seen in an  
8           outpatient setting that potentially need  
9           inpatient care at Albany Medical Center, we're  
10          a team. We're a system. We work together.  
11          We work with the other RMUs. And we're  
12          looking to have the operation of this 60-bed  
13          unit managed by an outside vendor.

14          So what I wanted to bring to the  
15          discussion was that we have a team approach, a  
16          systems approach for taking care of all of our  
17          inmates. So you would be seeing admissions  
18          and discharges, and that's very, very  
19          important in our system.

20                 ASSISTANT COMMISSIONER SMITH: Well, and  
21                 I think that it's really self-explanatory in  
22                 the material.

23                 One of the thing we didn't mention was  
24                 the housekeeping, where the bathrooms are  
25                 located. It's very important where the

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1           bathrooms are.

2                   SUPERINTENDENT MARTUSCELLO: Especially  
3           for the ladies' room; right? So if you have  
4           to go, we'll take you out, we'll escort you.  
5           Anyways, you've got to go right out the door,  
6           you've got to go through another gate. We  
7           have the ladies' room on the left, the men's  
8           room on the right.

9                   So there's no smoking. Please, nobody  
10          can have electronic devices of any kind. If  
11          you wear a Fitbit, tell me, take it outside.  
12          Nothing's allowed; okay? That's the rule of  
13          the Department, the agency. We're provided  
14          with cell phones; we're not allowed to carry  
15          cell phones beyond the gate. So we're assured  
16          nobody has that at this time; correct?

17                   I don't think there's anything else.  
18          You'll see us when we're taking you around  
19          today, somebody will always be counting, and  
20          that's part of what we do. If we bring ten  
21          in, we want to make sure we bring ten out. We  
22          are a male correctional facility so I keep  
23          them, and I can't keep the females. But  
24          today's day and age, we have the transgenders,  
25          so sometimes I have to look twice and see, you

1 know, did my population change overnight.

2 I had a judge in here recently, we talked  
3 about it and we were on rounds and he said,  
4 "Didn't you tell me you didn't have any  
5 females?" I says, "I don't." He says,  
6 "That's...." I said, "Your Honor, thank you,  
7 but no. Guaranteed, they're all male."

8 We are a maximum security prison. We do  
9 close gates behind us. Don't be alarmed.  
10 When you go down into the regional medical  
11 unit, it's a different world. It's an  
12 absolutely different world. It's like walking  
13 into a hospital. So if you didn't come in  
14 through the front gate and you were able to  
15 come in through the medical side, you wouldn't  
16 even know you were in the prison.

17 And, you know, the patients are the  
18 patients. We treat them as patients, but we  
19 always have to remember and we have to instill  
20 in you that they are still convicted felons  
21 and they are inmates. But we have to put that  
22 different hat on, we have to make sure that we  
23 take care of business.

24 With that, I'm good.

25 (DSH Brooke Blaise enters conference

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 room.)

2 SUPERINTENDENT MARTUSCELLO: This is my  
3 current Deputy Superintendent of Health  
4 Services, Brooke Blaise, who is now operating  
5 our RMU.

6 We kind of went over it a little bit,  
7 introduced them, Joan spoke, Nancy spoke. I  
8 told them that you had something that had to  
9 be attended to, and so we're just kind of  
10 getting ready to turn it over -- unless  
11 there's something that you want...

12 DEPUTY SUPERINTENDENT BLAISE: No. Thank  
13 you.

14 MS. GALLAGHER: Before we get started, I  
15 just want to let everybody know that we do  
16 have a transcriptionist here who is going to  
17 record verbatim what is said during our  
18 bidders' conference today.

19 One of the things I ask that you do when  
20 you speak, to please identify yourself first  
21 so that she can make sure she gets that  
22 information. And also one of the first things  
23 I want to do is just quickly go around the  
24 room where we can introduce ourselves and once  
25 we do that we can get into the review of the

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 RFP.

2 I did bring a few extra copies of the RFP  
3 if anybody would need a copy, just let me  
4 know. But we'll first go around and introduce  
5 ourselves.

6 So I'm Kathy Gallagher. I'm the Contract  
7 Management Specialist from the Contract Unit  
8 with the Department. So I will be the one who  
9 will be reviewing the RFP document with you.  
10 I am also one of the designated contacts for  
11 this procurement, and I'll go into a little  
12 bit more detail about that as we get into the  
13 RFP document.

14 So I'll move on to the person to my left.

15 MR. KREIG: I'm Glenn Kreig, and I work  
16 in DOCCS Budget and Finance office.

17 MR. ARPEY: My name is Frank Arpey. I'm  
18 Contract Management Specialist Trainee, and  
19 I'm learning the business.

20 MS. HILLEBRANDT: I'm Sherry Hillebrandt  
21 and I'm Regional Manager with the Correctional  
22 Medical Care.

23 MS. LOUCKS: I'm Cindy Loucks. I'm the  
24 HSA and the current with Corizon here at the  
25 RMU.

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 MS. LYNG: My name is Nancy Lyng. I'm  
2 the Director of Health Services, Department of  
3 Corrections and Community Supervision.

4 SUPERINTENDENT MARTUSCELLO: And I'm Dan  
5 Martuscello, Superintendent of Cossackie.

6 ASSISTANT COMMISSIONER SMITH: I'm Joan  
7 Smith. I'm the Assistant Commissioner of  
8 Health Services, Department of Corrections.

