



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

DAVID A. PATERSON
GOVERNOR

ANDREA W. EVANS
CHAIRWOMAN & CEO

REQUEST FOR PROPOSAL 2010-04
RESIDENTIAL STABILIZATION PROGRAMS

As stated on Page 12 of the RFP, VIII. Stipulations, Paragraph 3: The Division 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.

AMENDMENT

1. Remove Page 4 and replace with attached updated Page 4, dated 10/15/10.

Changes are as follows:

Catchment Area – DOP Region III

- A. Westchester County is now a **preference** county, therefore * has been added to A.
- B. Removed Rockland County as a primary county and deleted Putnam and Northern Westchester counties.
- C. Orange County has been moved to Catchment Area B. Rockland County has become a subordinate county to Orange County.
- D. Nassau County has been moved to Catchment Area C.
- E. Suffolk County has been moved to Catchment Area D. Suffolk county is no longer **preference** county; therefore, * has been removed.

Catchment Area – DOP Region IV

- F. Albany, Rensselaer and Schenectady counties have been moved to Catchment Area E. Rensselaer and Schenectady counties are no longer primary counties they are now subordinate counties to Albany.
- G. Onondaga, Cayuga and Oswego counties have been moved to Catchment Area F.

- H. Dutchess, Ulster and Sullivan counties have been moved to Catchment Area G.
- I. Oneida and Herkimer counties have been moved to Catchment Area H. Jefferson County has been added as a subordinate county to Oneida County.
- J. Jefferson County has been removed. St. Lawrence, Clinton, Saratoga and Warren counties have been moved to Catchment Area I.

Catchment Area – DOP Region V

- K. Broome, Chemung and Steuben counties have been moved to Catchment Area J.
 - L. Monroe and Genesee counties have been moved to Catchment Area K. Ontario and Wayne counties have become subordinate to Monroe County.
 - M. Removed Ontario County as a primary county. Ontario and Wayne counties have been moved to Catchment Area K and become subordinate to Monroe County.
 - N. Erie, Niagara and Chautauqua counties have been moved to Catchment Area L.
2. Remove Page 5 and replace with attached updated Page 5, dated 10/15/10.

Page 5, Section II. Background and Demographic Profile, third paragraph should read as follows:

For FY 2009-10, over 12,000 inmates were released from State Corrections to be supervised by Parole authority in counties located in Upstate New York and Long Island. The accompanying distribution reflects estimated releases to the Catchment Areas defined in this RFP: 543 to Westchester county; 624 to Orange and Rockland counties; 711 to Nassau county; 1,187 to Suffolk county; 1,134 to Albany, Rensselaer and Schenectady counties; 1,532 to Onondaga, Cayuga, Oswego, and contiguous counties; 516 to Dutchess, Ulster and Sullivan counties; 548 to Oneida, Herkimer, and Jefferson counties; 420 to St. Lawrence, Clinton, Saratoga, and Washington counties; 663 to Broome, Chemung, and Steuben counties; 1,431 to Monroe, Genesee, Ontario, and Wayne counties; and 1,334 to Erie, Niagara and Chautauqua counties.

3. Remove Page 10 and replace with attached updated Page 10, dated 10/15/10.

Page 10, Section IV. Evaluation Process, Phase II, third paragraph:

Catchment Area award order has changed from Region III, IV, and V to IV, V, and then III, and should read as follows:

Catchment Areas will be adjudicated in the following order based on a determination by the Division of where the greatest programmatic needs exist:

- Catchment Area – DOP Region IV, E - I**
- Catchment Area – DOP Region V, J – L**
- Catchment Area - DOP Region III, A – D**

4. Remove Page 11 and replace with attached updated Page 11, dated 10/15/10.

Page 11, Section VI. Evaluation Process, Phase II, first paragraph:

Added sentence to bottom of first paragraph: **“If no bids are received for a preference county, then an award will be made to the highest scoring proposal for that Catchment Area prior to moving to the next round.”**

Paragraph should now read as follows:

Each Catchment Area has a preference county indicated (*). The Division will make award(s) first in Catchment Areas in each Region indicated as a preference (*). Once an award has been made in a preference county, all remaining counties will be evaluated equally within each Catchment Area. If no bids are received for a preference county, then an award will be made to the highest scoring proposal for that Catchment Area prior to moving to the next round.

