

**NYS Division of Parole
IFB 2010-04
Residential Stabilization Programs
Questions & Answers**

1. Q: Typically you identify single or double space, in the past you required double spacing, Page 11 you don't really specify. I am assuming single space on proposal submissions, single or double space?

A: This RFP does not specify single or double spacing, therefore, either is acceptable.

2. Q: I am in receipt of the amendment to the RFP for the above Programs. We are in Rensselaer County, originally Catchment Area F which indicated Albany, Rensselaer or Schenectady Counties. Catchment Area F has been moved to Catchment Area E which indicates FIVE (5) beds in Albany County, primarily serving individuals from Albany, Rensselaer and Schenectady. What I am asking is if the beds for this Catchment Area then need to be located in Albany County.

A: You are correct. The beds need to be located in Albany County.

3. Q: Is the entire award \$800,000, to be used for the five year period?

A: No. At this time, the Division plans to expend up to \$800,000 per fiscal year to support this contract.

4. Q: If it is \$25,000 per bed, and there is a six-bed program, which would be a cost of \$150,000, what is recommended agencies would use to cover other cost/expenses throughout the grant term? The program would need to be staffed 24/7, there is salary, fringe, utilities, transportation etc. The cost for such operations will certainly exceed the grant amount each year. What does the DOP recommend as far as addressing these additional costs?

A: The \$25,000 cost is all inclusive of ALL costs that the program has. As our budget sheet details, vendors need to itemize all of their requested expenses. The \$25,000 per bed is a cap for all costs. Accordingly, a five bed program cannot cost more than \$125,000 total for all costs.

5. Q: Which agencies currently operate this type of program?

A: Any information regarding current vendors is considered a Freedom of Information Request and must be submitted in writing to the Records Access Officer, New York State Division of Parole, 97 Central Avenue Albany, NY 12206.

6. Q: I was not aware of the formal non-mandatory bidder's conference on Thursday October 21, 2010, and would like to know if there is any information I would need to obtain from the transcripts that will help assist us in preparing for this RFP?
- A: Yes, reviewing the Bidder's Conference transcript will assist you in preparing a proposal. All of the documents that are available on the Division's website should be reviewed.
7. Q: Above the five (5) beds funded through the grant, how many is my organization permitted to maintain? We run a 12 bed safe sober residence for ex-offenders on Parole and Probation. Will I be able to use the other seven beds for other referrals from Parole and Probation?
- A: Regarding the 5 bed cap, the other 7 beds may be used by other clients. This should be detailed in your proposal. Some of the other 7 clients could be parolees as long as they are not in the contract portion of the program, and paid for with other 3rd party revenue such as housing assistance funds.
8. Q: A related question, will Ulster County DSS be able to provide assistance to parolees who have been designated as funded under this grant? Will chosen parolees still be able to receive food stamps and cash allowances from DSS?
- A: That is up to Ulster County. You will need to determine that as part of submitting a budget for your proposal.
9. Q: Are the five beds mentioned in the grant guidelines for the entire "Catchment Area G" (including Dutchess, Ulster, and Sullivan Counties) or are there five beds proposed for each county in the Catchment Area?
- A: It is 5 beds for the entire Catchment Area.
10. Q: Will the parolees be placed as an alternative to incarceration (mandated) or in a reentry program (recommended/voluntary)?
- A: Both options are possible (see client groups to be served on page 1 of the RFP).
11. Q: We currently have three part time night/weekend employees on parole. They were pre-approved by parole before they were hired. Can we continue to use these employees?
- A: Those employees who are on parole will have to be approved again by the Division. This info should be included in your proposal.

12. Q: We have multiple residential sites with differing levels of service. Can we contract for multiple sites with Parole's review and approval of specific placements?
- A: Multiple sites are acceptable; however, each site should be detailed in your proposal.
13. Q: One of our buildings is three floors. The third floor has only one means of egress. The building is fully covered by a fire sprinkler system and meets NYS Uniform Fire Prevention and Building Codes. Our Certificate of Occupancy includes the third floor bedrooms. Will these rooms qualify for placement?
- A: If the building meets local codes and has a current COO, it is acceptable.
14. Q: What drug testing products/procedures are approved?
- A: Please explain the drug testing information that you plan to use in your proposal.
15. Q: Are there a model plans available for contraband search, TB Control, and HIV Education?
- A: Upon contract award, such plans and information will be shared and discussed with new contractors.
16. Q: We are a program that service only veterans, and was wondering if this would preclude us from the program. Please let us know since we can only house veterans.
- A: Providers have to service one of the client groups on Page 1 of the RFP. Veterans are not a distinct group.
17. Q: In Catchment Area- DOP Region IV, we have a facility 2 miles from Schenectady County, would our proposal remain qualify for consideration or the facility will be disqualified for not being located in the preferred regions?
- A: The proposal would only be considered if the facility is located in the primary county (Albany).

Please sign and submit with your proposal.

Vendor Name: _____

Signature: _____

Date: _____