



STATE OF NEW YORK
EXECUTIVE DEPARTMENT
DIVISION OF PAROLE
97 CENTRAL AVENUE
ALBANY, NY 12206

DAVID A. PATERSON
GOVERNOR

May 22, 2009

Dear Administrative Officer:

This letter is to inform you that on May 25, 2009, the Division of Parole (DOP) will release Request for Proposal (RFP) 2009-06 Prisoner Reentry Initiative. The RFP and all associated materials and forms are available on the NYSDOP website at: www.parole.state.ny.us, Request for Proposals.

The NYS Division of Parole (DOP) invites proposals from Not-for-Profit, Faith and/or Community Based Organizations (FBCO), to provide enhanced pre-release screening, transitional planning, and employment readiness programs in the Erie County area. The goal of this program described herein is to maximize community safety and offender integration by helping parolees returning to Erie County find employment and access other critical services in their communities.

Please note that there will be a non-mandatory Bidder's Conference on **June 16, 2009** at the Division's Buffalo Office, 460 Main Street, Buffalo, NY. To confirm your attendance and be advised of the time of the conference, please call the Administration Office at (518) 473-3901.

Any questions pertaining to this proposal should be addressed in writing to Barbara Farley, Contract Management Specialist, and e-mailed to contracts@parole.state.ny.us. Questions must be submitted by **June 22, 2009**. Answers to all questions will be posted on the Division's website by **June 24, 2009**. Proposals must be received by **12:00 noon on July 8, 2009**. Proposals that are late for any reason will be rejected. Faxed or e-mailed copies are not acceptable.

Please call me if you need any additional information (518) 473-3901.

Sincerely,

A large, stylized handwritten signature in black ink, appearing to read "Jeffrey W. Nesich".

Jeffrey W. Nesich
Director of Parole Administration

New York State
Division of Parole

Request for Proposal
RFP 2009-06

Prisoner Reentry Initiative



David A. Paterson
Governor

NYS DIVISION OF PAROLE
REQUEST FOR PROPOSAL 2009-06
PRISONER REENTRY INITIATIVE (PRI)

I. Purpose

The NYS Division of Parole (DOP) invites proposals from Not-for-Profit, Faith and/or Community Based Organizations (FBCO), to provide enhanced pre-release screening, transitional planning, and employment readiness programs in the Erie County. The goal of this program is to maximize community safety and offender integration by helping parolees returning to Erie County find employment and access to other critical services in their communities.

The Scope of Services (Attachment B) details the services to be provided to at least 200 parolees for a two-year period. This includes pre-release assessment, programming, services, transition planning in Orleans and Albion Correctional Facilities, coordination of post-release services, comprehensive vocational skills and soft skills assessments, job-seeking workshops and training, job identification activities, job placement, case management services, and referrals to ancillary services.

The target population includes male and female individuals age 18 and older convicted as an adult, imprisoned in a New York State prison that will be placed under parole supervision in Erie County. Sex Offenders are not eligible for services.

The total program funds available are \$532,920. Contract term will be for a period of two-years, effective 10/1/09 to 9/30/11, with the option to renew for three additional one-year periods, if sufficient funding exists.

II. Background and Demographic Profile

Currently, there are approximately 1,260 parolees actively supervised in the community in Erie County. Of these, 93% are male, 59% Black, 31% are Caucasian and 8% are Hispanic. Approximately one-third are between 16 and 30 years of age, another one-third between 31 and 40 years of age, and the remaining third 41 years of age or older. Almost nine out of ten have a drug abuse history and eight out of ten have abused alcohol, 90% have attended some high school, and 62% of those able to work are unemployed. The crimes of conviction for 49% of this population involve crimes against persons/violent crimes, 16% involve property/non-violent crimes, and 28% involve drug-related offenses. Five percent of this population is on the New York State Sex Offender Registry.

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. Evaluation Process

The DOP will award a contract based upon evaluation of all aspects of the program according to the needs of the agency and the best interests of the State of New York. Awards will go to the

provider whose proposal provides the **best value** as determined by the DOP. If two offers are found to be equivalent, the basis for determining the award recipient will be the toss of a coin. Details of the award determination will be documented in the procurement record.

A committee of DOP managers will evaluate all proposals to determine which proposal is most capable of implementing the DOP's requirements based on the following criteria:

Phase I

Phase I will consist of a review of each original proposal to ensure that all mandatory requirements are met. Failure to meet any of the mandatory requirements in the original proposal may result in a proposal being considered non-responsive and possibly eliminated from further evaluation. All original proposals that meet the mandatory requirements will move to Phase II. Phase I is not scored; it consists of a review for compliance as noted below:

Pass/Fail Checklist

Completed and submitted the following:

- ✓ Original signed proposal plus twelve (12) copies
- ✓ Application Cover Sheet (*Attachment D*)
- ✓ Budget Form (*Attachment E*)
- ✓ Budget Narrative Justification (*Attachment E*)
- ✓ Ten (10) page Double-spaced Proposal Response Questions (*Attachment C*)
- ✓ Current Certificate of Occupancy (COO) or equivalent
- ✓ Copy of any applicable licenses
- ✓ Copy of Certificate of Incorporation; if applicable
- ✓ Resumes of staff to provide services
- ✓ Legal Forms: (*Attachment G*) Compliance Statements for State Finance Law §139-j and §139-k, a completed Vendor Responsibility Questionnaire

Phase II

Phase II will consist of an evaluation of your detailed proposal, including references and financial components:

- Agency Summary (10 points)
- Proposal Response Questions (30 points)
- Experience/References (30 points)
- Program Performance (30 points)

Points will be awarded for each category as listed above. A passing score of at least 70 points will be required to receive award consideration. An award will be made to the proposal with the highest point allocation. DOP officials will conduct a site visit within 10-days of contract award notification.

V. Proposal Submission

Proposals must be submitted in accordance with the following format:

Standard 8.5 x 11 inch paper, one-inch margins all the way around, business print style font of not less than 12 points.

Response must include all items detailed in Section III, Scope of Services (Attachment B). Accordingly, all questions in Attachment C, Proposal Response Questions, must be included in no more than 10 (ten) pages, double-spaced.

Submitted proposals should include documents as noted below. Failure to submit any documents in the original proposal may result in being excluded from award consideration (included in Pass/Fail Checklist):

- Completed Attachment D (Application Cover Sheet);**
- Completed Attachment E (Budget Form and Narrative Justification);**
- Ten (10) page Double-spaced Proposal Response Questions (See Attachment C);**
- Current Certificate of Occupancy or equivalent;**
- Any applicable licenses;**
- Certificate of Incorporation, if applicable;**
- Resumes of staff to provide services;**
- Completion of the following Legal Forms: (Attachment G)**
- Compliance with State Finance Law §139j and §139k**
- Vendor Responsibility Questionnaire**

The original proposal signed by the Chief Executive Officer of the agency plus twelve (12) copies must be included.

NOTE: ANY PROPOSAL THAT IS SUBMITTED LATE OR BY FAX WILL NOT BE CONSIDERED.

VI. Financial Requirements

Eligible Applicants	Non Profit, Faith or Community-Based Organizations
Eligible Expenses	Funds provided through this RFP are intended to be used for the direct delivery of services.
Ineligible Expenses	Indirect services.
Eligibility Requirements	Only incorporated, community-based not-for-profit agencies including faith-based organizations are eligible to apply. Provider consortia, i.e., an eligible organization in partnership with other eligible organizations serving as subcontractors may also apply.
Source of Funding	Federal
Anticipated Length of Project	24 months
Estimated Total Program Funds Available	\$532,920

To receive consideration, Contractor must meet the following:

Complete Attachment E Budget & Narrative Justification

- ✓ Provide a line-item budget that specifically demonstrates the funding required for your program during the contract period, 10/1/2009 – 9/30/2011. To be considered for award, you must use our budget request template.
- ✓ Include all of the required details and narrative justification. The narrative justification should explain each line item of your proposal's budget.
- ✓ Ensure the contract total for the two year period is \$532,920. Your budget total must equal this amount.
- ✓ Provide a minimum of four (4) staff positions and the provisions of transportation to participants (if necessary) to travel to their employment (bus tokens, vehicle transportation, other) must be included.
- ✓ Contractor must provide employer incentive programs as detailed in *Scope of Services section D. Programs #6-f*.

Please keep in mind that when submitting your financial proposal:

- DOP will only reimburse for actual and necessary costs associated with awarded program.
- Parolees cannot be required to contribute toward your program costs.
- DOP reserves the right to ask for any financial information that allows the Division to properly complete any Federal reporting requirements.
- Contractors will bill the Division monthly for reimbursement of actual and necessary expenses. Vouchers will attest to accuracy of reimbursement claims and include all information described in *Scope of Services section D. Programs #6-f*, pertaining to subsidy and incentive payments.
- A cash advance equaling two months of the contract amount will be provided to the not-for-profit Contractor to enable the hiring of staff and commencement of the first phase of the program.

VII. Stipulations

Issuance of this RFP does not commit the DOP to award a contract or to pay any costs involved in preparation of proposals. All proposals are submitted at the sole responsibility of the applicant.

The DOP reserves the right to:

- Amend RFP specifications to correct errors or oversights, and to supply additional information as it becomes available. All applicants who have received this RFP will be supplied with all amendments or additional information issued.
- Make typographical corrections to proposals, with the written concurrence of the applicant.
- Correct computational errors with the written concurrence of the applicant.

- Change any of the scheduled dates stated herein with written notice to all applicants who have received this RFP.
- Disqualify proposals that fail to meet mandatory requirements.
- Amend, modify, or withdraw this RFP at any time and without notice to or liability to any applicant or other parties for expenses incurred in preparation of a proposal.
- Make more than one award or no award for any service described herein.
- Waive a mandatory requirement if unmet by all providers.
- Not proceed with an award.

The application shall be signed by the Chief Executive Officer who is authorized to bind the applicant and shall constitute a firm offer by the applicant for a minimum period of 180-days after proposal submission. The proposal shall serve as the basis for the contract with successful applicant.

Applicants may propose to partner or sub-contract with other entities to meet the terms of this RFP. In such a case, however, the DOP will only communicate with the applicant, not the partner or sub-contractor. If applicant proposing such is awarded, the partner or sub-contractor will be required to complete a Vendor Responsibility Questionnaire.

Contract awardee will be required to assure compliance with certain provisions required by both State and Federal Law. These include, but are not limited to, assurance of non-discrimination, affirmative action in hiring and provision of services, and the protection of client records as required by law and regulation. Applications from Minority and Women-Owned Enterprises are encouraged.

Applicant must represent that the services provided are secular and provided without regard to religious, ethnic, or gender factor, and do not directly or indirectly favor or foster a single sectarian view or religion.

Unsuccessful applicants will be notified in writing and will be offered an opportunity to be debriefed. A debriefing, if any, will be scheduled for all unsuccessful applicants upon request, at a date, time and location convenient to both DOP and the applicants concerned.

Any negotiated contract must conform to the laws of New York State and will be subject to approval by the Department of Law and the Office of the State Comptroller. The contract will not be considered fully executed until formal approval has been granted by the Department of Law and the Office of the State Comptroller.

VIII. Requirements

Proposals should demonstrate:

That the applicant is licensed, if applicable, or will become licensed to provide such services at the designated location and that they have a current Certificate of Occupancy (COO) or equivalent, and can deliver services at the identified location.

That the applicant can provide the services to releasees described in Section I above in a manner that best meets the needs and operation of the DOP.

That the applicant's background and experience qualify them to provide these services and that they have the fiscal integrity and organizational structure to support this undertaking.

That the applicant will comply with all standards and appropriate regulations governing contracts with the State of New York (*Attachment A*).

That the applicant has the ability to service Spanish-speaking clients.

Please stipulate if your organization has any business interests in Northern Ireland and if so, that it will take lawful steps in good faith to conduct said operation in accordance with MacBride Fair Employment Principles and that you will permit independent monitors of your compliance with such principles.

That the applicant is willing to work with the Division to achieve any goals established relative to sub-contracting or purchasing of supplies from Minority and Women-Owned Businesses. *Attachment F* forms will only have to be completed upon award notification:

Minority and/or Women Owned Business Enterprises (MBE) (WBE) (*Attachment F*)

Subject to the requirements of Article 15-A of the Executive Law, the DOP has established MBE goals of ten (10) percent participation for Region I and Region II and five (5) percent participation for Regions III, IV, and V; of the dollar value of this agreement by certified minority-business enterprises (MBE's) as subcontractors and suppliers on this project for the provision of services and materials. Likewise, the DOP has established WBE goals of eight (8) percent participation for Region I and Region II and four (4) percent participation for Regions III, IV, and V; of the dollar value of this agreement by certified women-owned business enterprises (WBE's) as subcontractors and suppliers on this project for the provision of services and materials. These percentages are not set asides or quotas, but are only targets. Percentages do change according to MWBE availability and the type of service or commodity the DOP contracts. All bidders should submit a brief description of how MBE/WBE goals will be met. Selected bidders should be prepared to submit an MWBE Utilization plan (MWBE1), which meets the above goal percentages within seven (7) business days after date of award notification by DOP. DOP's Affirmative Action Office will assist the bidder in identifying certified MWBE firms within the bidder's geographic area.

In accordance with Section 312 of Executive Law; Article 15-A, EEO (Equal Employment Opportunity) regulations mandate that all contractors and/or subcontractors as a precondition to entering into a valid and binding State contract shall agree: not to discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability or marital status, and will undertake or continue existing programs of affirmative action. The contractor and/or subcontractor shall also submit a Staffing Plan (see *Attachment F*) of the anticipated workforce to be utilized on the contract, and an EEO Policy Statement (see *Attachment F*).

Completion of the attached forms: (Legal Forms *Attachment G*)

Compliance with State Finance Law §139-j and §139-k

New York State Finance Law §139-k(5) requires that every Procurement Contract award subject to the provisions of State Finance Law §§139-k or 139-j shall contain a certification by the

Contractor that all information provided to the DOP with respect to State Finance Law §139-k is complete, true and accurate (*Attachment 1*). In addition, State Finance Law §139-j(6) requires that the DOP incorporate a summary of its policy and prohibitions regarding permissible contacts during a covered procurement.

State Finance Law §§139-j and 139-k, also imposes certain restrictions on communications between the DOP and Contractors during the procurement process. Potential Contractors are restricted from making contacts from the earliest notice of intent to solicit offers pursuant to the "Request for Proposal (RFP)" through final award and approval of the Procurement Contract by the DOP and, if applicable, Office of the State Comptroller ("restricted period") to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). Regarding this RFP process you may only contact Barbara Farley, Contract Management Specialist. Indicate your concurrence with this requirement in *Attachment 2*. Please note that during the RFP process that the DOP is required to determine the responsibility of "the proposed Contractor" pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a 4-year period the Contractor is barred from obtaining governmental Procurement Contracts.

Lastly, New York State Finance Law §139-k(2) obligates the DOP to obtain specific information regarding prior non-responsibility determinations with respect to State Finance Law §139-j (*Attachment 3*). This information must be collected in addition to the information that is separately obtained pursuant to State Finance Law §163(9). In accordance with State Finance Law §139-k, potential Contractor must be asked to disclose whether there has been a finding of non-responsibility made within the previous four (4) years by the Division due to: (a) a violation of State Finance to the Division of Parole. The terms "Offerer" and "Governmental Entity" are defined in State Finance Law §139-k(1). State Finance Law §139-j sets forth detailed requirements about the restrictions on Contacts during the procurement process. A violation of State Finance Law §139-j includes, but is not limited to, an impermissible Contact during the restricted period (for example, contacting a person or entity other than the designated contact person, when such Contact does not fall within one of the exemptions).

As part of its responsibility determination, State Finance Law §139-k(3) mandates consideration of whether a Contractor fails to timely disclose accurate or complete information regarding the above non-responsibility determination. In accordance with law, no Procurement Contract shall be awarded to any Contractor that fails to timely disclose accurate or complete information under this section, unless a finding is made that the award of the Procurement Contract to the Contractor is necessary to protect public property or public health safety, and that the Contractor is the only source capable of supplying the required Article of Procurement within the necessary timeframe.

The DOP must obtain the required certifications that the information in your proposal is complete, true and accurate and if any prior findings of non-responsibility, such as non-responsibility pursuant to State Finance Law §139-j exist.

Accordingly, all potential Contractors submitting a proposal pursuant to this RFP must provide the four attached completed certification forms with their proposal.

Vendor Responsibility Questionnaire

The DOP is required to conduct a review of a prospective contractor to provide reasonable assurances that the vendor is responsible.

Vendors are invited to file the required Vendor Responsibility Questionnaire online via the New York State VendRep System or may choose to complete and submit a paper questionnaire. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at www.osc.state.ny.us/vendrep or go directly to the VendRep System online at <https://portal.osc.state.ny.us>. For direct VendRep System user assistance, the Office of the State Comptroller Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at helpdesk@osc.state.ny.us. Vendors opting to file a paper questionnaire can obtain the appropriate questionnaire from the VendRep website www.osc.state.ny.us/vendrep or may contact the DOP or the Office of the State Comptroller for a copy of the paper form.

IX. RFP Questions/Dates

There will be a non-mandatory Bidder's Conference on **June 16, 2009** at the DOP's Buffalo Office, 460 Main Street, Buffalo, NY. To confirm your attendance and be advised of the time of the conference, please call the Administration Office at (518) 473-3901.

Any questions pertaining to this proposal should be addressed in writing to Barbara Farley, Contract Management Specialist, and e-mailed to contracts@parole.state.ny.us. Questions must be submitted by **June 22, 2009**. Answers to all questions will be posted on the Division's website by **June 24, 2009**.

The original proposals plus twelve (12) copies, including the completed application cover sheet (*Attachment D*), and proposed budget sheet (*Attachment E*), must be received no later than **12:00 Noon on July 8, 2009**. Any proposals received after this time will not be accepted.

Proposal original plus twelve (12) copies must be received in a sealed envelope/box marked "**Proposal for Bid 2009-06**" and forwarded to:

**NYS Division of Parole
Contract Management Unit
Proposal for Bid 2009-06
97 Central Avenue
Albany, NY 12206**