9 DEPUTY SUPERINTENDENT BLAISE: I'm Brooke  
10 Blaise, Deputy Superintendent of Health.

11 MR. BELL: I'm Chris Bell, Vice President  
12 of Business Development with Corizon Community  
13 Corrections Division.

14 MR. HOWLAND: Andy Howland, Chief Budget  
15 Analyst, DOCCS Budget.

16 MS. GRANT: Frances Grant, Minority  
17 Business Specialist with the Department of  
18 Corrections.

19 MS. GALLAGHER: All right, so before we  
20 get going, does anybody need an extra copy of  
21 the RFP document?

22 MR. BELL: Sure, if you wouldn't mind.

23 MS. GALLAGHER: I am not going to go line  
24 by line and not even really page by page, but  
25 I'm going to go through the document and try

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 to hit on some of the key components of it.  
2 So feel free to ask questions if you have  
3 regarding the information in the document.  
4 But again, if you do so, please identify  
5 yourself first and then ask the question.

6 We will allow -- you're going to have an  
7 opportunity at the end to -- where you can ask  
8 additional questions and we'll provide  
9 answers. I also want to remind you that any  
10 questions that you ask during the bidders'  
11 conference and site visit are considered  
12 unofficial. If you wish to have your  
13 questions considered official, you will need  
14 to submit them in writing, because only those  
15 questions that are submitted in writing and  
16 answered in writing will be considered  
17 official.

18 (A pause was taken in the proceedings.)

19 MS. GALLAGHER: So if we're ready, the  
20 first spot I am going to start on is the  
21 Glossary of Terms, which is located on pages 3  
22 and 4. I'm just going to ask if you want to  
23 take a quick review of the information. And  
24 if you have any questions or -- regarding the  
25 glossary, the definitions, please feel free to

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 speak up.

2 (A pause was taken in the proceedings.)

3 MS. GALLAGHER: Does anybody have any  
4 questions?

5 (Negative response.)

6 MS. GALLAGHER: Next, I'm going to move  
7 on to page 8 for the Designated Contacts. And  
8 there we have listed who are the individuals  
9 with whom you are limited as to who you can  
10 have communication with during this  
11 procurement process.

12 So from the time when the bid has been  
13 advertised until it is approved, final  
14 approval by OSC -- which is the office of the  
15 the State Comptroller -- you are limited to  
16 communicating with these individuals.  
17 Unfortunately, one of the individuals, Robert  
18 Sahm, is no longer with our unit. So right  
19 now it's going to be either myself or Andria  
20 Pilieri-White.

21 Failure to follow this requirement could  
22 result in your bid potentially being  
23 disqualified, so please limit your  
24 communication to either myself or Ms. White.  
25 If you have any questions, we ask that you

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1           please submit them in writing. And there is  
2           a -- we provide website information as to  
3           where -- or email address, as to where you can  
4           submit them.

5                     Page 9, we talk about the Key Events and  
6           Dates. Obviously, if you do have any  
7           questions, again, if you want them to be  
8           considered official, you need to submit them  
9           in writing. And the deadline for the written  
10          questions to be submitted is December 12th by  
11          3:00 p.m. Eastern Standard Time. And then we  
12          are estimated to issue those responses on  
13          December 19th.

14                    Proposals are going to be due to DOCCS by  
15          January 6, 2017, 3:00 p.m. Eastern Standard  
16          Time. We are estimating that we will have the  
17          successful bidder selected by January 27,  
18          2017, and the contract start date is going to  
19          be April 1, 2017, or upon approval by OSC,  
20          whichever date is later.

21                    Now, if for any reasons any of the dates  
22          change, we will definitely put out an  
23          addendum, and that will be posted either to --  
24          well, it will be posted to both -- the New  
25          York State Contract Reporter website, as well

1 as our DOCCS website.

2 I am going to move to page 11, where we  
3 have the Minimum Bidder Qualifications. So if  
4 you just want to quickly look that over and if  
5 you have any questions, please let me know.

6 (A pause was taken in the proceedings.)

7 MS. GALLAGHER: Now I'm going to move on  
8 to starting on page 12 where we have the Scope  
9 of Services. Section 2.1 Mandatory  
10 Requirements.

11 Feel free to take a look at that, scan  
12 that real quick.

13 Section 2.2 is the Technical  
14 Requirements, and that's starting from page 12  
15 and continues through page 19.

16 So you might just want to look that over.  
17 I'll give you a minute or two to look that  
18 over because there is a lot of information on  
19 there.

20 MS. LYNG: Can I ask a question?

21 MS. GALLAGHER: Can you identify  
22 yourself, if you don't mind.

23 MS. LYNG: Nancy Lyng, Director of Health  
24 Services.

25 Can we go back to page 11. 1.5, Minimum

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 Bidder Qualifications. Can you point out, the  
2 first bullet, second sentence, "Bidder must  
3 have a minimum of five years experience in a  
4 correctional setting providing management and  
5 staffing for the operation of a 50-plus bed  
6 skilled services nursing program."

