

Request for Proposal (RFP) 2012-05  
Second Chance Act – Adult Offender Recidivism  
Reduction Project

Added Clause/Clarifications for Bidders

**Clause added to RFP**

Per the NYS Department of Corrections and Community Supervision (DOCCS) vendors and/or contractors are subject to abide by the clause/guidelines concerning Research and Evaluation outlined below. The following clause will become apart of this RFP (RFP 2012-05).

**Research and Evaluation**

The Contractor shall not subject participants to any research efforts or publish any research findings developed as a result of conducting these programs without obtaining written permission from the Commissioner of the Department. Request for approval to conduct a research project must address the scope of the research project. Approval to publish research findings will be subject to a separate agreement that address the parameters of the research project and the distribution of royalties.

The Contractor shall cooperate in any program research and evaluation efforts conducted or approved by the Department.

**Clarifications**

1. Grants funds may not be used to pay bonuses or any type of incentive to employers who take on and keep program participants.
2. Parole Diversion Program Census covering the months February 1, 2012 – February 1, 2013 for Edgecombe, Hudson and Orleans are attached.
3. RFP 2012-05, VIII. Financial Stipulations and Requirements, PG 15, A. Overview: Reads as follows:

Because this is a performance/outcome based program, all potential bidders should understand that payments made to the contractor will be solely based on achievement of performance objectives/milestones. Nevertheless, a budget and supporting narrative must be submitted to demonstrate how the contractor will utilize the anticipated funds earned through the achievement of the milestones specified in Phases 1, 2 and 3 (see Exhibit 1, attached).

Replace to read as follows:

Because this is a performance/outcome based program, all potential bidders should understand that payments made to the contractor will be solely based on achievement of performance objectives/milestones (see Exhibit 1, attached). Nevertheless, a budget and supporting narrative specifically outlining the funds required to support this program in Phases 1, 2 and 3 must be submitted with the bidder's proposal.

4. RFP 2012-05, VIII. Financial Stipulations and Requirements, PG 15, B. Proposal Submissions: Reads as follows:

In Attachment C, please provide a budget detail sheet and narrative justification that lines out how the earned funds will be utilized for the entire contract term identified, 6/1/13 – 9/30/14 unless the total amount available is exhausted earlier. Be sure to include all of the required

line items and narrative justification and clearly identify the funding required for each phase of the program in the appropriate columns of the budget detail sheet. The contract cost presented shall be all inclusive including, as applicable, but not limited to the following categories: personal service, non-personal service, direct and indirect administrative costs. Narrative justifications should properly reflect each line of the budget detail sheet(s) for each phase of the program proposal. Please include any formulas used to calculate salaries, fringe benefits, non-personal service expenses, indirect costs, and third-party revenue, if applicable. Please note that the submission of third party revenue in the budget proposal is not a requirement of this RFP. In accordance with Executive Order #38, providers will be asked for a complete breakdown of their indirect cost rate upon contract award.

Replace to read as follows:

In *Attachment E*, please provide a budget detail sheet and narrative justification that lines out the funds required to support this program for the entire contract term identified, 6/1/13 – 9/30/14. Be sure to include all of the required line items and narrative justification and clearly identify the funding required for each phase of the program in the appropriate columns of the budget detail sheet. The contract cost presented shall be all inclusive including, as applicable, but not limited to the following categories: personal service, non-personal service, direct and indirect administrative costs. Narrative justifications should properly reflect each line of the budget detail sheet(s) for each phase of the program proposal. Please include any formulas used to calculate salaries, fringe benefits, non-personal service expenses, indirect costs, and third-party revenue, if applicable. Please note that the submission of third party revenue in the budget proposal is not a requirement of this RFP. In accordance with Executive Order #38, providers will be asked for a complete breakdown of their indirect cost rate upon contract award.

5. RFP 2012-05, VIII. Financial Stipulations and Requirements, PG 16, E. Claims for Reimbursement/Vouchers for Payment: Paragraph III Reads as follows:

Monthly claims for phase 2 and 3 of the program should include only those participants who have successfully completed each phase milestone of the program within the previous 30-day period. Claims for phase 2 & 3 may also include expenses associated with participant testing in regards to the pursuit of a "Food Handlers License" as well as reimbursement for costs associated with participant assistance (i.e. bus passes, interview attire, and grooming aides). Payment for participant assistance will be capped to 5% of the contract amount for phase 2& 3 of the program. Payments beyond this cap may be considered at the Department's discretion and if funds are available.

Replace to read as follows:

Monthly claims for phase 2 and 3 of the program should include only those participants who have successfully completed each phase milestone of the program within the previous 30-day period. Exceptions may be made only for those participants who were in the program for less than the specified time periods or who failed to complete the program within the appropriate time period. It is in these instances only that the contractor will be paid for participant performance on a per diem basis. Claims for phase 2 & 3 may also include expenses associated with participant testing in regards to the pursuit of a "Food Handlers License" as well as reimbursement for costs associated with participant assistance (i.e. bus passes, interview attire, and grooming aides). Payment for participant assistance will be capped to 5% of the contract amount for phase 2 & 3 of the program. Payments beyond this cap may be considered at the Department's discretion and if funds are available.

**Parole Diversion Program Census  
February 1, 2012 - February 1, 2013**

	Edgecombe	Hudson	Orleans
February 1, 2013	68	12	63
January 1, 2013	75	11	68
December 1, 2012	90	21	63
November 1, 2012	99	20	58
October 1, 2012	105	13	40
September 1, 2012	102	0	36
August 1, 2012	102	0	52
July 1, 2012	92	0	54
June 1, 2012	89	0	27
May 1, 2012	88	0	46
April 1, 2012	72	0	34
March 1, 2012	84	0	8
February 1, 2012	77	0	0