



**Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855**

Web Site: www.purchasing.ri.gov

5 Jan 2012

Addendum # 2

LOI # 7449323

Transitional Services: Re-Entry Council Based Discharge Planning.

Submission Deadline: 17 January 2012 @ 11:00 AM (Eastern Time)

- **13 vendor questions / State responses are posted for review.**
- **No further questions shall be entertained.**

A handwritten signature in black ink, appearing to read 'Jerome D. Moynihan'.

Jerome D. Moynihan, C.P.M., CPPO
Assistant Director for Special Projects

7449323 Re-Entry Discharge Planning

1. What is the amount of administrative overhead that may be charged off to the allocation?

ANSWER: There is no State fixed % for overhead; but the amount will be a part of the fiscal evaluation of the proposal submitted.

2. Page 6. Three geographic areas: There is no minimum staffing designation for the Providence area? Is this an oversight?

ANSWER: The minimum staffing level of 3.5 for the Providence area was omitted from the LOI copy that was published on-line.

3. How will payments be made? Will funding be made available upfront to provide the services, or will payments be made after billing for the services provided?

ANSWER: Payment will be made after services have been provided and bills submitted. There will be no upfront payments.

4. Are there any restrictions on the use of funding to cover equipment costs (e.g. computers, office furniture), vehicle/travel expenses, or for leasing space? Any other funding restrictions to consider?

ANSWER: There are no restrictions other than the minimum staffing levels. Successful vendors will need to balance capital expenditures in regards to ability to offer quality direct services to the widest number of clients.

5. Does it matter if the provider is a for-profit versus a non-profit organization?

ANSWER: The vendor must be a vendor registered with the State of Rhode Island. They can be a for profit or non-profit agency.

6. The length of the response is limited to 20 pages. Is that single spaced or double spaced?

ANSWER: There is no specification regarding line spacing.

7. Minimum Qualifications of Contractor (p 9) indicates in the second qualification that:
Preference for the award will be given to agencies that collaborate and share staff with agencies that work in one of the above mentioned service areas or with whom a salary share arrangement has been made part of the MOU.

The proposed budget is limited. We expect to have MOUs with several agencies but budgetary restrictions limited shared salary or positions. Our organization has a history of partnering with other non-profit providers on this basis. Please advice if this is acceptable arrangement.

Answer: Proposals will be evaluated per criteria in the LOI. There are preferences established regarding MOU composition but there is no mandatory level regarding the level of partner collaboration.

8. Are letters of support acceptable for this proposal?

ANSWER: Letters of support are listed as acceptable on page 10 and are not to be counted as part of the 20 page limit.

9. What is the timeline for payment? Can you guarantee that payments will be made monthly?

ANSWER: Payments will be made on a 30 day service schedule. Bills will be submitted and paid at the conclusion of a 30 day service period. Although this is the expected monthly timeframe there is no guarantee of an exact 30 day turn around for payment.

10. It is required that the selected applicant create resource centers inside each of the facilities. Will DOC assist with the logistics to creating these resource centers (i.e. space, phone, and computer access)?

ANSWER: RIDOC will provide support and logistics for equipment, office supplies and space inside the facilities for the resource centers. Vendors are expected to provide agency staffing including required clerical staff. Vendors will also support resource centers through partner collaborations and other ancillary service provision and service brokering.

11. Will the selected applicant have access to TRPCD for updating participants' efforts, status, etc? Will access to TRPCD be available outside of the correctional facilities?

Answer: TPCDS is now web based. Chosen Vendors will have full access to TPCDS both inside and outside of the RIDOC facilities.

12. Can selected applicant use their existing data collection system for services provided post-release?

ANSWER: Vendors may use currently available technology but the scope of the data elements will be the subject of contract negotiations. The RIDOC has established with the Division of Administration a very limited number of performance measures regarding number of cases per month. The range of any additional data elements to be collected will be decided during the contracting process.

13. For the Regional Reentry Council Services, selected agency must establish an office in the geographic area. Is there a mile radius requirement for the location?

Answer: There is no mile radius for the office placement; but consideration of the relative difficulty for released offenders to access the office will be taken into consideration during the evaluation process.

END