7 Do you want to -- that's not a typo?

8 MS. GALLAGHER: No.

9 MS. LYNG: And we just want to point out  
10 that that's not to be confused with the fact  
11 that this is a 60-bed?

12 MS. GALLAGHER: Correct.

13 MS. LYNG: Thank you. I just wanted to  
14 point that out.

15 MR. BELL: Kathy? I submitted a question  
16 related to the pharmacy, which is page 16.

17 MS. GALLAGHER: Yes, I do have your  
18 questions that you submitted, and we do have  
19 answers, so at the end I'll address those, if  
20 you don't mind.

21 I am going to move on to page 20, Section  
22 3, Contract Clauses and Requirements.  
23 Appendix A, I just want to note, is the  
24 standard clauses for New York State contracts,  
25 which will become a part of the contract. And

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1           those are the standard clauses that are used  
2           in all of our contracts, and they are  
3           nonnegotiable. So I just want to make that  
4           very clear.

5                        Section 3.2, Procurement Lobbying Act,  
6           that specifically talks about the  
7           communications between a bidder and the agency  
8           and the restrictions that apply. And again,  
9           myself and Andria Pilieri-White are the only  
10          designated contacts for this solicitation. So  
11          if you have any questions, we are the people  
12          that you should submit your questions to.

13                      I do understand that we have a current  
14          contract vendor that is within the RMU now.  
15          So if you have questions regarding the current  
16          contract, then you can talk to any of the  
17          other people within the agency. But if it's  
18          regarding the new contract, the solicitation  
19          document, you are limited to discussing it  
20          only with Andria Pilieri-White or myself and  
21          do so in writing.

22                      Next is page 21, New York State Vendor  
23          File Registration. And this deals with every  
24          vendor that wishes to do business with New  
25          York State needs to be registered in the New

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 York State vendor file system, where you will  
2 be assigned a ten-digit number. You have to  
3 preregister with the Office of the State  
4 Comptroller Vendor Management Unit.

5 So if you don't already have a New York  
6 State Vendor ID, you would have to fill out a  
7 substitute W-9 form and we would submit that  
8 and you would be given a vendor ID number.  
9 You can do that ahead of time or if, upon  
10 notice of tentative award, we can get you set  
11 up with that.

12 Vendor Responsibility Requirements in  
13 Section 3.5 talks about the responsibilities a  
14 vendor has regarding their vendor  
15 responsibility. One of the things that we do  
16 when we are looking to contract with a vendor,  
17 we do a thorough vendor responsibility review  
18 of them. We refer to it as FLIP, where we  
19 look at them financially, legally, their  
20 integrity and their performance. And we do a  
21 thorough review of those areas.

22 And then also upon submission of the  
23 contract for approval by OSC, the OSC has a  
24 vendor -- a vend rep unit that will do an even  
25 more thorough review on you. And should

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 anything be disclosed, we will obviously reach  
2 out to you and ask that you provide further  
3 information, justification on it. It's a  
4 pretty big thing.

5 There is actually a vendor responsibility  
6 questionnaire that we ask that our vendors  
7 complete prior to the bid submission. You can  
8 do it online, which is, I would say, the way  
9 to go because you do it once online, and then  
10 should you have to make any changes to it, you  
11 are really only going to just change those  
12 little areas that need to be changed and then  
13 you just need to recertify it. As opposed, if  
14 you did it the old-fashioned paper way, you'd  
15 have to completely fill out the form every  
16 single time you had a change. But doing it  
17 online, we highly recommend.

18 We also recommend that if you already  
19 have a vendor responsibility questionnaire  
20 already in the vend rep system, just make sure  
21 that at the time when you submit your bid,  
22 that it has been recertified within the past  
23 six months because OSC will be looking at that  
24 recertification date. They want to make sure  
25 that anything that is submitted is certified

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 at least within six months of the bid due  
2 date.

3 Next, I'm going to go to page 23. And we  
4 talked about Section 3.6, the General  
5 Requirements, if you just want to quickly  
6 review that.

7 (A pause was taken in the proceedings.)

8 MS. GALLAGHER: I'm going to move on to  
9 page 24 to Section 3.8, talks about Sales and  
10 Compensating Use Tax Certification  
11 Requirements.

12 And I bring that up only because when you  
13 submit your bid, we're going to ask for these,  
14 at least one of the forms. The ST-220-CA is  
15 going to be returned to us. The ST-220-TD is  
16 going to -- well, it's submitted to the Tax  
17 Department and that is only if you're -- if  
18 you fill that out, you're filling it out for  
19 the first time, that means that you've never  
20 probably done business with the State.

21 If you've already filled out that  
22 ST-220-TD, then you don't need to fill it out  
23 again. Only if you have any changes to the  
24 original document, any of the information  
25 that's on the original submitted one. But the

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 ST-220-CA will be the one that we will be  
2 looking to come back to us.

3 Then we've got Section 3.9, Encouraging  
4 the Use of New York State Businesses. We have  
5 actually an area in the RFP in Attachment F  
6 where we're going to ask you to complete a  
7 form. There is, of course, a push to utilize  
8 New York State businesses as much as possible  
9 within any contract.

10 On page 25, Section 3.10, we have  
11 Contractor Requirements for EEO, which is  
12 Equal Employment Opportunity, and M/WBE.  
13 M/WBE is Minority Women-Owned Business  
14 Enterprises. We have goals that are assigned  
15 to this contract for M/WBE. It's a total of  
16 30 percent; 15 towards minority and 15 percent  
17 towards women. When I get done with this,  
18 I'll pass it over to Elaine Grant, who is our  
19 M/WBE liaison, and she will explain that  
20 process a little bit more for you.

21 But upon -- we will require that you  
22 complete a EEO staffing plan. We also have a  
23 policy statement, and eventually a utilization  
24 plan.

25 Section 3.11 talks about the use of

1 Service-Disabled Veteran-Owned Business  
2 Enterprises in Contract Performances. And  
3 again, we have in Attachment F a form where we  
4 would ask that you please complete, and again  
5 it's a push on trying to utilize one of these  
6 vendors in your contract.

7 Then on page 26, we talk about Diversity  
8 Practices, which is going to be an assessment  
9 of the diversity practices that your company  
10 has in place. We actually will have as part  
11 of the technical proposal, we have a Diversity  
12 Practices Questionnaire that we will require  
13 our bidders to complete. And based upon the  
14 information that they provide on that  
15 questionnaire, they can earn up to 3 percent  
16 towards the technical scoring. That is  
17 required to be completed.

18 We have Section 3.14 on the Contractor  
19 Insurance Requirements. And that will talk  
20 about the types of insurance that is required  
21 as well as policy limits.

22 Then on page 28, Section 3.15, we talk  
23 about New York State Workers' Compensation and  
24 Disability Benefits Insurance Requirements.  
25 It will explain there's only certain

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 acceptable forms that we will accept. Acord  
2 forms are not acceptable, but this section  
3 will explain what forms are acceptable. And  
4 this information will be required upon notice  
5 of tentative award.

6 Then on page 30, Section 3.17, we talk  
7 about Executive Order Number 26. There is a  
8 link that you can actually -- that will direct  
9 you to learn more information about this  
10 executive order. But it's related to  
11 translation interpretation services that are  
12 required for languages other than the Spanish  
13 language, and that you must agree to comply  
14 with any request by DOCCS to provide  
15 assistance or documents related to this.

16 Section 3.18, Executive Order Number 38,  
17 is regarding the limitations on administrative  
18 expenses and executive compensation. And  
19 again, there is a link within this section  
20 that will direct you to find more information  
21 on that executive order.

22 Page 31, Section 3.20, Subcontractors.  
23 So that if you intend to use a subcontractor,  
24 you must disclose in detail with your bid  
25 submission who that subcontractor is and what

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1           role they will be playing.

2           I also want to note that all  
3           subcontractors must submit proof of insurance  
4           consistent with the insurance requirements  
5           that are set forth in Section 3.14, the  
6           Contractor Insurance Requirements.

7           Also on page 31, Section 3.21, we talk  
8           about a Debriefing. So that if you are  
9           interested later on after the bids -- after we  
10          determine who the tentative awardee is and you  
11          wish to have a debriefing, this will explain  
12          the process of how to request the debriefing.

13          Section 3.22 on page 32, we talk about  
14          all of our Termination information. And  
15          again, one of the big things for us is  
16          ensuring that "The contractor shall at all  
17          times during the contract remain responsible."

18          And again, I had mentioned that prior to  
19          the submission of the contract, we do this  
20          FLIP review where we're trying to make a  
21          determination on your responsibility. And  
22          again, OSC will also be looking at that as  
23          well. But once the contract is in place, we  
24          look that you ensure and you continue to  
25          remain responsible.

1           Page 33, Section 3.23, we have Consultant  
2           Disclosure Legislation Requirement. So upon  
3           notice of tentative award, you must complete  
4           Form A, which is the State Consultant Services  
5           Contractor's Planned Employment. Then Form B,  
6           the State Consultant Services Contractor's  
7           Annual Employment Report, is providing  
8           detailed actual employment data. And it is  
9           submitted at the conclusion of the state  
10          fiscal year and must be submitted annually by  
11          May 15th of each state fiscal year.

12          Section 3.24 talks about a Non-Disclosure  
13          Agreement. That form is located in Attachment  
14          F and will be required to be submitted upon  
15          notice of tentative award.

16          On page 34, Section 3.25, DOCCS  
17          Departmental Directives, Policies and  
18          Procedures. I want to make sure that you  
19          understand that you will agree to abide by all  
20          the relevant Departmental directives, policies  
21          and procedures, and that your employees and  
22          subcontractors are subject to background  
23          checks.

24          Page 35, Section 4, Administrative  
25          Information. Section 4.2, Price.

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 Attachment D is the Cost Proposal form.  
2 Because this is a best value solicitation,  
3 which is -- meaning the bid obtaining the  
4 highest overall combined score based on the  
5 technical score plus the financial evaluation  
6 score -- we ask that the cost proposal form be  
7 independent of the technical proposal.

8 The cost proposal form must be submitted  
9 in a separate sealed envelope labeled "RFP  
10 2016-11 Cost Proposal." So it must be  
11 separate from your technical. But again, you  
12 can the mail the technical, the cost all in  
13 one envelope, but just make sure that cost  
14 proposal is separate from the technical.

15 Page 36, Section 4.5, talks about Price  
16 Adjustment. I just want to make sure you  
17 understand that all rates shall be firm for  
18 the first year of the contract.

19 Page 37, Section 5, Procurement Rights.  
20 If you just want to quickly scan that. It  
21 starts on page 37 and continues through page  
22 39.

23 (A pause was taken in the proceedings.)

24 MS. GALLAGHER: Do we need more time to  
25 review this or are you good?

1 (Affirmative response.)

