



# North Carolina Department of Public Safety

*Prevent. Protect. Prepare.*

Beverly Eaves Perdue, Governor

Reuben F. Young, Secretary

## MANDATORY BID ADDENDUM

June 15, 2012

**FAILURE TO RETURN THIS BID ADDENDUM IN ACCORDANCE WITH INSTRUCTIONS SHALL  
SUBJECT YOUR BID TO REJECTION**

BID Number: 42011577

COMMODITY/SERVICE: 961 Treatment for Effective Supervision Program

ADDENDUM Number: 01

USING AGENCY: NC Department of Public Safety, Division of Adult Correction

PURCHASER: Jennifer Costa

**OPENING DATE/TIME: Remains June 29, 2012 @ 2:00 PM**

### **INSTRUCTIONS:**

1. Please note: the Purchasing Agent for this bid has changed her name to Jennifer Costa.
2. Check ONLY one of the following categories and return page one of the properly executed copy of this addendum prior to bid opening time and date.

☐

Bid has already been mailed. Changes resulting from this addendum are as follows:

\_\_\_\_\_

☐

Bid has already been mailed. NO CHANGES resulted from this addendum.

☐

Bid has NOT been mailed and ANY CHANGES resulting from this addendum are included in our bid.

### **Execute Addendum:**

BIDDER: \_\_\_\_\_

ADDRESS (CITY & STATE): \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

NAME and TITLE (Typed): \_\_\_\_\_

3. Below is the response to questions submitted regarding the above referenced Request for Proposal:

No.	Page	Citation	Question	State's Response
1		General	I am having a technical problem with attachments for TECS RFP 42011577. When I click on attachment #1 it continues to give me attachment #9. I am unable to complete attachment #1.	This problem has been resolved.
2		General	Attachment 4 financial and insurance information is not on your link	We did not post Attachment 4 because there is nothing to be filled out on Attachment 4.
3		General	I am unable to edit the header on the attachments where it says offeror it appears to be locked.	The header information can't be edited. The Vendor will have to write the Vendor Name once the RFP package has been printed.
4	2	RFP Section: Delivery Instructions	Can the financial reports be used from the 1st RFP proposal or will they have to be copied again and sent with the re-posted RFP?	Financials will need to be copied and submitted with the complete proposal package. See page 44 of RFP for instructions on submitting a complete proposal package.
5	2	RFP Section: cover page:	I read where the new bids will be due and opened on 06-29-12; but what date will the vendors know if they have been selected as a provider or not?	The Department anticipates notification of award in early August 2012.
6	3	Prohibited Communications	If the proposed Vendor staff received "Thinking for a Change" training through Research and Planning During the initial pilot program, is it possible for the Vendor to contact Research and Planning to receive verification of said training or does this violate the conditions noted in prohibited communications DPS staff? If not then how do vendors receive the necessary verification required for this proposal. THE STATE RESPONSE ON ADDENDUM 04 OF RFP 42011459 question 43 was "Vendor shall provide formal training completed at DOC, with the year of completion as required ... Department will verify at evaluation.	The answer remains the same.
7	9	RFP Section: 1. Bidding Information item B # 6:	I read that the services must begin on or before October 3, 2012 but what is the earliest date that services can be delivered by the selected provider and billed for reimbursement? Is there any provision being made by anyone to serve the offenders if there is a gap in services as the county transitions from CJPP to TECS.	Awarded vendors may begin services immediately upon award. This RFP allows vendors 60 days to hire staff, find a suitable location and complete formal training in the proposed CBI curriculum. If a vendor does not need the additional time, services may begin immediately. TASC will continue to refer offenders for services locally during the transition from CJPP to TECS.

No.	Page	Citation	Question	State's Response
8	11	RFP Section: III Scope of Services #1	What indicator in the Risk/Needs Assessment will determine if the offender will be referred to TECS for CBI and/or substance abuse treatment?	Referrals will be based on offender risk and identified criminogenic needs as identified by the Department's risk and need instrument.
9	11	III. Scope of Services, 1. Program Requirements	The term "psychopaths" is used here. Could you please provide a working definition with specific examples since this is a broad term?	Clinical assessment is necessary to identify a "psychopath". Cognitive behavioral literature suggests the "psychopaths" should not participate in these programs.
10	12	Scope of Services	Please clarify the difference between "purchasing slots" in an existing treatment program from sub-contracting with an entity (i.e.: IOP referrals)?	It could be the same thing, especially in cases where the other entity already has SA services such as IOP in existence. Given the low number of estimates in some counties, there may be concern about creating or starting new treatment groups. "Purchasing slots" for offenders from a provider with an existing group was another way to articulate how to provide a service for the small number of estimated offenders expected to be served.
11	12	Scope of Services	Can a Vendor purchase slots for intensive outpatient services with an entity (through a referral process) without sub-contracting with that entity?	That arrangement is between the vendor and the entity.
12	12	Section III, 3.1	Will a vendor be paid for all services provided if there is a need for multiple cycles of CBI even in smaller counties?	Per RFP Section III, Scope of Services, 1., "In counties with small estimates, the expectation is that the Vendor will receive enough referrals from Community Corrections and TASC to support at least two cycles of CBI per year." Vendors will be paid for services rendered based on referrals from TASC and Community Corrections which will be monitored closely so as not to exceed TECS funding.

