
BIDDER'S CONFERENCE

SECOND CHANCE ACT- ADULT OFFENDER RECIDIVISM REDUCTION PROJECT

RFP 2012-05

LOCATION: Albany @ 97 Central Avenue, New York

Teleconferenced to:

Queens @ 92-36 Merrick Boulevard, New York
Buffalo @ 460 Main Street, New York

DATE: February 13, 2013

PRESENT IN ALBANY: Vanda Seward
Kathy Kiley
Melissa Perrotty
Elaine Humphrey
Janet Reeves
Anna Enright
Molly Lamora
Lucretia Bailey
Carol Turo
Jim Nearey
Jackie Gentile
Martin Cironicione
Roland Persaud

Cironicione
@Turo
2/22/13

PRESENT ON PHONE: Dwayne Woodbury

PRESENT IN QUEENS: Steve Miller
Denise Walker
Detrel Howell
Stacey Dorsey
Terry Moreland
Jonathan Stenger
Colin Bernatzky
Sara Friedman
Dave Corey

Dean Simms

PRESENT IN BUFFALO: Elizabeth Wilk
Tracy Fleming
Ann Graham

HEARING REPORTER: AnnMarie Testa

1 MS. SEWARD: For those who don't know me, my name is Vanda Seward.
2 I am the Statewide Director for New York State Department of Corrections and
3 Community Supervision.

4 To my left is Carol Turo, who will be the person from DOCCS who will
5 start off the conference. Then after Carol speaks, I will cover my piece; and then after
6 that we'll hear from Melissa Perrotty from Budget; and then we'll have Kathy Kiley from
7 Counsel; and then Elaine Humphrey from Research.

8 I personally welcome all of you to the Bidder's Conference and I will now
9 turn it over to Carol Turo.

10 MS. TURO: Thank you, Vanda. I am the Acting Supervisor of the
11 Contract Unit for the Department of Corrections and Community Supervision, and we are
12 here today for a Bidder's Conference. The RFP Title Number 2012-05, Second Chance
13 ACT, Adult Offender Recidivism Reduction Project.

14 The purpose of this meeting is to provide an opportunity for all the potential
15 bidders to ask questions about the project and to gather the information that you will need
16 in order to submit a proposal. As you know from reading the RFP, we are looking for
17 services in three catchment areas, which are described on Page 5 of the RFP, and we
18 expect to award three contracts, one for each catchment area.

19 Let's stop at that point and maybe go to introductions. Vanda, help me a
20 little bit, I have not done video mode for a bidder's conference.

21 MS. PERROTTY: Melissa Perrotty, I am the Budget Chief for Community
22 Supervision.

23 MS. TURO: Carol Turo.

24 MS. SEWARD: Vanda Seward.

25 MS. KILEY: Kathy Kiley.

1 MR. PERSAUD: Roland Persaud, Regional Director for CEO.

2 MS. ENRIGHT: Anna Enright, Reentry Services.

3 MS. REEVES: Janet Reeves.

4 MR. CIRONINCIONNE: Martin Cironincionne, Peter Young Program.

5 MS. GENTILE: Jackie Gentile, Peter Young Housing.

6 MS. LAMORA: Molly Lamora.

7 MS. HUMPHREY: Elaine Humphrey, Management Unit.

8 MS. SEWARD: The gentleman on the phone?

9 MR. WOODBURY: Dwayne Woodbury, Mount Vernon Youth Bureau.

10 MR. NEAREY: Jim Nearey, Contract Management.

11 MS. BAILEY: Lucretia Bailey.

12 MS. SEWARD: Let's go to Queens, just really quick, and you have to speak
13 up because we do have a Stenographer here, and make sure that you speak up so that
14 everything that you say can be captured.

15 MR. BERNATZKY: My name is Colin Bernatzky, I am from Osborne
16 Association.

17 MR. STENGER: I am John Stenger, I am a Grant Writer for the Osborne
18 Association.

19 MR. COREY: Dave Corey, CEO.

20 MS. FRIEDMAN: Sara Friedman, Director for Center for Community
21 Alternatives.

22 MR. SIMMS: Dean Simms from Westhab.

23 MR. MORELAND: Terry Moreland from Urban League.

24 MR. MILLER: Steven Miller, Downstate Reentry.

25 MS. WALKER: Denise Walker, DOCCS Reentry Regional Manager.

1 MS. DORSEY: Stacey Dorsey, DOCCS Manager Supervisor.

2 MR. HOWELL: Detrel Howell, DOCCS Reentry Assistant General
3 Manager.

4 MS. SEWARD: Okay. We'll go to Buffalo.

5 MS. FLEMING: Tracy Fleming, Buffalo Urban League.

6 MS. GRAHAM: Ann Graham, Monroe County.

7 MS. WILK: Elizabeth Wilk, Reentry Services Western Region.

8 MS. TURO: Okay, that is everyone. Thank you. We are going to jump
9 right in here. As you know, the term of this contract is, start date June 1st, 2013, as
10 accepted, unless approval by the State Comptroller takes longer than that, this contract
11 will expire September 30th, 2014. I want to remind everyone pursuant to State Finance
12 Law 139 J and K, we remain in the restricted period right now. That means that
13 restrictions on contacts are limited to the people identified in the RFP, which is Marla
14 Henriquez, she is not able to be here, as well as Lucretia Bailey, who you met here in
15 Albany. The restricted period continues through to the time that we have an actual
16 approved contract, this is described on Page 20 in the RFP. If you need more details, you
17 can go there.

18 I would like to talk a little about the schedule dates, which is also on
19 Page 20 of the RFP. Today, February 13th, is a bidder's conference. After we leave here
20 today, any additional questions that people have need to be submitted by February 19th
21 and please submit those in writing. The instructions are there in the RFP on Page 20. It
22 is very important that they be in writing via e-mail, that helps us keep track of all the
23 questions, and make sure that we can formulate the best answers to the questions.
24 Answers will be posted on the website by close of business on February 22nd.