2 MS. GALLAGHER: Page 40, Section 6, we  
3 start talking about the Proposal Submission.

4 Section 6.1, RFP Questions and  
5 Clarifications. We ask that you submit them  
6 in writing. We provide an email address. And  
7 please enter your "RFP 2016-11" in the subject  
8 line of your email.

9 Section 6.2, talks about the Proposal  
10 Format and Content. It also in this section  
11 lists the assigned weight value for the  
12 technical and cost proposals. Technical  
13 proposal, you can earn up to 73 percent and  
14 the cost proposal is 27 percent. Included in  
15 your technical proposal will be your diversity  
16 practices questionnaire. And again, that is  
17 worth 3 percent.

18 Page 41, Section 6.2.1, talks above the  
19 Technical Proposal which shall include a Cover  
20 Letter. Information regarding the Minimum  
21 Bidder Qualifications, information related to  
22 the Mandatory Requirements, your description  
23 of the proposed plan to address the Technical  
24 Requirements. And as I mentioned before, it  
25 shall also include the diversity practices

1 questionnaire.

2 Page 42, Section 6.2.2, the Cost  
3 Proposal. The cost proposal form is located  
4 in Attachment D. And again, I am going to ask  
5 that you keep that separate from the technical  
6 proposal.

7 Section 6.2.3, the Administrative  
8 Proposal. That is going to include all the  
9 mandatory forms that are noted within this  
10 section, as well as in Section 3, the Contract  
11 Clauses and Requirements and in other sections  
12 of the RFP.

13 Section 6.3, Proposal Packaging. This is  
14 how we want it packaged. So part 1 is going  
15 to be your technical proposal, which must  
16 include a minimum of three originals and six  
17 exact copies. Part 2 is the cost proposal,  
18 and that must consist of only the cost  
19 proposal and include three originals and two  
20 exact copies. And part 3, is an  
21 administrative proposal.

22 And in Attachment H, there's a bid  
23 submission checklist and that will tell you  
24 for each of those documents the number of  
25 originals and/or exact copies required for

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 each of those forms.

2 Proposals will not be accepted via fax or  
3 email. They must be mailed. Mailed or  
4 FedEx'd or UPS, or even hand-delivered. The  
5 hours for hand deliveries at 550 Broadway in  
6 Menands is 8:00 a.m. to 4:00 p.m. And the due  
7 date for proposals in Section 6.4 -- and I  
8 notice that there's an error which I will  
9 address in an addendum after this meeting.

10 But the due date for proposals is Friday  
11 January 6, 2017, by 3:00 p.m. Eastern Standard  
12 Time. So it must be received by 3:00 p.m. on  
13 that date. Any proposal received after that  
14 date and time will not be accepted.

15 It is your responsibility to ensure that  
16 your package is delivered on time. So if you  
17 give it to FedEx and FedEx somehow loses it or  
18 doesn't get it in on time, it's not --  
19 unfortunately, we will not accept it.

20 So page 44 we start talking about the  
21 Proposal Evaluation Criteria and Selection  
22 Process.

23 Section 7.1, Proposal Evaluation and  
24 Scoring. The scoring is essentially done in  
25 three phases. The first phase is going to be

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 a preliminary review; otherwise known as a  
2 Pass/Fail Criteria Review. And included in  
3 this section is a Pass/Fail Checklist.

4 So as long as your proposal passes that  
5 checklist and meets all the stipulations of  
6 that checklist, it will move on to phase 2,  
7 which is the Technical Proposal Evaluation,  
8 where it will be scored by a team of  
9 evaluators. And again, your Technical  
10 Proposal Evaluation is worth 73 percent. So  
11 the evaluators will review your technical  
12 proposal and score it. The Diversity  
13 Practices Questionnaire actually will be  
14 scored by my unit, the Contract Procurement  
15 Unit. And we will take the scores from your  
16 technical proposals and the score from your  
17 Diversity Practices Questionnaire and we will  
18 combine them. And the Technical Proposal will  
19 be an average score of all the evaluators.  
20 And then we'll combine that score with your  
21 Diversity Practices Questionnaire to determine  
22 what your overall technical score is.

23 Does anybody have any questions on that?

24 (Negative response.)

25 MS. GALLAGHER: And then phase 3 is the

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 Cost Proposal evaluation and that will be  
2 scored by our Budget Unit. So the people who  
3 are scoring your Technical Proposal will not  
4 even see the Cost Proposal. And the people  
5 seeing the Cost Proposal will not see the  
6 Technical Proposal. They will be completely  
7 independent of each other on reviews.

8 And in phase 3, again, the Cost Proposal  
9 is worth 27 percent, and that section, that  
10 piece talks about how the point system will be  
11 determined. Obviously, the cost proposal with  
12 the lowest grand total will be awarded the  
13 maximum possible points, and then all other  
14 bidders will receive a proportionate number of  
15 points using a certain formula. And that  
16 formula is listed in that section.

17 And then Section 7.2, Final Composite  
18 Score, the scores for your technical and your  
19 score for your cost will be combined and then  
20 the bid having the highest final composite  
21 score will be ranked number one, and then so  
22 on and so forth toward the next lower bidder,  
23 and so on.

24 And then Notification of Award, we will  
25 definitely send you a letter in writing

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1           advising you of a tentative award, as well as  
2           those who did not get award, we will send a  
3           non-award letter to you as well and offer you  
4           the opportunity for a debriefing.

