

Contract No. DOC1201-MOTHERS
RFP Questions and Answers
February 21, 2012

1. The RFP refers to a federal grant (Number 2010-RN-BX-0021) that structures the goals and objectives of the services the Department of Corrections will fund. Can we get a copy of this federal grant application or the contract that describes the scope of services for the larger program?

A. The federal grant application will be available to the awarded vendor.

2. The RFP requires services for a minimum of 130 female offenders per year, using both the full 26-week Moving On format and an accelerated format. Can you tell us the percentage of the offenders to be served that will need to use the accelerated format? Also, can you tell us the circumstances under which an offender would be referred for the accelerated format?

A) Approximately 25% or less.

B) Females whose Court orders/sentences do allow sufficient time to complete the 26 week format.

3. The RFP describes two major outcomes for the project on page 5 and additional benchmarks on pages 5-6. Are these goals and benchmarks describing the outcomes that are attributable to the service provider selected through this RFP or do they more generally describe the goals and benchmarks to be achieved through the larger program that is funded through the federal grant?

A) They are attributable to the service provider.

4. To what extent will offenders who are participating in Moving On groups move between the BWCI and HDPTF facilities?

A) No statistics can be provided. The DOC wishes to offer this program to women approaching release to the community. The DOC's goal is that women who enter into the program in a facility can finish at that same facility. However, due to several factors, offenders near the end of their incarceration sentence may move into the community more quickly than was expected at the point of program entry. To ensure the women can finish the program, the DOC wants the program to be available both inside the facilities and in the community. The modular format of Moving On lends itself to being implemented as an open-ended format. Females may leave the program inside the institution and complete in the community.

5. One of the additional goals on page 6 focuses on the establishment of a Mother's Time room at HDPTF that is similar to that already in place at BWCI. Can you provide any specifications regarding this room and the Department's expectations of what the provider will do to establish this room? The RFP indicates that money has been designated for this in the grant budget. Can you tell us how much money is available?

A) Money was dedicated in the grant to provide supplies for the Mother's Time room. The Vendor would not be expected to furnish the room. The Vendor would be expected to encourage women in the program to use the room at the times provided by the DOC to reunify with their children and family. The four family workshops (described on page 4) may be held in this room. Equipment and supplies were allocated at \$7,000.00 in the grant. This money is separated from the money available to the Vendor to provide the program.

6. The RFP provides no information regarding the budget or the format a provider should use to provide cost information. Can you provide information about the amount of money that will be allocated to support the services requested? Will services be program-funded or reimbursed on a fee-for-service basis? Do you have budget forms or a preferred budget format that you want applicants to use?

A) The grant budget for these services is up to \$125,634.00.

B) Payment terms will be determined during contract negotiations.

C) Budget format is the choice of the vendor.

7. The RFP states that employees of the vendor must receive background checks as part of the DOC security clearance. Who is responsible for conducting the background checks (the vendor of the DOC)? How long does it typically take for a vendor employee to obtain security clearance? Will the vendor pay the cost of vendor employee background checks?

A) The DOC will conduct the background checks. The Vendor (Vendor employees) must submit to the check through the DOC Internal Affairs office. There will be no cost to the Vendor or employees for the checks. It takes approximately 3 weeks to complete clearance.

8. Are there start-up monies available?

A) Start-up monies will not be available for this contract.