

**NYS Department of Corrections and Community Supervision (DOCCS)
RFP 2011-02
Transdermal Alcohol Concentration (TAC) Testing**

Questions & Answers

1. Q: I have received a copy of the proposal and I am looking for clarification on the following words: Should, Shall, Must. Does the Department of Corrections and Community Supervision have a glossary of terms for this RFP? I want to make sure I interpret which specifications are required and the words above have very different meanings. Is there anywhere I can refer too to get the definitions for the above words?

A: A glossary of terms is not available for this RFP. Refer to RFP Pg. 12, IX. Method of Award and Evaluation, Phase I, for clarification of the mandatory requirements. Although should, shall and must are prevalent throughout the document, the pass/fail checklist illustrates the items that are mandatory.

2. Q: Will the DOCCS allow vendors to include an appendix within their proposals for optional products and services which may enhance the DOCCS' program?

A: No. Proposals should only include a response to DOCCS needs as outlined in the RFP, Pg. 4, III. Scope of Services.

3. Q: Will the DOCCS please confirm if TAC technology or devices have been used in the past 12 months - either directly or via the SOMTA or SIST programs? If yes:

- What vendor provides the TAC technology/services? Is the current contract with Alcohol Monitoring Systems or a re-seller?
- What is the brand/model of TAC devices used? How many of these units are in current use?
- What is the current number of days (on average) that a client remains on a TAC device? Does the DOCCS anticipate that this average time spent on TAC supervision will significantly change in the future?

A: Yes. However, any information regarding the current contractor must be submitted to the Division's FOIL Unit, Records Access Officer, as a Freedom of Information Law (FOIL) request. Refer to the following website address for information on filing: <https://www.parole.state.ny.us/foil.html>. The Office of the State Comptroller also provides a listing of state contracts at the following website address: <http://www1.osc.state.ny.us/transparency/contracts/contractsearch.cfm>.

The number of days and the average time spent on TAC supervision is determined by the courts.

4. **Q:** What is the current daily rate per client for TAC testing? Will the DOCCS please provide both the cost for equipment rental and the cost for monitoring services?

- Does the DOCCS currently own any TAC testing devices?

A: Information regarding current contractor pricing must be submitted to the Division's FOIL Unit, Records Access Officer, as a Freedom of Information Law request. Refer to the following website address for information on filing: <https://www.parole.state.ny.us/foil.html>. The Office of the State Comptroller also provides a listing of state contracts at the following website address: <http://www1.osc.state.ny.us/transparency/contracts/contractsearch.cfm>.

DOCCS does not currently own any TAC testing devices.

5. **Q:** Will the DOCCS please confirm who will be responsible for installing and removing TAC bracelets in the field?

A: DOCCS staff will be responsible for installing and removing TAC bracelets in the field.

6. **Q:** Will DOCCS please confirm its preference for a Lost/Stolen/Damaged equipment allowance? For example, will the DOCCS agree to be financially responsible for a specified percentage of any units that are lost/stolen/damaged over the course of a contract year?

- How many TAC testing devices have been lost/stolen/damaged over the past 12 months?

A: As stated on Page 8, VI. Financial Requirements, B. Proposal Cost 1: factors in determining the all inclusive cost; daily rate per participant should include but not be limited to all services, equipment, maintenance, phone charges, shipping, and any other ancillary charges associated with the provision of alcohol monitoring on a per participant basis; adequate supply of back-up bracelets (at a minimum of one (1) bracelet for every four (4) bracelets in use).

One unit has required full replacement in the past 12 months.

7. **Q:** Page 4, Section III.A.2 states that the client-worn TAC device should have the ability “to be customized to the individual participant.” Would the DOCCS please provide further clarification on what they are looking for with this requirement?

A: To further clarify, the TAC device should have the ability to be customized to the physical attributes of the client.