5           Then after -- so, we're really done with  
6           all the sections, but now we have all the  
7           attachments that are part of the RFP. So I'll  
8           quickly review.

9           The first Attachment A is the Appendix A,  
10          which is the standard clauses for New York  
11          State contracts. Again, this is -- all of  
12          these are standard clauses in every contract  
13          of New York State and they are nonnegotiable.

14          Attachment B is your Diversity Practices  
15          Questionnaire. As I mentioned earlier, this  
16          will be part of your technical proposal, so  
17          include it with your technical proposal. And  
18          it is worth up to 3 percent based on the  
19          questions that you provide.

20          Attachment C is the Historical Data for  
21          the hours worked by title for the past three  
22          years.

23          The next attachment is Attachment D,  
24          which is the Cost Proposal Form, so we do  
25          provide some instructions on completing the

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 form. And then there's the form itself.

2 Attachment E is the Bid Declination form,  
3 and if you decide not to submit a bid, we ask  
4 that you complete that and send that in.

5 Attachment F is the Legal Required Forms,  
6 and there it kind of spells out what forms  
7 should be submitted with your proposal and  
8 then what forms will be needed after notice of  
9 tentative award.

10 Attachment G are the M/WBE Requirements  
11 and Forms. And again, it clearly states what  
12 forms should be submitted with your proposal  
13 and then which form will be required upon  
14 notice of tentative award.

15 Then there's Attachment H, which is the  
16 Bid Submission Checklist. We ask that you  
17 complete this and return this as well. This  
18 will indicate like the number of originals and  
19 number of exact copies that we require for  
20 everything that needs to be returned.

21 Then Attachment J is the final attachment  
22 for the RFP and that contains the DOCCS  
23 policies that are relevant to this contract.

24 Does anybody have any questions at the  
25 moment? I am going to pass this over to

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 Elaine. She's going to touch base on the  
2 M/WBE portions and requirements. And then  
3 when she's done, I am going to open it up for  
4 additional questions and answers.

5 MS. GRANT: Good morning. Again, my name  
6 is Frances Elaine Grant. I'm the Minority  
7 Business Specialist for the Department of  
8 Corrections and Community Supervision.

9 My job is to make sure that you are  
10 compliant and to assist you in any way that I  
11 can with minority- and women-owned business  
12 enterprise utilization as well as  
13 service-disabled veteran-owned businesses.

14 Because there are goals that were  
15 established on the contract: 30 percent M/WBE  
16 utilization, and the Governor has set 6  
17 percent as SDVOB utilization. I'm here to  
18 help you with both.

19 If you do not know of any M/WBE firms out  
20 there that can assist you, there is a place  
21 that you can go to do a database search. I  
22 can do it for you; I can help you with it. It  
23 is [www.ny.newnycontracts.com](http://www.ny.newnycontracts.com). That is the New  
24 York State contract system where the M/WBE  
25 database is housed. You'll click on the M/WBE

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 database and begin your search that way by  
2 industry, by name if you know of one or two,  
3 or if you just want to do a data dump, which  
4 can tie your computers up for quite some time.

5 After looking at the scope of services  
6 for the Cossackie RMU, I came across just a  
7 few areas where M/WBE and SDVOB utilization  
8 can be found. Your medical supplies is going  
9 to be key. Not that you don't have your own  
10 supplier, but if the requirements are on the  
11 contract, you're going to need to find an area  
12 to subcontract out and medical supplies are  
13 both prevalent with the M/WBE community as  
14 well the SDVOB community.

15 I also looked at the former contract and  
16 then the new one this year, the cost proposal  
17 sheet which is Attachment D. In any of these  
18 titles, if these people do not exist in your  
19 organization, that's also an area that you can  
20 subcontract out and there are plenty of them  
21 in the M/WBE Community. Not so much as the  
22 SDVOB, but these titles, these positions,  
23 these firms are found with this type of  
24 employee. So that's another area that you can  
25 think outside the box and you get some

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 utilization.

2 Once the tentative award has been made, I  
3 will reach out to your designated person --  
4 whether it be you or someone else in your  
5 organization -- that will handle the M/WBE  
6 utilization and SDVOB utilization from that  
7 point on.

8 What I will do is I will send them any  
9 forms that they don't have. There are the  
10 forms in the bid. The most important one that  
11 you're probably going to need from me is that  
12 utilization plan. If that cannot be filled  
13 out, then we move on to the next state. But  
14 we have to do our due diligence. We have to  
15 do our search, our thorough search. You and  
16 me as well -- to make sure that there are no  
17 firms out there that you can subcontract with.  
18 Then and only then will I request you complete  
19 a waiver, which I will then send to the  
20 Executive Chamber for final approval. It is  
21 not my decision at that point. I will agree  
22 with you that if there's no utilization, and  
23 forward it on on your behalf. But they are  
24 the ones who are going to say, yes, I agree  
25 with you, or no, go back to the drawing board.

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1           That's not my decision.

2                     But, as Kathy had already mentioned, 3  
3           percent of your technical score is going to be  
4           for your diversity practices. That must come  
5           back with your submittal. I will be scoring  
6           that one along with Kathy to make sure that it  
7           is completed properly and all documentation is  
8           submitted with it. And then it gets factored  
9           into your score.

