



STATE OF NEW YORK
**DEPARTMENT OF CORRECTIONS
AND COMMUNITY SUPERVISION**

BRIAN FISCHER
Commissioner

97 CENTRAL AVENUE
ALBANY, NY 12206

ANGELA B. JIMENEZ
Deputy Commissioner

**REQUEST FOR PROPOSAL 2011-03
COMMUNITY BASED RESIDENTIAL PROGRAMS (CBRP)**

As stated on Page 11 of the RFP, VII. Stipulations, C: DOCCS reserves the right to:

1. At any time, amend RFP specifications to correct errors or oversights, and to supply additional information as it becomes available. All bidders who have received this RFP will be supplied with all amendments or additional information issued.

AMENDMENT

Note: Changes have been made in italics.

RFP:

Remove Page 5 and replace with attached updated Page 5, dated 1/11/12.

Changes are as follows:

Page 5, Section I. Purpose, first paragraph should read as follows:

Specific evaluation criteria are detailed in Section VI. Proposals must be submitted for the number of beds indicated, no more or no less. *Only one program site is allowed per proposal. Beds cannot be divided between two or more sites.* Separate proposals must be submitted for each location in a Catchment Area. Please note that a provider can submit more than one proposal for any catchment area. However, said proposal **must** be for different physical locations. *In addition, the same physical location cannot be submitted for more than one Catchment Area. For example, if bidder submits for a specific location for Catchment Area 1 (NYC-Males), bidder cannot use the same physical address for Catchment Area 2 (NYC-Females).* If we receive two proposals from a provider for the same physical location, *whether within the same Catchment Area or not, DOCCS will contact you immediately to determine which of these you want reviewed.* The proposal not reviewed will be expeditiously returned to you. Provider must be able to serve any or all Client Groups A through D.

Attachment C:

Remove Page 1 and replace with attached updated Page 1, dated 1/11/12.

Page 1, Section I. Agency Summary, B. should read as follows:

- B. Describe your understanding of the program and its objectives as described by the *DOCCS* in *Attachment B*. (2 points)

Remove Page 4 and replace with attached updated Page 4, dated 1/11/12.

Page 4, Section V. Budget /Fiscal, C. should read as follows:

- C. Indirect Costs (Administrative Overhead)
All proposals must include detailed information to support its indirect costs administrative overhead projection (if included in proposal). Such submission must include a detailed listing of all “indirect costs” at the major-object level, and the same for all direct program costs for all contractual agreements that your organizations has with other entities (see Attachment E-1 for the required format). Under no circumstances can any costs be split between direct and indirect categories. *If more than four programs in addition to the proposed new program are listed, then bidder can consolidate those programs into Column 3 and label it “All Other Programs”. Also, if bidder does not have indirect costs, clearly indicate “Not Applicable” on Attachment E-1.*

Please sign and submit with your proposal.

Bidder’s Name: _____

Signature: _____

Title: _____ Date: _____

REPLACEMENT PAGES
RFP - Page 5
Attachment C - Pages 1 and 4

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II. BACKGROUND AND DEMOGRAPHIC PROFILE

The New York State Department of Corrections and Community Supervision (DOCCS) is a criminal justice agency responsible for the comprehensive continuum of care from the moment an offender enters the correctional system until he or she successfully completes the required period of community supervision. Release from incarceration may occur by discretionary action of the Parole Board, by statutory release based on “good time” credit (conditional release) or in the case of determinate sentences, release to post-release supervision.

The Mission of DOCCS is:

“To improve public safety by providing a continuity of appropriate treatment services in safe and secure facilities where offenders’ needs are addressed and they are prepared for release, followed by supportive services under community supervision to facilitate a successful completion of their sentence.”

On August 31, 2011, there were approximately 38,000 offenders under active supervision within New York State. Of these, 93% are male, 51% Black, 25% Hispanic and 23% White. Approximately one-third are between 16 and 30 years of age, 28% between 31 and 40 years of age, and the remaining 40% are 41 years of age or older. Seven out of ten have a drug abuse history, 80% have attended some high school, and 65% of those able to work are unemployed. The crimes of conviction for 51% of this population involve crimes against persons/violent crimes, 17% involve property/non-violent crimes, 30% involve drug related offenses, and 2% are adjudications as Youthful Offenders or are Juvenile Offenders.

III. SCOPE OF SERVICES

The required Scope of Services is included as **Attachment B**. Please review carefully and address all questions in **Attachment C** - Proposal Response Questions.