25 Proposals are due by March 5th, and we have a tentative plan to provide a

1 notice of award on or about 3/21/13. Site visits are scheduled and can be made on
2 March 26th or 27th, and we have an accepted contract start date of 6/1/13.

3 Any questions so far on the dates or anything?

4 Okay. I want to talk a little bit about the proposal submission requirements,
5 and you will find this on Page 17 in your RFP. You are required to submit one original
6 copy -- I am sorry, one original and eight copies, again due on March 5th, and we do list
7 some mandatory submission items on Page 18. For example, we are asking everyone to
8 submit your proposal in a three-ring binder, proposals in three-ring binders. We have had
9 many bids that have come in over the years that are not properly secured and when they
10 fall apart and have to put them together, that is a disadvantage to a bidder if we are
11 having to put the materials back together. We ask for them in three-ring binders.
12 Original signatures on all documents and your cover letter that is submitted with your bid
13 needs to be signed by the CEO of your organization, or at a minimum, someone in the
14 organization who is authorized to commit the organization to a contract.

15 Okay. I think that is it on housekeeping. Vanda, any questions?

16 MS. SEWARD: Okay. So, I think this piece here is I am going to go over
17 the scope of service and I think everyone that is here that is a non Department of
18 Corrections & Community Services staff, I think you really need to pay close attention to
19 what is going to be discussed in reference to the scope of services because it is a little
20 different than what some of you may be used to. It may be a little different than any other
21 type of RFPs that have been produced from DOCCS as it relates to incorporating
22 community-based organizations into our reentry planning.

23 As many of you know, as an agency we are ever changing and we are ever
24 trying to figure out different strategies into how do we properly engage individuals who
25 are coming from an incarcerative setting and assisting them with stabilization in the

1 community, using various methods. As for us who have been in the field for a long time,
2 we realize at one time we may have been looking at one size fits all and we realize that
3 we can no longer do that. In our quest to be creative and addressing the many needs of
4 this population, this is another attempt for us to see that we surround individuals with
5 wraparound services that are connected to employment readiness and employment
6 preparation, that we would be able to sustain them successfully in the community.

7 One of the main things with this particular RFP is that we are not looking
8 for transitional jobs. We are really looking for individuals to be placed in
9 full-time/part-time employment, placed in employment job readiness type skills,
10 vocational training as well as educational opportunities. I think the other thing that
11 makes this RFP a little different, we are looking at the unemployed as well as the
12 underemployed. Okay. A lot of times when we think about employment, we always
13 think about the unemployed, but we do have some people who are working that may not
14 be at a job that is going to give them any kind of advancement, maybe a stepping stone
15 job, may have other dreams and aspirations that we are going to try to engage during this
16 process.

17 One of the key components to this RFP is that the provider will have to
18 commit to going into the correctional facility two to three days a week for two
19 programming tracks a day. For those who are not familiar with the programming tracks,
20 we have what we call a.m., p.m., and evening groups. So a.m. starts at 8:30 and goes to
21 about 11:30, and p.m. starts about one and goes to about close to three, and the p.m.
22 group starts about 5:30 or so and ends around 8:30. We are not expecting anybody to do
23 the evening group. If that works for you, that is something that we would entertain. But,
24 I think that you have to understand that that programming track is essential to this
25 program RFP, you cannot get around it. You will have to make sure that there is

1 somebody that is able to go into the facility and be on site both a.m. and p.m., a.m. and
2 evening, or p.m. and evening, or however it is agreed upon through your contractual
3 obligation.

4 The other thing that we are looking at is, if you go to Page 6 Attachment B,
5 the first phase of this program is taking place within the facility. So who are the
6 participants? The participants are individuals who are parole violators or who need time
7 out, instead of putting them through the revoke and restore process, place them in the
8 diversion program for forty-five days in lieu of incarceration. And what I mean by that is
9 that individuals that are at Orleans, Hudson, and Edgecombe, their parole clock is still
10 ticking, they are still considered to be on parole, they are just in a facility brushing up on
11 their reentry skills because they were straddling the fence. What we thought is that if we
12 could engage this population in this particular type of programming, it may assist them in
13 stabilizing themselves in the community when they return after the forty-five days.

14 So in Phase I, everybody who is at that particular facility will be engaged in
15 Phase I. When we look at the catchment areas, the catchment areas only specify certain
16 counties and whatever the surrounding counties are. That is only because, for example,
17 in Orleans there is over twenty something counties that go to Orleans Diversion Program,
18 but if we think about geographically, there is no way possible for one vendor to service
19 every county that is covered under Orleans. So in Phase I, which is the enrichment piece,
20 you will be engaging everybody that is in Phase I, regardless to the catchment area.

21 Okay. In Phase II, this is where your catchment areas kind of break out,
22 now you are going to be requested to do two things. One thing would be to engage the
23 individuals in your catchment area, but the ones that are not in your catchment area, one
24 of the requirements in the RFP is for you to demonstrate that you have some collative
25 relationship with other CFOs to do employment type engagement and as CFO in

1 Government, it may also be Department of Labor. So, for example, if you have
2 somebody that may be in your Phase I group, let's say from Syracuse, and there is no way
3 possible for you to engage that person in employment because they are out of the
4 catchment area, we'll be expecting that you do at least a referral for that individual to
5 their local Department of Labor, if you have another partner in that county, so that that
6 person may know where to go for assistance.

7 Another thing is that in Phase I, you will need to make sure when you
8 submit your budget for staffing that you consider that you are going to need someone
9 inside the facility to do groups, you are going to need to have somebody on the outside
10 doing all of the group activities and engagement, but the key piece to Phase I is
11 everybody, at the time in which they complete the forty-five days, they should be walking
12 out of that facility with a resume in their hand. You should have that resume on a data
13 base somewhere. If they gave an e-mail address, if they are not in your catchment area,
14 you can e-mail that resume to them, so that way, regardless if they are in your catchment
15 area or not, they will be able to at least begin some sort of job search activity or be
16 prepared for a job search activity immediately when they reach their community.

