

## **Addendum 4**

### **DOC-RES/NON-RES/PS-2021-SM**

Connecticut Department of Correction

#### **Community Residential Services/Non-Residential Services**

The Connecticut Department of Correction (The Department) is issuing Addendum 4 to RFP #DOC-RES/NON-RES/PS-2021-SM Community Residential Services/Non-Residential Services. All requirements of the original Request for Proposals (RFP) except those requirements specifically changed by this addendum shall remain in effect. In the event of any inconsistency between information provided in the RFP and information in this addendum, the information in this addendum shall prevail.

This addendum provides additional information as to the programs being procured through this RFP.

#### **Second and Final Round of Questions and Answers**

1. Regarding a Per-diem budget –
  - What do we put in for an amount for revenue if we do not know if the bed will be filled?  
*Answer: For per-diem beds you do not need to complete a full budget, please provide a daily rate for the use of an available bed.*
  - If an amount is required, do we have to complete a full budget and show how the funds will be spent?  
*Answer: A full budget is not required, just a daily rate for the bed usage. A weekly/monthly rate can also be provided.*
  - Do we have to include a full RFP Proposal with the Per-Diem budget?  
*Answer: A Per-Diem proposal is required as we need the details asked within the RFP such as where the potential available beds are located, what non-DOC program these beds are located within, 24/7 oversight provisions, services that are available to the offender while temporarily placed.*
  
2. For Residential Transitional Supportive Housing, what is the department's expectations regarding licensing of the facility?  
  
*Answer: Proposals should include the proper licensing required for the program type. Proposer should check with local and state agencies such as the CT Department of Health (DPH) and CT Department of Consumer Protection (DCP) regarding licensing/registration requirements.*
  
3. Regarding the budget. There will be a line item for shift coverage – cover overtime, sickness, vacation etc. Finance has a question regarding the number of FTE's. What number would go in there – there are per-diems that can work and at times part time staff will cover.

Answer: Note the budget as necessary to identify the number of per-diems and part time staff as necessary.

4. Letter G on page 22 states Proposals should indicate the evidence based assessment tool that the proposer uses, which needs to be an approved tool by DOC Parole and Community Services. DOC assessment tool preferences are SCORES (Statewide Collaborative Offender Risk Evaluation System) and WRNA (Womens Risk Needs Assessment). Does this apply if the applicant only seeks to provide the per diem service?

Answers: While per-diem placement is expected to be short term, the most favorable per diem proposals will be those that are able to offer all the services that an offender would receive at the type of program that they will be placed in. Therefore, proposers with staff trained in DOC's favored assessment tools will also be more favorable.

5. Letter H on page 22 discusses Development of Individual Service/Treatment Plans. Would Development of Individual Service/Treatment Plans be required for the per diem service if the provider is only providing per diem? If so the department states the plan should incorporate information obtained from assessments. Would the Department be providing the assessment results or expect the per diem contractor to administer the assessments?

Answer: Per diem placement is expected to be short term and proposals for per diem beds that can provide the most services of the actual type of program that the offender will be placed in will be favorable. Per-diem programs that have the ability to administer assessments may be advantageous.

6. Would the Department consider proposals for per diem services that only serve women?

Answer: The Department will consider all per diem proposals, including ones that only serve women. Per-diem beds will be used as another source of beds that DOC may use to meet need/demand beyond what the current network of beds can support.

7. Could the department clarify if the reporting schedule detailed on page 39 applies to an applicant seeking to provide the per diem service only because earlier in the RFP (pg 18) it states that payment will be issued separate from the scheduled contract?

Answer: Based on DOC's approval the Department will request the issuance of a check from a third party for payment of per-diem beds utilized. The Department will collaborate with the contractor regarding reporting and not all reports listed on page 39 will be required. Monthly Utilization Reports will be required.

8. How should per diem respondents address Section D-performance measures starting on page 39 since no performance measures for this service appear to be listed?

Answer: Per diem performance outcome measures will be collaboratively developed by the Department and the contractor. This was unintentionally omitted from this section.

9. "Work Plan" requirement for each contract year. Can you please give me a template acceptable to CTDOC for completion?

Answer: A "Work Plan Sample" template form is being provided and has been inserted after the questions and answers section of this addendum. This form is not mandatory, but can be used

as a template to outline the tasks/deliverables, methodologies and timetable/schedule as requested.

10. Although the Department lists no funding levels for this procurement can a list of current funding be released by each of the requested components?

Answer: The Department does not have particular amounts designated for the different type of Residential services requested. The Department funding decision will be based on available funding and the current needs of Parole and Community Service Division

11. Is the Department looking for an identified vendor under the Employment Education Vocational Coordinator component to cover the entire state?

Answer: The Department is looking to have three people provide Employment Coordinator services to offenders both pre- and post-release. Coverage is for the entire state. An employment vendor may submit a proposal which identifies three staff to serve as the Employment Coordinators. The Department is looking for consistency with the individuals providing the services to offenders. The Department is open to vendors collaborating on a proposal as a way of providing the state wide coverage.

12. If the appendices listed on page 45 under #9, 10, and 11 are already loaded onto the BizNet portal do they also need to be submitted with this proposal?

Answer: The forms must be uploaded to BizNet and should also be provided with the Proposal.

13. Based on the description on Page 20 section e. References if the applicant has been a contractor for the past three years they do not have to provide references...correct?

Answer: Yes, Proposers who have provided contracted services within the last three years do not need to provide references.

14. The Work Plan on Page 41 is described to cover 2 years while the program budget is for 5 years...is the time frame for the Work Plan as described accurate?

Answer: The Work plan is to demonstrate the flow of program services. Some programs may need start-up time to become operational while others may not. The work plan should provide the Department with a good understanding of how the program will operate and detail how services will be delivered. The instructions on page 41 ask for a work plan to flow in a logical and sequential manner with the second year building on the first year. If the work plan for the second year and beyond will be the same than that can be stated. However, there may be circumstances where a work plan for year 3+ may be different from the second year. For example, staff that need to be trained in SCORES and/or WRNA may be something that would be factored into beyond year 2.

15. In the event that the minimum number of beds required for sustainability is the same as the 5 year budget do 2 sets of budgets need to be submitted?

Answer: If the minimum number of beds required for program sustainability is the same as for the budgets for five years than one set is sufficient, but it must be clearly noted as such.

16. Will DOC provide SCORES training for vendors that do not have staff who have been trained?

17. If DOC does not provide SCORES training can start up funds be utilized to cover these costs?

18. Will the DOC provide the training for the SCORES assessment tool?  
Answers to #16 - 18: At this time funds are not earmarked to train Providers in SCORES. Training is an eligible budget expense. If SCORES training is included in the budget, please make sure that your budget line justification clearly indicates this.
19. Do resumes need to be provided for all positions including part time residential monitors?  
Answer: Resumes must be provided for key operational staff and staff with pertinent credentials and/or licenses. Resumes can be provided for all positions.
20. Will any additional funds be released for capital improvements (i.e. building generator, HVAC, etc. ...) over the 5 year program period?  
Answer: The Department's budget typically cannot support capital improvement funding. The Office of Policy and Management Non-Profit Grant program is typically the source for capital improvements to program facilities.
21. Given the uncertainty of the pandemic, should we budget for COVID related expenses in our proposal?  
Answer: Contracts under this RFP are to begin July 1, 2021. With the uncertainty of the pandemic COVID related expenses could be a consideration of a proposers budget.
22. Will the funding for new contracts address the compression issues created by the minimum wage increases?  
Answer: Compression issues and minimum wage increases are factors that should be considered when your proposal is put together and is partly the reason that budgets were requested up to five years.

*The answers to question #23 – 26 are made based on the assumption that the questions are in regard to the JBCSSD Scattered Site Supportive Housing beds requested in the RFP.*

23. Can we do fewer than 16 beds?  
Answer: The request is for a minimum of 16 beds.
24. Is the application the same as the pre-existing Scattered-Site proposal? Or is the same as the JBCSSD Mental Health? Or some other creature?  
Answer: If a proposer intent is to submit proposals for DOC Scattered Site Supportive Housing (SSSH) beds and JBCSSD SSSH beds two proposals should be submitted: one for the DOC SSSH beds and one for the JBCSSD SSSH beds. The parameters of the SSSH program for both DOC and JBCSSD as described in the RFP are the same.
25. If not the same, what are the differences? (Including length of time participants are to be housed.  
Answer: The parameters of the SSSH program for both DOC and JBCSSD as described in the RFP are the same.
26. Can clients share apartments as with DOC?  
Answer: Yes JBCSSD clients can share an apartment just as DOC clients can. JBCSSD clients and DOC clients cannot be housed together.

27. Can a DOC and CSSD person sharing the same apt?

Answer: DOC and JBCSSD clients cannot be housed together.

