

RFP #045: Drug Court Evaluation Services Q&A

1. Given the Thanksgiving holiday and anticipated timeline for answers to questions, would NYS UCS be amenable to extend the deadline of submissions to 11/30/18?
 - A. *In light of the question timeline and holiday, the deadline has been extended to Wednesday, December 5th at 2pm.*

2. Please provide guidance as to whether resumes should be compressed to one page per evaluator or whether an individual evaluator resume may extend to 2 pages.
 - A. *There is no articulated limit for Article VIII, Section (b), Project Resumes.*

3. Is there a copy of the cover sheet that is in word or any other format that can be edited?
 - A. *No.*

4. I noticed that we can only include one meeting per year to the required CSAT grantee meeting. Does that mean that we cannot include going to the NYADTCP meeting in our budgets?
 - A. *The budget should only include one grantee meeting.*

5. What is the maximum daily rate for consultants allowed by UCS?
 - A. *The maximum daily rate for SAMHSA consultants is \$650.*

6. Do we need to submit three complete packets for EACH Jurisdiction we are applying for?
 - A. *Yes. Applicants may submit proposals for multiple jurisdictions. However a complete application must be submitted for each jurisdiction applied for and must include all items required in Article VIII. Required Documents. A complete application contains originals of all required documents, including those specific to each jurisdiction, AND two additional copies of all documents, for each jurisdiction applied for.*

7. [Would] NYS UCS would be interested in a proposal to develop a cloud-based database to support quality assurance *across* evaluations[?] - this, rather than having individual evaluators come up with disconnected ad hoc databases to track intake, counseling, program delivery activities, and outcomes.
 - A. *At this point in time, the services solicited are discrete evaluations for each grant program identified in the solicitation.*

8. We plan to apply for all seven jurisdictions. Do we include the individual budget for all seven jurisdictions in each copy of the proposal (example each proposal would have 7 budget documents)? Or do we include only the budget for the specific jurisdiction?
 - A. *Yes, a separate budget proposal is required for each jurisdiction applied for.*

9. As we will be applying for all seven jurisdictions, should we mail all 21 copies in one package to the address listed on page 14? Or do package the proposals based upon the jurisdiction and send seven separate packages to the address listed on page 14?

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- A. Applicants may submit separate proposals in the same or separate package, provided they otherwise comply with the delivery instructions in Article IX. Submission of Proposal.*
10. In Attachment I, page 5 (Bidder's Certification of Work, printing), page 6 (Bidder's Certification of Recycled Products), and page 7 (Manufacturer's Affidavit of Recycled Content) are not applicable to this RFP? I didn't see these documents contained on the Exhibit 1 checklist.
- A. The required pages of Attachment I, as listed on Exhibit 1, are pages 3 and 4.*
11. Is it correct that these are FIVE year grants (2018 – 2023)? I am used to 3 year SAMHSA grants, so I want to make sure this is not a typo.
- A. The grant terms for all of the projects under this solicitation are the five-year period September 30, 2018-September 29, 2023.*
12. Do we need to submit separate budgets on excel spreadsheets for each year, or is it just for the total grant and then separate budget narratives for each year? Do we need to submit separate budgets on excel spreadsheets for each year, or is it just for the total grant and then separate budget narratives for each year?
- A. Each jurisdiction requires its own Line Item Budget Proposal, including budgets for each year within the Grant Term.*
13. How many OCDC participants are served annually?
- A. The estimated number of participants per year for the STAR program is 40, for an estimated five year total estimate of 200 participants. However, these are estimates only.*
14. Will the STAR program use an existing data collection system or will the contractor develop?
- A. The selected contract shall “create a database for continuous quality assurance improvement for the participant intake process, integration of substance abuse counseling, service delivery, program completion rates and effectiveness in reducing recidivism.”*
15. Is additional information available about the desired successful outcomes of the STAR program, and the criteria for assigning participants?
- A. Participants in the STAR program will have access to a variety of substance abuse treatment and evidence-based practices including Moral Reconciliation Therapy, Dialectical Behavior Therapy Skills, Seeking Safety and Contingency Management. Success will be measured by improved attendance in treatment, abstinence, increased social functioning skill and the successful completion of drug court. Participants assigned to the STAR program are those assessed as high risk and high needs.*
16. Given the short turnaround between the due dates for questions and submission, is it USC’s intent to share responses on a rolling basis or will all responses be submitted after the November 20, 2018 deadline?
- A. A written Questions & Answers (Q&A) listing all questions received and their answers will be posted on the UCS website at www.nycourts.gov/admin/bids in the Addenda column for the appropriate solicitation and mailed to the applicants list promptly after this deadline.*

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17. The structure of the Required Budget Form is similar to a Cost Reimbursable (CR) type contract. Would UCS consider changing the contract type to Cost Plus Fixed Fee (CPFF)?
- A. Proposals must include line item budgets. The structure of this solicitation requires comparison of proposed costs to be evaluated pursuant to using the criteria established in Article VII. Award Selection Criteria and Method of Award.*
18. If a vendor chooses to compete for more than one contract under this solicitation, do they need to submit completely separate responses, or can they combine their responses under a single coversheet (along with the standard attachments and appendices) so long as the narratives and other site-specific sections address the individual contracts for which they are applying?
- A. See response 5.A above.*
19. The solicitation indicates that the vendor is required to develop a database for the programs. Can you please describe more about what type of database is desired (i.e. statewide, site specific, case management, other)?
- A. Each jurisdiction shall be awarded separately, and the application must “provide a detailed plan to collect quantitative and qualitative data, including types of data points.” The project services include creating “a database for continuous quality assurance improvement for the participant intake process, integration of substance abuse counseling, service delivery, program completion rates and effectiveness in reducing recidivism”*
20. Exhibit 1, pg 20, document checklist says “narrative description. . . Article VII (b)”, which on page 12 of the RFP is labeled VIII. Since VIII is the one with letters a through d, I am assuming this is what is meant.
- A. Thank you. The items listed in Exhibit 1, Document Enclosure Checklist should in fact reference Article VIII sections (a) through (d).*
21. Will UCS allow exceptions to the terms and conditions outlined in XI. General Specifications?
- A. No.*
22. Is there a cap on the F&A rate or are we to use our Federally Negotiated rate?
- A. There is no established cap, however, indirect cost rates in excess of 10% require Federally Approved Indirect Cost Agreements.*
23. Are original signatures required for submission or can we use electronic signatures?
- A. Electronic signatures are permitted.*
24. Should each of the three submissions be sent in separate envelopes?
- A. Applicants may submit separate proposals in the same or separate package, provided they otherwise comply with the delivery instructions in Article IX. Submission of Proposal.*
25. Due to the holiday this week we wanted to verify if your offices are open on Friday.
- A. UCS offices are open on Friday, November 23, 2018.*

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26. My firm is interested in applying for more than one of the jurisdictions. Can we include all the proposals in the same shipment, separated within their own envelopes and clearly identified? Or does each need to be its own shipment?
- A. Applicants may submit separate proposals in the same or separate package, provided they otherwise comply with the delivery instructions in Article IX. Submission of Proposal.*
27. Is the Proposal Cover Sheet available in a Word document? And can it extend to two pages, due to the length of responses, or does it need to remain at one page?
- A. The Proposal Cover Sheet is not available in a modifiable document format, but can be extended to more than one page.*
28. The RFP states: “Contracts will be awarded for a term effective on or about December 1, 2018 and terminating on September 29, 2023.” Later it states: “Applicants must submit line item budget proposal indicating the total amount funding requested for each year within the five (5) year Grant Term.” Can you please clarify the exact period of performance for the evaluation?
- A. Contracts will be awarded for a term effective on or about December 1, 2018 and terminating on September 29, 2023, or a term of four years and ten months. The initial budget period of the contract term will be ten months, December 1, 2018 – September 29, 2019, with 12-month budget periods thereafter.*
29. The RFP indicates that grants began on 9/30. Have any of the programs begun, and if so, where are they in their stages of implementation?
- A. The grants all began on 9/30/18, and are in the start up implementation phase as of this writing.*
30. Is Section C limited to any page length?
- A. Article VIII, Section C, Proposed Service Delivery, is limited to 5 pages per jurisdiction.*
31. Can NYS confirm if all courts have access to NCIC and have the ability to pull relevant individual level data for purposes of evaluation?
- A. A request by the evaluator can be made to the New York State Division of Criminal Justice Services for recidivism data.*
32. Is there interest in a technical and cost proposal for a multisite component of the multiple courts? If so, what is the preferred format (i.e., separate line items to conduct multisite analysis and/or presentation of findings in each submission)?
- A. No. At this point in time, the services solicited are discrete evaluations for each grant program identified in the solicitation.*
33. Please provide additional clarification regarding the contractor’s responsibilities to assist the court(s) in collecting and compiling GPRA measures. Is the contractor primarily responsible for data reconciliation and cleaning? Will the contractor be responsible for direct data entry of GPRA data into the SPARS data system?

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- A. In addition to the evaluator's responsibility to assist the court in collecting and compiling GPRA measures, a process and outcome evaluation is expected as well as continuous feedback to the court on the implementation of the proposed services. It is the evaluator's responsibility to ensure proper data collection protocols are in place. Depending on the grant program the evaluator may be responsible for direct data entry of GPRA data into the SPARS data system.*
34. Is there an existing database used for participant intake and tracking? Do the courts collect any recidivism measures beyond self-report within the last 30 days (GPRA indicators)? Is the contractor expected to design a database for tracking service delivery and referrals?
- A. There is an existing database used by all of the grant programs. Information on client demographics, intake and assessment, treatment, drug tests, supportive services, incentives and sanctions are all collected and maintained in this database. It is the evaluator's responsibility to ensure all necessary data is being collected and data collection protocols are in place. The court does not collect any recidivism data once a participant exits the drug treatment court program. The evaluator can request recidivism data from the New York State Division of Criminal Justice Services for recidivism data post program.*
35. Please confirm that the contracted evaluator will have access to all GPRA data across the entire period of performance for analysis and reporting purposes.
- A. Yes. The evaluator will have access to all GPRA data for the entire grant period.*