8. **Q:** Page 4, Section III.A.4 states that “equipment is, at a minimum, shock, water and tamper-resistant.” Would the DOCCS consider changing this specification to read: “equipment is, at a minimum, shock and tamper-resistant, as well as waterproof”? It is industry standard that all Electronic Monitoring devices are waterproof, and waterproof TAC devices have a better track record of continued performance than water resistant devices.

A: DOCCS has determined that the RFP language will remain unchanged.

9. Q: Page 4, Section III. B.9 states that the system should have the “capacity to utilize cellular, digital, and/or an analog phone line as well as a direct connect device”. Would the DOCCS consider removing the requirement for “a direct connect device”? This terminology is the name of a specific device made by one vendor, and therefore may restrict fair competition.

A: DOCCS refers to “a direct connect device” as a method of connecting information systems (i.e., USB). This is not a specifically named device made by one vendor.

10. Q: Page 4, Section III.B.11 requires a centralized and controlled data center and support staff. Can the DOCCS please confirm that this data center must be staffed 24x7x365 by on-site staff that promptly answer DOCCS calls at all times? Please confirm that the DOCCS does *not* want a data center where DOCCS staff have to leave a voicemail, and then wait for on-call monitoring staff to return the call?

A: Page 4, Section II. B,11 states that vendor “provides a centralized and controlled data center and support staff that monitors notifications to agency staff of alcohol related readings via the internet and provides analysis of and notifications to agency staff of alcohol readings, tamper alerts, communication failures, equipment issues, maintenance needs and/or malfunctions on a 24/7 bases, 365 days per year”.

DOCCS staff will contact the data center as needed, whereby any mode of communication is acceptable.

11. Q: It is our understanding that the lowest Total Cost Per Year proposal will be determined by evaluating each vendor’s daily rate per participant cost for transdermal monitoring with landline data communication and *no* Radio Frequency (RF) curfew monitoring included. Will the DOCCS please confirm if this is correct?

A: The RFP does not reference Radio Frequency (RF) curfew monitoring.

12. Q: It is standard industry practice for vendors to offer separate daily rate pricing for transdermal monitoring with a landline receiver and transdermal monitoring with a cellular receiver. Based on the RFP, it is our understanding that the DOCCS is interested in both of these options. Therefore, can vendors submit an additional pricing sheet that includes additional products and services that relate to this RFP?

A: No. Proposals should only include a response to DOCCS needs as outlined in the RFP, Pg. 4, III. Scope of Services.

13. Q: Page 3 of the RFP, Section II Background, mentions that the agency has used a continuous alcohol concentration testing program to monitor offenders over the past year. How was this program procured/contracted for with the current vendor – for example was an RFP or another cooperative procurement vehicle utilized? If no cooperative procurement for TAC Testing was previously issued, will the DOCCS take into consideration when scoring RFP responses the fact that other vendors have not been able to work directly with the DOCCS - and therefore *not* award additional points to an incumbent provider for having the advantage of partnering with the DOCCS without being subject to a previous RFP process?

A: Information regarding the current contractor must be submitted to the Division's FOIL Unit, Records Access Officer, as a Freedom of Information Law (FOIL) request. Refer to the following website address for information on filing: <https://www.parole.state.ny.us/foil.html>.

Refer to Page 13, IX., Method of Award and Evaluation, Phase II 1. Scope of Services – 50 Points, Response to Attachment C. Points will be given in Attachment C #23 “ The vendor should have a minimum of two years experience in provision of Transdermal alcohol measurement services to criminal justice program(s) in the State of New York”; and, Company Overview B., Current TAC Testing Contracts. Attachment C does not provide for additional points to be awarded to an incumbent provider.

14. Q: The RFP states that answers to all questions will be posted on the DOCCS website no later than Friday, November 4. If answers are not posted by November 4th, will the DOCCS consider extending the proposal due date?

A: On November 7, 2011, an Amendment was issued thereby extending the proposal due date to November 17, 2011 @ 12:00 Noon.