

New York State Department of Correctional Services and  
Community Supervision

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# Request for Information

## Creative Arts and Theatre Program

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Acting Commissioner

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Assistant Commissioner  
For Program Services

## 1 Introduction

The Department of Corrections and Community Supervision (DOCCS) intends to use this Request for Information (RFI) to gather information that will assist New York State 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 or fax. 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:

<b>SKILL SET</b>	<b>SUB SKILL</b>
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 Response Instructions

All interested entities are required to respond using email or fax 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, fax, 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.

Return the above-mentioned cover letter, the narrative, and the completed table to the following individual by email or fax:

<b>Designated Contact:</b> Velma Berry, CMS2 Phone: 518-436-7886 ext. 3115 Fax: 518-436-1519 Email: <a href="mailto:doccscontracts@doccs.ny.gov">doccscontracts@doccs.ny.gov</a>	<b>Alternate Designated Contact:</b> Mark Joly, CMS 2 Phone: 518-436-7886 ext. 3130 Fax: 518-436-1519 Email: <a href="mailto:doccscontracts@doccs.ny.gov">doccscontracts@doccs.ny.gov</a>
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**Note:** This is not a Request for Proposals. It 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.

**Submission instructions:** Email the response to this request in Microsoft Word format to the designated contact. Attach the completed table to the response.

**RFI Questions deadline:** Interested companies may submit questions up to 3:00 p.m. on Thursday, June 13, 2013. Email questions to the designated contact.

**Responses to Questions:** DOCCS will post responses on the New York State Contract Reporter by COB Tuesday, June 18, 2013.

**RFI Response Deadline:** Responses must be returned by 3:00 p.m. on Wednesday, June 26, 2013.

**RFI Response Clarifications:** DOCCS may seek additional information (clarifying or otherwise) following the receipt of the RFI Responses. This may be through phone conversations or emailed questions.

**Disclaimer:** This RFI is not a contract offer, and it 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. DOCCS reserves the right to accept or reject any or all information received, or to modify or cancel in part or in its entirety this RFI at any time. 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**

<p align="center"><b>Item number</b></p>	<p align="center"><b>Area</b></p>	<p align="center"><b>Comments</b></p> <p align="center">Indicate if you can supply the relative services in the area described in the central column, and include details in the narrative.</p>
<p align="center"><b>1</b></p>	<p>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.</p>	
<p align="center"><b>2</b></p>	<p>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.</p>	
<p align="center"><b>3</b></p>	<p>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.</p>	
<p align="center"><b>4</b></p>	<p>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)</p>	