IV. REQUIREMENTS

Proposals must demonstrate:

- A. That the bidder is licensed in New York State, if applicable, or will become licensed to provide such services at the designated location by contract start date.

ATTACHMENT C

NYS DOCCS RFP 2011-03 COMMUNITY BASED RESIDENTIAL PROGRAMS

PROPOSAL RESPONSE QUESTIONS

Instructions: Provide succinct responses in no more than 10 (ten) pages total (single spaced), to the following questions. Do not attach any documents or attachments not requested by the RFP. Simply answer the questions in the clearest, most direct manner possible.

Please note that the RFP reviewers will not read or evaluate any information contained in those pages that exceed the 10 page limit.

I. AGENCY SUMMARY (10 POINTS)

- A. Describe your agency's mission, structure and experience as a service organization. Attach a copy of your organization's by-laws, a list of your Board of Directors and if applicable, include a copy of your Certificate of Incorporation. (2 points)
- B. Describe your understanding of the program and its objectives as described by the DOCCS in *Attachment B*. (2 points)
- C. What direct services will your agency provide and specify those service areas which will be met by an outside agency? (2 points)
- D. Delineate the outstanding features of your program that distinguish your agency from other comparable programs. (4 points)

II. PROGRAM INFORMATION (40 POINTS)

- A. Describe the program site location, proximity to public transportation and physical layout including the ability to provide adequate food services. For Client Group D demonstrate compliance with state and local ordinances. Attach a copy of the certificate of Occupancy and copy of licenses if required to provide services at the location and a letter of non-opposition from local appropriate government officials. (6 points)
- B. Describe the management structure of the proposed program identifying the qualifications and responsibilities of assigned staff, client to staff ratio and methods to provide 24 hour security and control. Attach resumes, position titles and job descriptions. (3 points)
- C. Describe all client groups (A through D) that can be served by your program. What are your program's exclusionary criteria and the reasons for your inability to serve a particular Client Group? (6 points)
- D. Describe your drug testing procedures. (3 points)

B. Third-Party Revenue Projection Guidelines

All successful contractors will be required to make on-going efforts to receive third party revenue (Housing Assistance funds) during the course of the contract. Obtaining this third party revenue is not a contractual requirement but making a good faith effort, as determined by DOCCS management, is. In your proposal please specify the procedures that will be employed to obtain third-party funding in the budget narrative. Include the success of your organization in receiving third-party revenue and explain the impact on the proposed program if less third-party revenue than projected is received. DOCCS will not be in the position to make up any projected third-party revenue that does not materialize and reserves the right to consider this a contractual violation. Be careful to project accurately and take all necessary measures to achieve projected revenue levels. If you are not projecting receipt of third party revenue, you must explain why and will still be required during the contract period to make a good faith effort to receive it. If your proposal includes third party revenue, please assume that no more than 50% of clients will be eligible for third party reimbursement at any one time.

1. Projected third-party revenue will be treated as funding for the program that has a direct result of reducing the cost to DOCCS, and therefore will improve a proposal's overall fiscal score. For example, if a program's total expense equals \$100,000 and the program projects to receive \$25,000 in third-party revenue, the total cost to DOCCS is \$75,000.
2. Parolees cannot be required to contribute toward your program costs. Any third-party revenue referencing client (parolee) payments will not be acceptable. DOCCS will **not** change your proposed cost, and if your program receives an award, you will be required to make up the third-party revenue in some other way.

C. Indirect Costs (Administrative Overhead)

All proposals must include detailed information to support its indirect costs administrative overhead projection (if included in proposal). Such submission must include a detailed listing of all "indirect costs" at the major-object level, and the same for all direct program costs for all contractual agreements that your organizations has with other entities (see Attachment E-1 for the required format). Under no circumstances can any costs be split between direct and indirect categories. *If more than four programs in addition to the proposed new program are listed, then bidder can consolidate those programs into Column 3 and label it "All Other Programs". Also, if bidder does not have indirect costs, clearly indicate "Not Applicable" on Attachment E-1.*

D. Start-up Cost Guidelines

DOCCS requires programs that are fully prepared to operate at maximum capacity on day one of the contract. Accordingly, no start-up costs will be provided and should not be requested as part of your proposal. If start-up costs are included in your proposal, it will be disqualified.

E. Budget Narrative Guidelines

As a guideline, the Budget Narrative should explain, at a minimum, the following in DETAIL: