



Solicitation Information

April 29, 2016

Addendum #1

RFP # 7550497

TITLE: Inmate Clinical Service Providers

SUBMISSION DEADLINE: Friday, May 6, 2016 at 2:30 PM (ET)

ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES.

NO FURTHER QUESTIONS WILL BE ANSWERED.

GAIL WALSH

CHIEF BUYER

Vendor A

This email is in regards to Inmate Clinical Service Providers RFP #7550497. I was wondering if you could give me the estimated amount of hours the mental health professional will be needed or perhaps the usage of 2015? Also would there be a proposed or set schedule?

Vendor B

1. What is the volume of psychological assessments projected for inmates scheduled for parole, that is anticipated will be requested in association with this RFP?

Vendor C

1. Can you predict an average number of hours that the proposed provider will work on this contract?

2. What are the reporting requirements?

3. Will the provider be required to attend meetings? If so how frequently?

4. Will meeting, travel, and reporting time be chargeable to the contract?

5. How frequently do you expect that the provider will need to go before the parole board?

6. Will evaluations and parole board meetings be scheduled in advance so that the provider can integrate the tasks into a current work flow?

In response to all questions:

Volume/Hours: Case referrals are as-needed and as determined by the Board. Based on past practice only, we estimate approximately three (3) reports per month at the low end and approximately ten (10) reports per month at the high end. The average number of hours per case may vary and we estimate that cases may take approximately 3-hrs. timeframe inclusive of report review, meeting with offender and report writing. Case information will be provided by the Parole Board. Inmate meeting, review of case information and reporting time should be incorporated into the provider's hourly rate. Travel time is not reimbursed. PLEASE NOTE: more than one provider may be selected under this solicitation which will impact the number of cases

and hours any one provider will work. Also, as indicated in the solicitation, acceptance of a provider is not a guarantee of referrals.

Meetings: *any meetings by the provider with the Parole Board will be nominal, approximately 1-2 meetings annually (up to 1 hour each) to provide feedback and updates on new initiatives. It is also possible the provider will be invited to attend professional development training with the Board so the provider is integrated with the evidence-based practices and risk assessments the Board in which the Board is engaging. Professional development will not be compensated at the hourly rate.*

Schedule: *requests for reports are made approximately two (2) months in advance. On more complex cases, if more time is needed, the provider can communicate with the Chairperson to discuss any modifications.*

Reporting Requirements *are addressed in the solicitation.*