28. Can you explain the difference between scattered site program and JBCSSD scattered site?

Answer: The parameters of the SSSH program for both DOC and JBCSSD as described in the RFP are the same.

29. Has a decision been made as to how many CTDOC Scattered Site Supportive Housing, and CTDOC Transitional Supportive Housing bed will be funded.

Answer: Funding decisions and the number of beds per program type will all be made based on the needs of the Department and available funding.

30. Any possibility of an increase in the number of beds in the Female New Haven based Work Release Program

Answer: The RFP does request proposals for 14 female beds in the New Haven areas, however proposals were requested based on the maximum and minimum amount of beds required for program sustainability with sets of budgets based on the minimum and maximum beds proposed.

31. Is it acceptable to put a women's residential work release program and a women's and children's program in the same facility?

Answer: This would be acceptable.

32. Is it acceptable to put per diem beds for women in the same facility as a women's and children's program?

Answer: It may be acceptable to offer per diem beds for women in the same facility as a women's and children's program. It should be noted that all per diem beds offered are non-DOC funded beds. Per diem beds are available beds funding from sources other than DOC that are unfilled and temporarily available to DOC.

33. How many women with children under the age of 5 are in the current census?

Answer: The Department has had a total of 6 children residing in the Women and Children's program last fiscal year – July 1, 2019 – June 30, 2020.

34. The above-referenced RFP suggests delivering employment services to pre-release individuals including working with pre-release inmates within up to five (5) targeted facilities and liaisons with work development partners and employers to coordinate employment programming within and outside of correctional facilities. APT Foundation currently engages 150 inmates in medication-assisted treatment for opioid use disorders in the New Haven Correctional Facility on Whalley Avenue. Additionally, 62 DOC-funded beds are managed by our Residential Services Division on East Ramsdell Street, New Haven. Therefore, APT Vocational Support would be robustly equipped to target these two populations totaling over 200 individuals with customized employment services as stipulated on page 19 in the RFP. Would this focus on the

populations residing in these two facilities be considered an appropriate scope utilizing these proposed funds?

Answer: No, the Department grant funding is for the specific scope as described in the RFP.

35. Do we need to complete a budget narrative for each of the five years or just for the first year?

Answer: Proposers have the option to complete five years' worth of budgets. However, if the budget in your proposal is the same for year 1 through 5 then one budget form is sufficient, but the budget should be labeled that it is being offered for up to a five year period. Form #3c Summary of Total Proposal Costs must be completed.

## Work Plan Sample

*This is not a mandatory form, but an optional form that can be used as a template for the submission of a work plan. Items listed on here are only some examples and this does not represent a complete listing. The work plan should provide the logical and sequential steps required to get a program operational and continue its operation through the life of the contract. An effective work plan will provide the proposal reader with a good understanding of any start up steps to get the program running, and all of the operational steps to effectively run the program and provide the services as requested in this RFP. Depending on how this is illustrated, some steps may be reoccurring such as reporting, quality assurance and or planned out activities that occur later in the contract time frame such as staff training.*

<b>Task/Deliverables</b>	<b>Responsible Person(s)</b>	<b>Methodology</b>	<b>Timetable Start/Completion</b>
<b>Acquisition/Establishment of Program Site</b>	CEO	WR House located at 123 Main St, City has space zoned for a HWH program to accommodate # of clients and staff	Complete
<b>Posting and Hiring of Staff</b>			30-45 days
<b>Purchase furniture, equipment, supplies</b>	Program Director		Completed in Quarter 1
<b>Establish staff and program policies and procedures</b>			
<b>Establish schedule of services</b>			
<b>Create required service forms and agreements, residents handbook</b>			
<b>Staff Training</b>			
<b>Establish data collection systems, logs, etc.</b>			
<b>Establish safety protocols are in place.</b>			
<b>Begin Accepting Program Referrals</b>			
<b>Clients begin residing at the program</b>			
<b>Acquisition and Implementation of Assessment tools</b>			

<b>Development of Individual Service Plan</b>			
<b>Programs and Groups</b>			
<b>DOC Reporting</b>			
<b>Quality Assurance</b>			

**Addendum 4**  
**RFP #DOC-RES/NON-RES/PS-2021-SM**

State of Connecticut  
Department of Correction

Community Residential Services/Non-Residential Services

Date Issued: October 9, 2020

This Addendum Acknowledgement must be signed and included with your proposal.

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Authorized Signature

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Name of Proposer