Please sign and submit with your proposal.

Vendor: _____

Signature: _____

Title: _____ Date: _____

RFP 2010-04
Residential Stabilization Programs

REPLACEMENT PAGES

Page 4

Page 5

Page 10

Page 11

Catchment Area - DOP Region III

- A. *Five (5) beds located in **Westchester** County, primarily serving individuals from **Westchester** County;
- B. **Five (5)** beds located in **Orange** County, primarily serving individuals from **Orange** and **Rockland** counties;
- C. **Five (5)** beds located in **Nassau** County, primarily serving individuals from **Nassau** County; and,
- D. **Five (5)** beds located in **Suffolk** County, primarily serving individuals from **Suffolk** County.

Catchment Area - DOP Region IV

- E. **Five (5)** beds located in **Albany** County, primarily serving individuals from **Albany**, **Rensselaer**, and **Schenectady** counties;
- F. **Five (5)** beds located in **Onondaga** County, primarily serving individuals from **Onondaga** and surrounding counties supervised by the Syracuse Parole Office, including **Cayuga** and **Oswego** counties;
- G. ***Five (5)** beds located in **Dutchess**, **Ulster** or **Sullivan** counties, primarily serving individuals returning to or under supervision in those counties;
- H. **Five (5)** beds located in **Oneida** County, primarily serving individuals returning to or under supervision in **Oneida**, **Herkimer**, and **Jefferson** counties; and,
- I. **Five (5)** beds located in **St. Lawrence**, **Clinton**, **Saratoga**, or **Warren** counties primarily serving individuals returning to or under supervision in those counties.

Catchment Area - DOP Region V

- J. ***Five (5)** beds located in **Broome** County, primarily serving individuals from **Broome**, **Chemung**, and **Steuben** counties;
- K. **Five (5)** beds located in **Monroe** County, primarily serving individuals from **Monroe**, **Genesee**, **Ontario**, and **Wayne** counties; and,
- L. **Five (5)** beds located in **Erie** County, serving individuals from **Erie**, **Niagara** and **Chautauqua** counties.

II. BACKGROUND AND DEMOGRAPHIC PROFILE

The New York State Division of Parole is a criminal justice agency responsible for the community supervision of a statewide population of offenders who have been released from State-operated Correctional Facilities. Release from incarceration can occur by discretionary action of the Parole Board or by statutory release based on “good time” credit (conditional release). The Mission of the Division of Parole is: **“To promote public safety by preparing inmates for release and supervising parolees to the successful completion of their sentence.”**

The Division currently supervises approximately 17,000 offenders in counties located in Upstate New York and Long Island. A profile of these parolees is as follows: 92% are male; the median age is 37; ethnically, 46% are Black, 12% Hispanic and 41% are White; 81% have had at least some High School; over 60% are unemployed at any one time; and a majority has a substance abuse history. Crimes of conviction within the releasee population are as follows: 43% involve crimes against persons/violent crimes; 24% involve crimes against property/non-violent crimes; and 30% involve drug offenses. The remaining 3% are adjudicated Youthful Offenders or are Juvenile Offenders.

