

**RFP 2013-03, Inmate Parenting Program
Official Questions and Responses**

Ques. No.	Question	Response	RFP Section/ Page
1.	<p>Submission requirements:</p> <p>a. Specifications: Are there any requirements for size and type of font; margin width?</p> <p>b. Is there a maximum number of page[s]?</p>	<p>Bidders must review and adhere to RFP Section 6, <i>Proposal Format and Content</i>, and Attachment E, <i>Technical Proposal Submittal Guide</i>.</p> <p>a. Specifications: 6.2 specific margin width, font or font size is not required. Bidders should use a compatible font style and font size that is easily read during the review process. Proposal submissions should adhere to the specifics Sections 6 & 7. Bidders should complete the <i>Proposal Cover Sheet</i> and <i>Bid Submission Checklist</i> as additional resources.</p> <p>b. There is not maximum number of pages specified.</p>	<p>6. 0 Attachment E</p> <p>6.2 -7.5</p> <p>Appendix D</p>
2.	<p>Program Model:</p> <p>a. There are 3 facilities that have no Children’s Center (Eastern, Green Haven and Otisville) (p.11), yet on p. ___ contractor is required to staff the ch[ildren]’s center (p. ___) and to monitor the family’s visiting, will the facility be establishing a ch[ildren]’s center? If not, how does the contractor fulfill this requirement?</p> <p>b. Or will the facility add a children’s center, and if so, is the contractor responsible for planning it and budgeting for furnishing it and other expenses? If so, will there be an opportunity for applicants to visit the facility and talk with the administration before writing the proposal?</p>	<p>Section 2.2 specifies the location of the correctional facilities, and advises that Children’s Centers are not located at the three facilities itemized in the question.</p> <p>a. Section 2.4.4 describes the services and itemizes the five facilities that do have Children’s Centers and the hours of operation:</p> <p>Fishkill 9:00 a.m. – 2:00 p.m. Shawangunk 8:30 a.m. – 2:00 p.m. Sing Sing 8:30 a.m. – 2:30 p.m. Wallkill 8:30 a.m. – 2:00 p.m. Woodbourne 8:30 a.m. – 2:15 p.m.</p> <p>b. The RFP does not include additional Children’s Centers. Bidders cannot anticipate additional centers being added. Neither does DOCCS anticipate the need for interaction between the facilities’ administrative-level staff and the Bidders during the proposal preparation.</p>	<p>Section 2.2</p> <p>Section 2.4.4</p>

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3.	Budget range?	The current contract is funded at \$472,000 per year. State agencies are being told not to expect significant budget increases in the near future.	N/A
4.	Who is the agency presently supplying parenting classes at the 8 facilities in the RFP?	The current program services are provided by The Osborne Association, Inc.	N/A
5.	Who is the agency presently supplying supervision of and stocking of the Children’s Center in the 5 facilities in the RFP that have Children’s Centers?	The Osborne Association, Inc. is currently responsible for the Children’s Centers.	
6.	Section 4.13. Please explain “Period of Validity.”	Period of Validity: DOCCS requires all Bidders to keep the submitted proposals valid for a period of six months in case the resulting contract is not approved by the Approval Agencies.	Section 4.13
7.	Attachment C: If we are not utilizing the services or products of an M/WBE, do we need to fill out and submit the form “M/WBE Utilization Plan” included with this section?	Yes, DOCCS is required by the Governor’s Office to comply with the established agency goals. The Utilization Plan submitted with the proposal is the preliminary response. If a Bidder cannot subcontract or purchase materials from a NYS M/WBE Certified vendor, DOCCS will endeavor to assist the selected Bidder with compliance or the completion of a waiver document.	Attachment C
8.	Attachment E: To be written as a document separate from the Program Narrative? Or is a list of items mandatory to include in the Program Narrative?	The <i>Technical Proposal Submittal Guide</i> advises the Bidders of the necessity to include specific information in the technical proposal submissions. It also recommends that the Bidder address each section noting the section/subsection being addressed. Bidders need to include all required information (as noted throughout the RFP) in their submissions. DOCCS recommends that Bidders read the RFP thoroughly.	RFP