17 Are there any questions about that piece?

18 MS. WILK: We have a question here in Buffalo, Vanda.

19 MS. FLEMING: Here is my question: Will each class be the same people
20 for the duration of the forty-five days, because it is a forty-five day unit, will there be
21 continuous enrollment in the case?

22 MS. SEWARD: Can you please state your name for the record?

23 MS. FLEMING: Tracy Fleming from Buffalo Urban League.

24 MS. SEWARD: Because of the fact that the forty-five days is like an open
25 group, people are constantly coming in and out, I think what you have to remember is that

1 the subject matter. When you first come into the facility, you will have people who may
2 have already been there and won't be there for the entire forty-five days, they may be
3 there two days or three days or three weeks.

4 MS. FLEMING: Okay.

5 MS. SEWARD: You want to have each group a closed-ended group. No
6 matter what point a person comes in, they will be able to take something away from that
7 group regardless if they are there only three days or four days. After you are in the
8 facility, I would say for at least sixty days, you will have some consistency with the group
9 as far as everybody will have been through the cycle in its entirety. When you start off,
10 you will have some that won't, but as you move through the process you will have people
11 that are engaging as you go along.

12 I think one of the other things that you need to understand, in that a.m. and
13 p.m. programming, it doesn't have to be group for both modules, you can do group one
14 module and do callouts for one-on-one for the other module. It is really up to you in your
15 programming plan to come up with how you think it will be best.

16 MS. FLEMING: That is great, that was my next question, Vanda, would it
17 be the same group of people for a.m. and p.m.?

18 MS. SEWARD: It doesn't have to be necessarily. It won't be the same
19 group because most individuals may have other programming throughout the day, but you
20 could say in the morning on one day you want this group and in the afternoon on the next
21 day you want another group. Regardless, you will be still engaging the same people but
22 you have a little flexibility in the days. If you want to do one morning with one group of
23 people and afternoon group with another group of people, that is totally up to you in your
24 program plan.

25 MS. FLEMING: That is what I was wondering. The classroom sizes at

1 Orleans will fit about twenty people and after that it is way too crowded, from our
2 previous experience out there. We have about a twenty person capacity for the
3 classrooms to do groups in, that is what I was wondering. Thank you.

4 MS. SEWARD: You are welcome. Are there any other questions? Out of
5 Queens, any questions?

6 MS. WALKER: There is none.

7 MS. SEWARD: Albany, any questions? Back to Buffalo?

8 MS. GRAHAM: Ann Graham from Monroe County Reentry. Is there any
9 chance they will ever let us bring a laptop?

10 MS. SEWARD: Not in this lifetime.

11 MS. GRAHAM: Okay. Thank you.

12 MS. SEWARD: We'll discuss with you at length, if necessary, what your
13 needs are and we can try to see if there is a way to accommodate you at the facility
14 without bringing in the laptop.

15 Let's go on to Phase II. In Phase II, as I mentioned, the key thing -- one of
16 the key things is establish a relationship. We are looking for providers that have a track
17 record of working with this population, that have a track record of engaging in this
18 population in employment programming and placement. I think one of the key things for
19 us when we put this RFP together is that we realize it is a very challenging population,
20 but at the same time as well we call it a project. Our population is not the project, it is
21 the work we are doing that is the project and we need to make sure that the individuals
22 who bid on this RFP are people who are qualified to engage in this population effectively.

23 This is not a research type thing where you get to test the waters, we don't
24 want you to test the waters with this grant. Maybe in the future we'll have another grant
25 for that, but it is not this one. If you don't have the history of dealing with adult offender

1 population, I would strongly advise you to take a second look at this grant to make sure
2 that you are a good fit for what we are looking for.

3 The other thing is we need to make sure that you have established
4 relationship with ACCESS, formally known as VESID, not that you know the front desk
5 person, that you actually have established a relationship, that individuals can begin their
6 engagement process for ACCESS in a reasonable time and that you are clear on who
7 qualifies and who doesn't qualify.

8 The other thing is that all of what I just mentioned, you do have to provide
9 support letters that verify your existing relationships. Once again, for this particular grant
10 you may know the local legislature and state legislature, that is very good, but it is not
11 going to help us that you know them in this grant. What is going to help us is that we
12 know that you know your key partners in your region to assist you in fulfilling the
13 deliverables of this particular RFP.

14 You will also notice that this grant has performance milestones. I would
15 strongly suggest that you read and understand what the performance milestones are, that
16 you spent time and looked at the matrix, because as you begin to develop your proposal
17 that you are going to have to submit, you need to make sure that it is reflective of what
18 we are asking for. And in some cases some of you have existing program tracks, you
19 need to make sure that your program tracks coincide with what we are looking for.

20 One of the things that I think Carol mentioned is that when you submit your
21 binders that it should have tabs, so you need to make sure that each tab is reflective of the
22 subsections that we are asking for so when we go to review your proposal, that we can go
23 straight to it and we can kind of match looking at our requirements and what we are
24 asking you to give us versus what you have actually put into the proposal.

25 Are there any questions about Phase II and the milestone, Queens?

1 MR. STENGER: John Stenger from Osborne. Are we expected to provide
2 Phase II services to everyone coming out of the facility in our catchment?

3 MS. SEWARD: If they are in your catchment area and they have been part
4 of the parole diversion unit, the answer to your question is yes.

5 You need to understand, except for Edgecombe, Hudson, and Orleans have
6 regularly offenders being discharged to the area, that your catchment area, that is not the
7 group that you should be servicing under this grant. The group that you are servicing
8 under this group are individuals that are coming from our parole diversion unit. You will
9 have engaged prerelease, so you will know who they are when they come to your
10 program. If they walk off the street to you and you have never heard of them, you will
11 have to service them under another grant or another part of your programming track, it
12 cannot be this track.

13 Any questions in Albany? Questions in Buffalo?

14 MS. WILK: Yes, we have a question.

15 MS. FLEMING: Tracy Fleming again from the Buffalo Urban League. Is
16 there a specific number of participants to be served?

17 MS. SEWARD: The fees for this particular RFP, no, and I will explain it to
18 those who may not understand. Because it is a parole violation program, diversion
19 program, we cannot anticipate how many people are going to violate, so it is really based
20 upon -- for example, those of us who have been in the field for a while, right now is
21 prime time that diversion has high numbers, it is after the holidays and it is cold and tend
22 to come back and pay the consequences for the holiday, around January/February is when
23 sometimes the numbers go up, and as we know the summertime the numbers go down.

24 It is a very difficult task for us to project how many numbers, that is why
25 when you look at the RFP we are not holding you accountable for a set number, we are

1 holding you accountable for who comes to you to engage.

2 MS. FLEMING: There will be no maximum number?

3 MS. SEWARD: There is no max. And for you we have a max as alleged
4 \$1100, but that has nothing to do with you. If nobody gets violated in your region, we
5 can't hold you accountable. We don't want Tracy to solicit people for your contract, we
6 don't want that. Okay?

7 MS. FLEMING: Okay.

8 MS. WALKER: There is another question from Queens?

9 MR. COREY: Dave Corey from the Center for Employment Opportunities.
10 Quick question on Attachment B Page 7. The contractor will be expected to establish
11 relationships with intermediary employment and vocational training, are we responsible
12 for matching employers to the employees?

13 MS. SEWARD: Say that one more time?

14 MR. COREY: The contractor will be expected to establish relationships
15 with intermediary employment and vocational training, are we responsible for matching
16 employers to the employees or the contractor need to have to be demonstrated?

17 MS. SEWARD: Because we are looking for you to engage people in
18 full-time employment, we would think that it would be best that you have established a
19 relationship with employers or you have a job developer on staff or that you hire one that
20 has an expertise of working with the criminal justice population because of the fact that
21 the ones of you who have been doing the work for a while, it is a different type of
22 dynamics trying to get someone to hire prior incarceratives as opposed to someone who
23 was entrenched in the work force. You are required through the contract obligation for
24 you to engage individuals in trying to find work, bridging gaps with employers and
25 offenders. If you look at your matrix you will see it is deliverable, once the individual is

1 engaged in employment location or education, that your payment milestones are
2 reflective of those different stages. That is why I said you really need to pay attention to
3 the matrix, it tells you a lot.

4 The reasons that we put employment, vocational, and educational, this is
5 underemployed and unemployed. So if we have somebody that wants to get engaged in
6 VESID and during the duration of the initial period of your engagement you can get that
7 person connected to VESID or you have somebody that wants to get into college and you
8 can assist them in getting the application and financial aid going and enrolled in college
9 with your assistance, that is part of your engagement. It is to show the documentation of
10 the various milestones that you have assisted the individual with, that is all in the
11 documents.

12 We do understand that in some cases somebody may need to be engaged in
13 vocational track, not in employment track. Maybe they have limited to no skills, that is
14 where your expertise doing assessment and matching schools and that is where the case
15 conferencing with the parole officer also comes in. It is a joint conversation between the
16 provider and field parole officer.

17 Any other questions out of Queens?

18 MR. STENGER: I have a question. John Stenger from Osborne. Will
19 participants mandated to Phase II services become a parole contract?

20 MS. SEWARD: We'll be adding language that we'll have individuals come
21 to the program, but as you and I both know, you have to realize that a mandate doesn't
22 give you leverage, that every time the parolee misses a date you call the parole officer
23 because you want them violated, that is not what we do. When we talked about
24 graduated responses, I think what we want to do is make sure the offender, as well as the
25 program, have ample opportunities to effectively engage this person, that is the reason

1 why we thought it was best to put the mandate on to their special conditions.

2 MR. STENGER: Okay. Thank you.

3 MS. SEWARD: Any other questions out of Albany? Any questions out of
4 the Western Region?

5 MS. WILK: Any questions, ladies?

6 MS. GRAHAM: I do have a question that is a little bit -- it is Ann Graham
7 from Monroe County. I want to get some clarity around what identities may apply, does
8 it have to be not-for-profit or Government or for profit?

9 MS. SEWARD: We have no restrictions as to who can apply.

10 MS. GRAHAM: Thank you.

11 MS. SEWARD: I do know that there should be some language in the
12 contract, if you are for profit there is certain forms that you may have to complete, but
13 that would have to be all in the RFP.

14 MS. GRAHAM: Thank you.

15 MS. SEWARD: One of the other things in Phase II, you will notice there is
16 some language that talks about food service certification. One of the things that we are
17 looking for is that if an individual may be interested in getting in some entry level food
18 service employment, that the individual be encouraged to participate in the self directed
19 learning of obtaining their food handler's license. In every county there is a different
20 name for it, it is all under food handler's license, and that you would check to see what
21 are the study guides that the individual needs, also what is the fee associated with getting
22 the food handler's license, and that that is incorporated and part of your budget, that you
23 will be able to offer this as an additional training tool. We put it in the RFP, it is self
24 directed because you may not be able to do a whole class. We don't know if you may
25 already have this going and may be incorporated in what you are already doing, but we

1 know there is a fee associated with the testing and we know that there is a fee associated
2 with getting the training material, so we are really looking for you to comp out X amount
3 of dollars for those who you think may be a good fit for the food handler's license.

4 The food piece is strongly encouraged, that you include it in your budget, it
5 is something that we really want to focus on because there is some data that says that
6 food service is on the uprise as far as hiring, so we want to make sure that once again we
7 are preparing people for the next level.

8 Any questions?

9 MS. WILK: We have a question in Buffalo.

10 MS. FLEMING: Vanda, Tracy from Urban League. How will the parole
11 officers adjust to those individuals who will get this food service certification and have
12 opportunities to get employment where alcohol is being served?

13 MS. SEWARD: Once again, we have to look at things on a case-by-case
14 basis. Establishments where alcohol is being served is not a number one disqualifier for
15 somebody getting employment, just as a person's curfew is not a disqualifier for
16 individuals getting certain types of jobs.

17 I think one of the things that we need to understand, that as we have evolved
18 as an agency we realize that sometimes we put constraints on people that keep them from
19 engaging in their own transitional process successfully and we have developed a
20 mechanism that we'll look at things on a case-by-case basis. I feel very comfortable to
21 say that Deputy Commissioner Jimenez and Assistant Deputy Commissioner Manthei are
22 all about us trying to engage the population the best way that we can.

23 There is no blanket policy that says we can't do any part of this. I want you
24 to, early in Phase I, have a dialogue that is supposed to take place between the contractor,
25 and that is when you ask certain questions based on offender one-on-one, are they

1 interested in food service handling, what is their experience; and if they are interested,
2 that is when you should be prepared to talk with the parole officer to get them to
3 understand what kinds of establishments you do have relationships with, what has been
4 your history with this establishment so that the parole officers can be comfortable with
5 that placement pledge. Okay.

6 Any other questions?

7 So I think that kind of sums up my piece. As I said, I will just reiterate, you
8 need to make sure that you spend a lot of time reading the scope of service. If you have
9 any questions, I will tell you to e-mail the parties that are listed in the RFP, which is
10 Lucretia Bailey and Marla Henriquez, e-mail them your question and they will answer it.

11 I also want to reiterate the fact that you have to take your time and respond
12 to the questions, as I mentioned. You also need to understand once again that we don't --
13 we are not accepting any kind of transitional jobs, we are not looking at temp agencies,
14 things of that source. Know that there are some places, like staffing agencies, that keep
15 people for four months, six months, that is something that is more doable because there is
16 a commitment for a period of time as opposed to a temp agency, be one day's work or
17 transitional employment. Thank you.

18 And the next person to speak is Melissa Perrotty.

19 MS. PERROTTY: I am the Budget Chief for Community Supervision at
20 DOCCS. Just to go over some of the budget components of this RFP. As mentioned
21 before, this is a performance-based contract, it is supported by Federal funds, however
22 reimbursements paid to the contract are based on the performance of the actual
23 participant in the program. We do require in the RFP that you submit a narrative, budget
24 narrative. In the sheet that outlines all phases indicated, if you look at the Attachment E,
25 it shows Phase I and Phase II and III groups in the budget. We ask that when you prepare

1 your budget it shows each of those funding, that you need to support each of the phases
2 and then collectively we want to see a budget that supports the entire contract budget,
3 which is 6/1/2013 to September 30th, 2014.

4 It is important to notice that there are funding caps to each of the catchment
5 areas in the budget. Catchment area one \$105,500, catchment area two, cap of \$204,500,
6 and catchment area three \$452,000. It is important to note now if you submit a budget
7 exceeding those caps, we'll not be able to accept your proposal, we'll disqualify you. It is
8 a budget narrative and detail sheets submitted with your RFP and if those budget
9 narratives are not included in the RFP, your proposal will be disqualified as well.

10 Each of the catchment areas, we do state there is some caps in each of the
11 phases. Page 15 states in Phase I, fifty percent or less of the total funds available can be
12 reimbursed for Phase I of the program and then in Phases 2 and 3, fifty percent or more of
13 the total funds will be available for each of the identified catchment areas. For example,
14 for Phases 2 and 3 of the program that was set up on the exhibit that we showed payment
15 request that we showed when a contract is awarded, we cannot exceed those funding
16 caps. In each of the areas, we have to have strong limitations for what we recommend in
17 Phases I and 2 and 3 of the program.

18 It is also important to know, as Vanda indicated, food handler's license, as
19 well as participant assistance in the RFP. We do ask in Phases 2 and 3 you do represent
20 the cost associated with the food handler's license, as well as participant assistance, as
21 well as we state reimbursement to the provider for actual expenses associated with the
22 participant assistance, which could be grooming, interview clothing, bus passes, those
23 types of things, and reimburse participant based on the cap of the five percent of the total.

24 As far as scoring goes, it is important to point out that the proposals will be
25 awarded by each catchment area by the lowest cost and other proposals to be portioned

1 out to the lowest cost bid. Again, I want to point out that there is no start up cost in this
2 contract. In each previous contract we have start up cost because it was allowable
3 because we had Federal funds. And there is catchment language in the RFP, if you are
4 not-for-profit per OCS, you are allowed up to two months of cash advance and in the RFP
5 we'll be recouping any cash advances that are given as far as the RFP in months six,
6 seven, eight and nine in the contract.

7 Again I want to point out this is a performance-based contract and although
8 you are submitting a budget narrative and justification regarding the program, only
9 milestones for the program participant. Look at Exhibit 1 in the RFP, which is the
10 payment schedule, it outlines how we'll be reimbursing each of the providers through the
11 milestones. Phase I we have a cap up to 300 per participant, meaning that no provider
12 can receive more than 300 for participant's success in that area, and that is why we do
13 limit the funds, as well as total reimbursable for Phase I of the program after percent of
14 the entire catchment area awarded amount. And then in Phases 2 and 3, we do have
15 reimbursement for services initially of 60 per participant in both of the non-serviceable as
16 well as the serviceable areas mentioned. If you do engage a participant that is outside of
17 your catchment area once they enter Phase II, we do have a payment schedule that shows
18 we'll give you 60 for each one of those people that you engage in Phases 2 and 3. Once
19 you hit the sixty-day retention people, we'll be reimbursing providers \$150 for each
20 participant for the sixty-day retention and then \$90 for participants in ninety-day
21 retention.

22 We do mention in the RFP that we'll be evaluating some of the performance
23 of the contracts. If a parole violator leaves at a certain period of time or fails to complete
24 certain components or milestones in the program, we indicated that we are willing to or
25 able to look at reimbursing the provider on a per diem basis. And we will reimburse the

1 provider for food handler's certification, associated with testing, the food handler's
2 license, as well as grooming aids, bus passes, attire for that component of your expenses.

3 I think that basically covers it. I just want to stress again the point that if a
4 RFP is submitted and it does not have the budget narrative and justifications included for
5 each of the phases or total contract period, we have to disqualify the bidder; and if as a
6 result of the bids submitted they exceed the caps allowed for each of the catchment areas,
7 we'll have to disqualify the bidder as well.

8 Any questions?

9 MS. SEWARD: Any questions from Queens?

10 MR. COREY: Yes. Dave Corey from CEO. Do we need three separate
11 proposals for each catchment area?

12 MS. PERROTTY: It would be one proposal for each, yes. There will be
13 separate bid proposals.

14 MR. COREY: Are we able to apply for more than one?

15 MS. SEWARD: I don't see why not, nobody is prohibited.

16 MR. COREY: Thank you.

17 MS. WALKER: We have no other questions in Queens.

18 MS. SEWARD: How about Buffalo, do you have a question?

19 MS. WILK: We do.

20 MS. FLEMING: I was wondering if the budget calls for employer wage
21 subsidiary? Tracy Fleming, Urban League. Does it allow for employer wage subsidiary?

22 MS. SEWARD: There is nothing in the budget that says it cannot be done.
23 I think in your program dynamic, I think you have to make sure that you map it out and
24 that it stays within the scope of the budget. I have a baffled look from across the room.

25 MS. HUMPHREY: It is Elaine Humphrey, Grant Manager. For this there

1 are Federal requirements, I am not sure it is going to allow for wage subsidies because we
2 have to abide by the laws for the grant. There is no incentives for participant, that should
3 be made clear too.

4 MS. FLEMING: Thank you.

5 MS. SEWARD: We'll double check it and get the answer to that question,
6 make clarity and put it on the website.

7 MS. PERROTTY: It is important to know that reimbursement for
8 milestones for participants, if based on looking at the guidelines of the Federal
9 Government, the only reimbursement that we'll be providing is based on the participant
10 milestones and achievements.

11 MS. FLEMING: Thank you.

12 MS. SEWARD: Anybody? On the phone, any questions in Albany?

13 MS. FRIEDMAN: Queens, Sara Friedman from CCA, I have a question. If
14 we are being reimbursed per participant milestone but we don't know how many
15 participants we are going to have, I don't know how we are going to figure out a budget,
16 is there any way, historical data of approximately how many clients are going to
17 catchment areas or something to that effect?

18 MS. SEWARD: One of the things that we put on the RFP is the bed
19 capacity at each facility that we thought would be of assistance in you trying to
20 guesstimate your budget.

21 MS. HUMPHREY: These are fairly new programs, there is not a good way
22 to estimate how many going into them and how many coming out.

23 MS. FRIEDMAN: For instance, there is a bed capacity of eighty, would it
24 be assuming that we'll be serving all eighty?

25 MS. SEWARD: If it is a full house. For example, Edgecombe has

1 one-hundred something beds, sometimes we are full, if we are full at one-hundred some
2 odd beds, whoever gets the bid out of New York City will be expected to engage that
3 one-hundred.

4 MS. FRIEDMAN: Everyone who is in a bed will go through a program?

5 MS. SEWARD: Will go through Phase I.

6 MS. FRIEDMAN: Through Phase I.

7 MS. SEWARD: But there is no guarantee, that is the thing. I think when I
8 checked Edgecombe stats the other day, they had ninety-eight people, so using that as an
9 example. That can change, can have a waiting list today and tomorrow they can be down
10 forty beds, depending on how many people came in on what day and how many people
11 go out.

12 MS. FRIEDMAN: But, there is no way we can get some statistics of how
13 that normally goes?

14 MS. SEWARD: I think one of the things that Elaine Humphrey from
15 Research was saying, all except Edgecombe, the programs are new, there is no data that
16 will assist you in trying to put together your numbers. I think, had we put this grant
17 together two years from now, we would have some concrete numbers and the grant would
18 even look different, unfortunately we don't have any kind of data. The best that I can tell
19 you, use the bed data that is next to the catchment areas and try to use that as a guide to
20 what you are going to submit budget wise.

21 MS. PERROTTY: I would look at caps as well, caps for each of the phases
22 and cap for catchment area, if you kind of use that as a guide. Obviously there is a cap
23 for reimbursements for each of the phases of the program. It is 300 for Phase I per
24 participant and 300 for Phases 2 and 3 combined. If you look at some of those areas and
25 look at the bed capacity, maybe you can work some numbers out as far as determining

1 some of the population that will be in each of the areas.

2 MS. HUMPHREY: Right now, what is going on the last few months,
3 Hudson and Orleans never really reached capacity, it is not saying they won't in the
4 future, there is no guarantee.

5 MS. SEWARD: Any other questions? On the phone any questions? Are
6 you still there?

7 MR. WOODBURY: Yes, I am.

8 MS. SEWARD: Do you have any questions?

9 MR. WOODBURY: No, ma'am.

10 MS. SEWARD: All right, just wanted to make sure.

11 MR. WOODBURY: No problem.

12 MS. SEWARD: One thing that I need to say. I am surprised that nobody
13 asked the question when we talked about the reimbursement participant, it gives bus
14 passes, interview attire, and grooming. You need to know there is a five percent cap on
15 that.

16 When we talk about bus passes, that is not an incentive. What it is is when
17 the individual is sent out on a job interview or sent out for interview at a school or
18 ACCESS, that you would give them the bus token or Metro card or whatever to get to
19 that appointment and get back to you. Also, if the person gets a job, we would expect
20 you to give them a bus pass up until the time in which they get their first paycheck so
21 they can get to and from work. When we speak education, same thing for school, if they
22 are entitled some sort of Pell, TAP, or getting a refund or going to work out to local DSS
23 to get assistance, educational, transportation, or whatever.

24 Based on the Welfare Reform Bill, we expect you to at least get that
25 individual to and from their school or vocational training until they can get some steady

1 type of income in order to get the transportation. When I say income, I am saying
2 mechanism for car fare. You cannot give them car fare for the duration of their
3 engagement in vocational or educational track, you should be encouraging them to maybe
4 go to DSS. As I mentioned, the Welfare Reform Bill does allow individuals to get
5 entitlement and still be engaged in some sort of vocational or educational program and
6 going to DSS would allow them to get that car fare that is needed so that you are not
7 using your budget, that you are paying for car fare for a long period of time and then there
8 is a cap.

9 When we talked about interview attire, we are talking about basic interview
10 attire. We are not thinking about three-piece suits and things of that nature, talking about
11 simple things that are interchangeable so if the individual does get the job that they will
12 be able to use maybe that shirt and tie and just have a couple more pairs of slacks or a
13 couple more shirts. We don't want you to go spend crazy with attire. You'll be
14 completing a form that has to be completed by both the participant who is at that program
15 and the individual who is helping that person get the clothing. You will have to attach a
16 receipt. We are not expecting, like I said, that you would be spending a lot of money.
17 We do understand individuals who may be plus size or extremely tall you will be
18 spending additional cost because of the fact that there is some other variables to them
19 shopping, but on a normal note we are thinking about a sensible dollar amount. Every
20 region is a little different on how things cost.

21 Same thing with grooming aids. One of the things that I would say to you is
22 that we are dealing with men, aside from toiletries, maybe establish a relationship, if you
23 have not already, with a local barber, maybe he will charge you a discounted rate for
24 haircuts and things of that nature. That is what we are talking about when we are talking
25 about grooming aids.

1 Any questions Queens?

2 MR. COREY: Yes, I have a question, Dave Corey. I am sticking with the
3 catchment areas. Would it be possible to get more possible breakdown of the geographic,
4 who will be returning?

5 MS. SEWARD: Once again, we don't know who is going in, so we can't tell
6 you who is coming out. If you look at the catchment area, it is very clear what constitutes
7 catchment area in what counties. I cannot tell you what the numbers are, you have to
8 look at the beds. I think the key thing with the catchment area is for me, aside from you
9 trying to get budget together, is do you have the capacity to engage people in that
10 catchment in the employment section and vocational, do you have the links with the
11 partner and government agencies to get done what needs to be done in this particular
12 catchment area.

13 Once again, we talked about established relationships. As I mentioned
14 earlier, we cannot have somebody, hypothetically somebody in Syracuse trying to engage
15 somebody in Buffalo, logistically it may not make sense for them to get into the facility
16 and they may not have the established relationships in Erie County, Monroe way, to get
17 the jobs where the person is residing.

18 Make sure that you look at catchment areas that are in the RFP, do you have
19 established relationships in these catchment areas to perform the tasks indicated in this
20 RFP. If you have any form of doubt, I always tell you to go with your gut.

21 Okay. Do we have anymore questions? Anything out of Buffalo?

22 MS. WILK: We are set here, and both providers need to depart, they are
23 going to be leaving shortly.

24 MS. SEWARD: I hate to tell you, I don't know if you read the small print,
25 said the Bidder's Conference was mandatory, I strongly suggest if you can hang out a

1 little longer, you need to hear the counselor piece and need to hear the research.

2 Any questions in Albany?

3 MR. COREY: Dave Corey. In Page 1, employment action tool, is that a
4 tool that exists or a tool that is expected to be developed?

5 MS. SEWARD: We are under the impression that most employment, you
6 have tools, what is this person interested in and things of that sort. We would expect you
7 to use at this point whatever you have already. If you don't have one, try to find one that
8 will work for you. Because I think the thing here is we want to make sure that you are
9 adequately matching individuals based upon their skill set and interests and ability.

10 MR. COREY: Whether it is employment, vocational, and educational?

11 MS. SEWARD: Yes.

12 MS. GRAHAM: If we have computer access tool, will we be able to use
13 software inside?

14 MS. SEWARD: More than likely not. We'll put that on the question list
15 and get an answer, maybe that is something that we have to have e-mailed in. We have to
16 figure it out. I know when we have interns, we have limited access to certain things. I
17 am not sure if this can be done the same way, where a document is e-mailed. But, you
18 will not be able to sit at your desk or your area with the offender and go through it, you
19 will have to do the paper document and then when you have your, quote, down time, you
20 may have to transcribe that information.

21 MS. GRAHAM: The inmate does it?

22 MS. SEWARD: On the computer, no, that is not going to happen.

23 MR. CIRONINCIONINE: Martin Cironincionne from Father Peter Young.
24 Can you tell me whether the forty-five day diversion program, is that already in existence,
25 are people going in the facility for forty-five days?

1 MS. SEWARD: Yes.

2 MR. CIRONINCIONINE: How long has that been going on for?

3 MS. SEWARD: Each location is different. Edgecombe, we have been
4 doing for four years.

5 MS. HUMPHREY: It was slightly different at that time, it was a slightly
6 different emphasis at Edgecombe than it is now as opposed to what we are going to be
7 doing, and other ones are fairly new.

8 MS. SEWARD: Edgecombe, the substance abuse treatment is already part
9 of their program day and we are incorporating employment. At Orleans and Hudson,
10 substance abuse is not the primary but it is covered. Edgecombe is our oldest and
11 Orleans is youngest -- Hudson, I am sorry.

12 MR. CIRONINCIONNE: Would it be possible to get the census for the last
13 six months or year to see what the population was?

14 MS. HUMPHREY: We can probably do it for the last -- we can do it
15 probably for the last six months.

16 MS. SEWARD: We may be able to do six months, we can post that. Any
17 questions on the phone?

18 MR. WOODBURY: No, ma'am.

19 MS. SEWARD: Now we'll go to Kathy Kiley.

20 MS. KILEY: I am Kathy Kiley, I am from Counsel's Office. I am going to
21 try to keep my piece a little brief. Basically Carol already discussed the fact that we are
22 subject to 139 J and K of the State Finance Law. Essentially what that means is, as Carol
23 mentioned, in the restricted period, that goes from the start of the first solicitation until
24 the contract is ultimately approved, in my viewpoint that is when OCS State
25 Comptroller's Office actually says the contract is actually approved, between now and

1 until that contract is approved please make sure you only contact Lucretia Bailey and
2 Marla Henriquez as noted on Page 20 and 21 of the RFP, which will give their e-mail
3 address, et cetera. Because we have had problems in the past, there have been ethical
4 issues that have come up in the past where we had to actually do investigations because
5 of some impropriety and we don't want that. You don't want to be subject to that. You
6 don't want to be disqualified as a result of that. Please make sure that you are very
7 careful. I know that tomorrow is Valentine's Day, so no cards or flowers or anything.
8 Make sure that you read the RFP very, very carefully, I can't stress that enough. You
9 want to make sure that you answer everything and that you understand everything.

10 Additionally, there are a couple inconsistencies that we did notice in the
11 RFP, it is primarily verbiage, it is not going to significantly change the RFP. We are
12 going to replace those pages. So everybody is aware of what those pages are, we'll get
13 those up as quickly as possible.

14 The other thing is, finally, you are all entitled to a debriefing. In the event
15 that your bid was not approved, doesn't make it for whatever reason, you will certainly be
16 notified of that fact in a letter from us at the end, once the evaluation is done. That is
17 pretty much it for me.

18 MS. SEWARD: Any questions from Queens? Buffalo any questions?

19 MS. WILK: No questions from Buffalo.

20 MS. SEWARD: Gentleman on the phone, any questions?

21 MR. WOODBURY: No, ma'am.

22 MS. SEWARD: Albany any questions? All right. Last but not least,
23 Ms. Humphrey.

24 MS. HUMPHREY: It is Elaine Humphrey. First of all, I should
25 re-emphasize this is an award that the Department received from the Department of

1 Justice and Second Chance Act and there is going to be numerous records required, that
2 is in order for me to do my job that I need to have. Whichever entitlements selected at
3 these centers, make sure they are giving us the proper information that they need to
4 report. If somebody takes a look at Pages 31 and 32, it gives you some of the examples
5 of some of the information that needs to be recorded by your agency and recorded on a
6 monthly basis. At some point we may ask for some additional information. One thing
7 that you really need to keep in mind, a list of participants and what it is that they are
8 doing, there is not going to be any way around that. And if you are doing particular
9 workshops or particular groups, to make sure that you list those out so we have an
10 understanding of what is happening and this can be reported back to the Federal
11 Government as well.

12 MS. TURO: Is it in Pages 31 and 32?

13 MS. HUMPHREY: I may not have the latest version, it is basically what is
14 reported, performance measurement.

15 MS. KILEY: I will look at it.

16 MS. HUMPHREY: About what performance and post-release performance
17 outcomes for Phases 2 and 3, and it goes on percentage of participants programmed
18 successfully and percentage of unsuccessful program exits.

19 MS. SEWARD: We'll find it.

20 MR. MILLER: Attachment B, Scope of Services, Pages 8 and 9.

21 MS. SEWARD: Thank you, Mr. Miller.

22 MS. HUMPHREY: Once again, this will need to be reported on a monthly
23 basis anyway because the reports are all due to the Federal Government on a quarterly
24 basis. I want to make sure that everybody has a chance to review the information that is
25 being turned in for accuracy before it is submitted to the Federal Government.

1 Does anybody have any questions on performance measurements?

2 MS. SEWARD: Any questions in Queens?

3 MR. WOODBURY: I have a question.

4 MS. SEWARD: That was the man on the phone. Okay?

5 MR. WOODBURY: You said Pages 31 and 32 and then you changed it?

6 MS. SEWARD: When you look at the RFP, it is Pages 8 and 9 Attachment

7 B.

8 MR. WOODBURY: Thank you.

9 MS. SEWARD: Any questions in the Western Region?

10 MS. WILK: No questions.

11 MS. SEWARD: So if there is no questions, first I want to thank everybody
12 for your participation. Regardless if you are awarded a contract or not, I want to take this
13 time to thank all of you for your interest. If you are already engaging with the parole or
14 formally incarcerated population, thank you for the work that you do, because it is hard
15 work, sometimes people don't get accolades for the work that they do, the hard work and
16 hours that they do for working with this population. But on behalf of Commissioner
17 Fischer and Deputy Commissioner Jimenez and Chairwoman Evans, I thank you for all
18 that you do to engage in this population, it assists us in reducing recidivism. I thank you.

19 We look forward to seeing your bids come in and, as I said, if you have any
20 questions feel free to e-mail Lucretia Bailey and Marla Henriquez. No question is a
21 stupid question and we'll be more than willing to answer it. Thank you and have a good
22 day.

23 (Whereupon the conference concluded.)

24

25

CERTIFICATION

I, ANN MARIE TESTA, Court Reporter and Notary Public in and for the State of New York, do hereby certify that I attended the foregoing proceedings, took stenographic notes of the same, that the foregoing, consisting of 32 pages, is a true and correct copy of same and whole the thereof.

Dated: February 18, 2013

AnnMarie Testa

AnnMarie Testa