For FY 2009-10, over 12,000 inmates were released from State Corrections to be supervised by Parole authority in counties located in Upstate New York and Long Island. The accompanying distribution reflects estimated releases to the Catchment Areas defined in this RFP: 543 to Westchester county; 624 to Orange and Rockland counties; 711 to Nassau county; 1,187 to Suffolk county; 1,134 to Albany, Rensselaer and Schenectady counties; 1,532 to Onondaga, Cayuga, Oswego, and contiguous counties; 516 to Dutchess, Ulster and Sullivan counties; 548 to Oneida, Herkimer, and Jefferson counties; 420 to St. Lawrence, Clinton, Saratoga, and Washington counties; 663 to Broome, Chemung, and Steuben counties; 1,431 to Monroe, Genesee, Ontario, and Wayne counties; and 1,334 to Erie, Niagara and Chautauqua counties.

Offenders released from incarceration may experience a variety of transitional issues and have special needs in the areas of housing, family reunification, substance abuse, health, mental illness, and employment. A productive, lawful transition to society depends on appropriate linkages to community resources and services. In addition, offenders already under supervision may require temporary stabilization with assessment, referral and treatment services to remedy community adjustment issues. Parole's community supervision process seeks to employ a comprehensive approach to public safety and offender management. Parole Officers must have resources available, such as a residential stabilization program, in order to better assist offenders in success under parole supervision and to ensure community protection issues are addressed.

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.

- ✓ Ten (10) page Proposal Response Questions (*Attachment C*)
- ✓ Current Certificate of Occupancy (COO)
- ✓ Copy of any applicable licenses
- ✓ Copy of Certificate of Incorporation; if applicable
- ✓ Resumes of staff to provide services
- ✓ Legal Forms (*Attachment G*): State Finance Law §139j and §139k, Vendor Responsibility Questionnaire, Non-Disclosure Agreement

Phase II

Phase II will consist of an evaluation of your detailed proposal, including references and financial components (see *Attachment C* – Proposal Response Questions):

- I. Agency Summary (10 points)**
- II. Program Information (35 points)**
- III. Experience/References (15 points)**
- IV. Program Performance (15 points)**
- V. Budget/Fiscal (25 points)**

Programs failing to submit a comprehensive budget proposal (including budget detail sheets and coinciding budget narratives) for all program sites and start-up costs will be disqualified.

The evaluation of the overall cost of each proposal, including the application of third-party revenue will be performed, as follows:

1. The lowest cost/slot proposal in a Catchment area (factoring in third-party revenue and start-up costs) will receive 25 points. Other proposals in that area will receive points in direct proportion to the lowest cost/slot proposal in that area.
2. The cost of each proposal is determined by dividing the total proposed program cost (including all start-up costs and projected revenue) to Parole by the number of proposed residential slots on any given day. For instance, if a program's total annual cost is \$100,000 for 5 beds, it is factored out to be \$20,000 per bed.

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. Awards will be made to proposals with the highest point allocation.

Catchment Areas will be adjudicated in the following order based on a determination by the Division of where the greatest programmatic needs exist:

- Catchment Area – DOP Region IV, E - I**
- Catchment Area – DOP Region V, J – L**
- Catchment Area - DOP Region III, A – D**

Each Catchment Area has a preference county indicated (*). The Division will make award(s) first in Catchment Areas in each Region indicated as a preference (*). Once an award has been made in a preference county, all remaining counties will be evaluated equally within each Catchment Area. If no bids are received for a preference county, then an award will be made to the highest scoring proposal for that Catchment Area prior to moving to the next round.

For example:

Round 1

For each Catchment Area, all preference counties will be evaluated with one award per Catchment Area to the proposal with the highest point allocation. If a Catchment Area has no acceptable (passing score of at least 70) proposals, then that area will not receive an award.

Round 2

The remaining counties in each Catchment Area will be adjudicated with one additional award made per each Catchment Area to the proposal with the highest point allocation.

Round 3

If sufficient funding exists, the Division will advance to Round 3 in the same process as Round 2 above.

VII. 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.

Submitted proposals should include documents as noted below. Failure to submit any documents in the original proposal will 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 Proposal Response Questions (See *Attachment C*);**
- Current Certificate of Occupancy;**
- 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; Non-Disclosure Agreement**