10                    Once you are awarded a contract there's a  
11           couple of reports, quarterly reports that you  
12           will need to complete. I will send you that  
13           report along with instructions on how to  
14           complete it. It will be in direct relation to  
15           your Equal Employment Opportunity staffing  
16           plan. The one that you submit with your  
17           proposal will be a snapshot of your entire  
18           workforce. My report will be only those who  
19           actually worked on this particular contract.  
20           And that's a quarterly report, but I'll send  
21           you a reminder every quarter when it's due.

22                    If you have any other questions regarding  
23           M/WBE or SDVOB utilization prior to award, you  
24           can get your answers from me, but it has to go  
25           through Kathy and Andria. After award, it

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 will be you and me one-on-one.

2 My name is Frances Grant. I can be  
3 reached at Frances.Grant@doccs.ny.gov, after  
4 award. Thank you.

5 MS. GALLAGHER: All right. So one of the  
6 things the RFP indicated was that we will  
7 allow questions to be submitted that bidders  
8 wanted to be addressed during the conference  
9 here today. I did receive some questions, so  
10 I'm going to go through the questions and then  
11 I'm going to provide the responses.

12 The first question that was submitted  
13 talks about pharmacy: Page 19 states,  
14 "Subcontracting for any of the above items  
15 will be acceptable to DOCCS. Please refer to  
16 Section 3.20 Subcontractors for guidelines.

17 Then the question is: (A) Does the  
18 subcontractor process apply to the pharmacy  
19 services, page 16, Section L, Number 1?

20 DOCCS response to that is: No. New York  
21 State DOCCS shall be responsible for the cost  
22 of all prescriptions. All filled  
23 prescriptions shall be purchased by New York  
24 State DOCCS following acceptable State  
25 purchasing practices from the established OGS

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 Centralized Contract for pharmaceuticals.

2 (B) of the question asks: If so, will  
3 DOCCS approve the subcontractor and pay the  
4 subcontractor directly?

5 And the answer to that is: That is not  
6 applicable since DOCCS is going to be  
7 responsible for the cost of all prescriptions.

8 Then they have question (C): If not,  
9 will DOCCS on-site pharmacy be filling  
10 prescriptions for the RMU patients?

11 DOCCS response is: No.

12 Then (D) of that question: If DOCCS  
13 pharmacy will not be filling prescriptions,  
14 how will this be done?

15 DOCCS response is: All filled  
16 prescriptions shall be purchased by New York  
17 State DOCCS following acceptable State  
18 purchasing practices from the established OGS  
19 centralized contracts for pharmaceuticals.  
20 Instructions regarding the process shall be  
21 provided to the contractor after notice of  
22 contract award.

23 Question 2 that was submitted is: Page  
24 23 Section (I) states: The contractor is  
25 responsible to maintain equipment and

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 materials provided for the work consistent  
2 with applicable safety and health codes.

3 Question (A): Will DOCCS purchase the  
4 equipment?

5 DOCCS response: Yes.

6 Question (B): Will DOCCS maintain the  
7 biomedical equipment and safety contract?

8 DOCCS response: DOCCS will be  
9 responsible for the maintenance and repair of  
10 the equipment purchased by DOCCS. DOCCS does  
11 not have a contract for biomedical equipment  
12 and safety.

13 Question (C): Will the vendor be  
14 responsible to assist in administration of  
15 this process?

16 DOCCS response: Yes, to the extent of  
17 identifying if a piece of equipment is broken  
18 and requires repair and notifying the Deputy  
19 Superintendent of Health; otherwise known as  
20 DSH.

21 Do we have any questions regarding those  
22 answers?

23 MR. BELL: Can we get copy of that.

24 MS. GALLAGHER: This will be posted with  
25 the addendum containing all the questions that

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1           have been submitted.

2                   Do we have any other questions on any of  
3           the other sections or information within the  
4           RFP document itself?

5                   (Negative response.)

6                   MS. GALLAGHER:  If we have no questions,  
7           then I think this bidders conference portion  
8           is done.

9                   (A pause was taken in the proceedings.)

10                   MS. GALLAGHER:  I think it's now -- I'm  
11           not sure what timeline is for the site visit.  
12           Are you ready to do it now?

13                   So we are done on the bidder's  
14           conference.

15                   (There was a discussion off the record.)

16                   MR. HOWLAND:  I have one quick  
17           question -- Andy Howland -- regarding the  
18           M/WBE in-service disabled veterans.

19                   They must be New York State certified?

20                   MS. GALLAGHER:  Yes.

21                   (Site visit at 10:07 a.m.)

22                               \* \* \* \* \*

23                   (Resuming after site tour at 10:42 a.m.)

24                   MS. GALLAGHER:  Since we have the  
25           transcriptionist here who's going to be

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 recording the questions and the responses, I  
2 am going to just ask that you again announce  
3 who you are.

4 So you were wondering where...

5 MR. BELL: The price, Attachment D.

6 MS. GALLAGHER: Attachment D? It's going  
7 to be towards the back.

8 MR. BELL: So, my question is -- you did  
9 answer the question related to the pharmacy.  
10 I just want to make a hundred percent clear,  
11 there's no cost title listed on this form for  
12 anything related to pharmacy.

13 MS. GALLAGHER: It's all going to be  
14 covered by DOCCS.

15 MR. BELL: Okay. Chris Bell.

16 MS. LOUCKS: Cindy Loucks, Corizon.

17 As to that statement, you said all were  
18 going to be covered by DOCCS. But in the  
19 section on the pharmacy, you're requiring a  
20 monthly pharmacist consultant and the  
21 maintenance of a medication card. So will  
22 those not be the contractor's responsibility?

23 MS. GALLAGHER: Page 16. So that would  
24 be a question for someone from Health  
25 Services.

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 MS. LYNG: You're on page 16, (L)  
2 Pharmacy Services, (2): Maintain a Pharmacy  
3 and Therapeutics Committee -- I'm sorry.

4 MR. BELL: It's actually number (3) and  
5 (4).

6 MS. LYNG: (4): Perform physical  
7 inspection of medication cart, medication  
8 room, emergency bag, and narcotics for  
9 compliance with DOCCS directives and policy  
10 procedures.

11 So your question is?

12 MS. LOUCKS: The medication cart expense,  
13 then, is covered by the contractor or the...

14 MS. LYNG: The purchase of the actual  
15 cart, DOCCS will cover that.

16 MS. LOUCKS: Okay. And number (3), the  
17 monthly consultant pharmacy services for  
18 formulary compliance, the contractor is to  
19 provide?

20 MS. LYNG: Andy? I would assume the  
21 contractor would provide that.

22 MR. HOWLAND: Yes. The contract is  
23 specifically just for the drugs.

24 MR. BELL: So that should be listed as an  
25 other cost under pricing? Yes?

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 MS. GALLAGHER: So do we want to add a  
2 line to the Cost Proposal line?

3 MR. HOWLAND: Well, I think it can just  
4 go under Other Costs.

5 MS. GALLAGHER: So just -- it will be  
6 included in the line for All Other Costs?

7 MR. HOWLAND: Yeah.

8 MS. GALLAGHER: So that will be included  
9 in the All Other Costs line on the Cost  
10 Proposal Form in Attachment D.

11 And I also want to remind you that if you  
12 want any of these questions to be considered  
13 official, please submit them in writing, any  
14 of the questions that are asked today, and if  
15 you want any of the answers to be considered  
16 as official, as well, you need to submit your  
17 question in writing.

18 MS. LYNG: Kathy, there were questions  
19 that were posed to me during the tour and I  
20 asked the lady to my left here to wait until  
21 we came back to the room.

22 And I can't remember your name. I'm  
23 sorry.

24 MS. HILLEBRANDT: That's okay. I'm  
25 Sherry Hillebrandt, with CMC, Correctional

1 Medical Care.

2 I had asked if the medical records were  
3 electronic or paper.

4 MS. GALLAGHER: Health Services, can you  
5 provide the answer?

6 MS. LYNG: Are the medical records  
7 electronic? No, they are not.

8 We -- the Department is working toward  
9 that, but this has been a very -- ITS, this  
10 has been a long process. And if I were to  
11 tell you that it's probably been ten years  
12 we're working on it.

13 MS. BLAISE: We do have some appointments  
14 on the system that's computerized, our  
15 speciality care consults and primary consults,  
16 dental consults. So that's kind of part of  
17 the record. But that's all a very small part.

18 MR. BELL: Just to clarify.

19 That's the Department's system,  
20 Department's responsibility?

21 MS. SMITH: Yes.

22 (There was an interruption at the door.)

23 MS. LYNG: The Department of Corrections  
24 maintains the -- that portion of the  
25 electronic record, if you will. But the

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1 staffing portion of entering any information  
2 to complete a consult --

3 MR. BELL: The software -- the electronic  
4 medical record software, my question was --  
5 is -- continues to be maintained, will be  
6 maintained by the Department?

7 MS. LYNG: Yes.

8 MS. SMITH: Utilizing our equipment.

9 MR. BELL: Yes.

10 MS. SMITH: I'm the one that added "if  
11 they're utilizing our equipment," because in  
12 the past, there have been contractors that  
13 have brought in other equipment that had to be  
14 approved, but we maintain anything that we  
15 have provided.

16 SUPERINTENDENT MARTUSCELLO: Remember  
17 that electronic equipment coming through the  
18 door is scrutinized, and laptops, et cetera,  
19 is limited. So there's not a lot of approval  
20 for this stuff to be coming through the front  
21 gate. Just to keep that in mind.

22 MS. GALLAGHER: Any other questions?

23 (Negative response.)

24 MS. GALLAGHER: If we have no other  
25 questions, then I think we are done here.

*Bidders' Conference RFP 2016-11 Cossackie CF RMU*

1                   So thank you for attending. Again, if  
2                   you do have any questions, please submit them  
3                   in writing, especially if you want them to be  
4                   considered official. And we will be issuing  
5                   an addendum that will contain all the answers  
6                   to those questions that have been submitted in  
7                   writing.

8                   SUPERINTENDENT MARTUSCELLO: Thank you  
9                   for coming today. Be safe and have a happy  
10                  Thanksgiving.

11                  (Conference concluded 10:49 a.m.)

12                  \* \* \* \* \*

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25

C E R T I F I C A T I O N

I, ELLEN J. FRANKOVITCH, Shorthand Reporter and Notary Public in and for the State of New York, do hereby CERTIFY that the foregoing record taken by me at the date and place noted in the heading hereof is a true and accurate transcript of same, to the best of my ability and belief.



ELLEN J. FRANKOVITCH

Dated: November 30, 2016