

Addendum 2
DOC-RES-2025-SM
Connecticut Department of Correction

Residential Community Services

The Connecticut Department of Correction (The Department) is issuing Addendum 2 to RFP #DOC-RES-2025-SM. 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:

- **Extends the answer release date for the questions posed to the Residential Sex Offender Treatment Program from October 7, 2024.** If the Department is not able to issue the answers by Friday, October 11, 2024, the schedule for the Sex Offender Program proposals only may be adjusted.
- **Answers all questions posed** other than the Residential Sex Offender Program are as follows:

Question and Answers:

Question 1:

In the Catchment area, is New Haven only restricted to Substance Abuse beds for Male and/or Female beds, or could we apply for more Work Release Beds?

Answer 1: The Department may not have funding at this time to fund a whole new work release program, but could potentially add additional beds to current programs that have additional capacity. As cited in the RFP the department would like to expand beds by a count of 5 to 10 beds in areas of need. Parole has identified the greatest area of need is in the Hartford area, but additional capacity is also needed in the New Haven, Waterbury, and Norwich/New London areas. Therefore New Haven is not restricted to just Substance Abuse beds. If it was a new program the department would only be looking for 5 to 10 beds.

Question 2: We have an additional zoned 30-bed facility available for work release. Would D.O.C. consider the option of expanding the New Haven area as an overflow catchment?

Answer 2: The Department may not have the funding and or need for an additional 30-bed work release program in New Haven, but is hoping to be able to fund 5 to 10 additional beds in that area. A new program housing just 5 to 10 beds may not be as feasible, but the Department will consider a proposal.

Question 3:

The existing beds at Bishop House are not included in this RFP. Can we propose adding additional beds. Could those beds be located at Bishop House or would they have to be in a different location?

Answer 3: The RFP under 2. Service Expectations, Catchment Area listed the number of contracted beds that were coming to contract term. The Department is looking to at minimum replace those beds and is interested in expanding capacity by a bed count of 5 to 10 beds in Hartford, New Haven, Waterbury, and the Norwich/New London area if possible. The Department will review all proposals that offer beds in the catchment area whether it be additional capacity at a current program or a new location.

Question 4:

For Substance Abuse beds, do those have to be located in a licensed clinical facility? New Opportunities, Inc. is a community action agency, we do not offer clinical care. We do refer clients in need to external BH providers? Would we be able to apply under those categories also?

Answer 4: Substance abuse services are expected to occur on site, therefore DPH licensing requirements would apply.

Question 5: The RFP notes that proof of zoning should be included in compliance Section E Attachments.

- If zoning is not required due to the program operating on State owned property, would it be acceptable to submit the proposal without an Attachment E (letter c.)?

Answer 5: If zoning is not required due the program operating on State owned property please just note that in Attachment E c.

Question 6:

The RFP states that justification for why DPH licensure is not required is noted as being appropriate on page 8. However, under section E. Attachments (letter d.) it notes that Proof of Licensure should be attached to the submission.

- Confirming that it would be acceptable to submit the proposal without proof of licensure if it is not required.

Answer 6: Yes if licensure of the program is not required then it can be noted as not applicable in Section E. Attachment d.

Question 7:

The RFP states that the proposer shall identify the minimum staffing levels required on all shifts.

- Does the Department have a minimum number of staff that they would prefer to be scheduled per shift?
- Does the Department have a minimum number of staff that they would prefer to be on-site?

Answer 7: The Department has not identified a preferred minimum number of staff scheduled or on shift. The Department expects the proposer to identify the minimum number of staff needed as to not compromise the safety and security of the program during unforeseen or emergent situations.

Question 8:

The letters assigned to the appendices in the body of the RFP do not match the appendix letters on the forms or in the table of contents on page 2. Could you please confirm the correct appendix letters for this submission?

Answer 8: The letters assigned in the table of contents on page 2 and the forms are correct. The letters in the body of the RFP on pages 5, 17, 20, 22, and 27 are incorrect. To clarify the following are the correct Appendix Letters for each form:

- Appendix A: Abbreviations/Acronyms/Definitions
- Appendix B: Statement of Assurances form
- Appendix C: Letter of Intent form
- Appendix D: Cover Page form
- Appendix E: Summary of Program Costs form
- Appendix F: Proposed Budget form
- Appendix G: Staffing Matrix/Scheduling form

Question 9: The Budget Section on page 20 states: "All start-up costs must be clearly identified and itemized in the budget and are only allowed in year 1 (FY2026)." Are there any additional limitations on requested start-up funds?

Answer 9: Start-up costs are only allowed in the budget for the first year of a program and are costs deemed necessary to begin a new program such as the purchase of furniture and equipment. Proposers that have operated a program with the Department in the past may or may not have start-up costs. There are no limitations except that they shall be in accordance with OPM Cost Standards, which can be found at:

<https://portal.ct.gov/opm/fin-pos/standards/pos-cost-standards>

Question 10: Page 10 states contractors have three days to respond to a referral. Should that be three BUSINESS days?

Answer 10: It is three calendar days.

Question 11: Page 29, letter R in Scope of Services states "Administrative Support" with no detail. What are you looking for here?

Answer 11: Proposers shall describe if their program will have any administrative support to perform administrative activities with operating the program or if these duties are performed by other staff such as the Program Director and/or Case Manager.

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RFP #DOC-RES-25-SM
State of Connecticut
Department of Correction

Residential Community Services

Date Issued: October 7, 2024

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

Printed/Typed Name

Authorized Signature