No.	Page	Citation	Question	State's Response
13	12, 15	RFP Section III.1. Program Requirements & RFP Section III.1.B Substance Abuse Treatment Services	On page 12 the RFP reads, "...in some counties the estimated target population for substance abuse services will be small. The expectation is that the Vendor will not create new substance abuse treatment groups for this small population but rather will 'purchase slots' in existing treatment programs." Then, on page 15, the RFP reads, "At a minimum Vendors shall provide Regular Outpatient Treatment and Aftercare/Recovery Management Services as described in a) and c) below. Vendors who are unable to provide Intensive Outpatient Treatment Services at the time of RFP submission will be given one (1) year to become compliant with the requirements specified in b) below." How does the State want the Vendor's Proposal to address these two contradictory expectations/requirements? Also, please define "small" (giving specific amounts) with regards to statement "...in some counties the estimated target population for substance abuse services will be <u>small</u> ."	The RFP addresses two concerns, 1. The small estimates of offenders to be served and 2. Providing a continuum of substance abuse services for offenders. The RFP allows for "the purchasing of slots" to address the small estimates in some counties and it allows for regular outpatient treatment services to be available at the time of bid submission and a year for Vendors to acquire Intensive Outpatient Treatment.
14	14	RFP Section III.1.A. Cognitive Behavioral Programming (CBI) and Support Services	On page 14, part e) it reads, "In counties with a large estimated population, Vendor(s) shall provide multiple groups that are conducted weekly to accommodate the population." Please define "large estimated population" giving specific amounts.	Our assumption is, counties with a "large estimated population" would likely result in more offenders being on supervision at the same time and multiple groups will be required to meet the need.
15	14	Section III, 3.1A	The new "Thinking for a Change 3.1" version includes 25 lessons. Since the previous version only had 22, can the final three lessons of this version serve as booster sessions?	No. Booster sessions are in addition to the number of sessions required to complete the curriculum. See Section III. Scope of Services 1. A. b) page 14.

No.	Page	Citation	Question	State's Response
16	14	III.1.A.a	The RFP states that Substance Abuse Regular Outpatient Treatment "shall be provided through scheduled face-to-face therapeutic treatment sessions. This service includes: counseling, psychotherapy, medication assisted therapy, and other interventions." Is medication assisted therapy going to be coordinated through TASC or is the vendor responsible for supplying, administering, and tracking such replacement therapy medications as Methadone and Suboxone?	Medication assisted therapies must be delivered by appropriately qualified providers, if the Vendor is not qualified to provide the particular medication assisted therapy needed, the Vendor must have an Memorandum of Agreement/Understanding in place with a qualified provider.
17	14	Section III, 1., A. Cognitive Behavioral Programming and Support Services	We are re-applying to the new RFP and would like to just confirm that MRT (Moral Reconation Therapy) is an acceptable CBI program to utilize for this RFP. I took it off the list so assume it is but just want to make sure.	Refer to Section III., 1., A., the bolded paragraph for acceptable CBI curricula. Reference: <a href="http://static.nicic.gov/Library/014209.pdf">http://static.nicic.gov/Library/014209.pdf</a>
18	14	Section III, 1., A., f	Wanted to confirm that the TECS CBI Facilitators no longer require the 1 year experience in the CBI program but now must just be trained within 60 of program award.	Refer to Section III., 1., A., f
19	15	RFP Section 3	The RFP is saying that the vendor must be able to provide IOP services. Are you saying that the facility has to be endorsed through the LME to provide IOP or that they just need to be able to the services per the RFP's requirement?	The vendor must meet the licensing criteria by the State of North Carolina to deliver Intensive Outpatient Treatment Services as described on page 16 b) and page 17.
20	15	III.B	May vendors propose to provide a cognitive behavioral substance abuse curriculum that is developed by a recognized national leader in cognitive behavioral programming, adheres to the NIDA principles for criminal justice populations, and is currently in the process of obtaining SAMHSA-registration?	See Section III, 1. B. Substance Abuse Treatment Services for access to lists of approved substance abuse curricula.
21	16	Section III:B: Substance Abuse Treatment Services(a)ii: Provider Organization Requirements	Regarding this RFP's requirements, is a nonprofit agency (that does not have a substance abuse facility license and is not LME endorsed, CABHA certified, or nationally accredited) eligible to provide regular outpatient substance abuse treatment services utilizing CSAC staff under clinical supervision?	Yes. National Accreditation, CABHA certification and LME endorsements are preferred, but not mandatory. Vendor must include a plan to ensure delivery of IOP (which require facility licensure) services are available within the year.

No.	Page	Citation	Question	State's Response
22	16, 61	Scope of Services	Does the 1 year time frame to become compliant with IOPT services only mean getting a facility license or could this time be used for finding IOP services of a sub-contractor?	The 1 year time frame will allow vendors to secure whatever is necessary to provide IOP services in the county.
23	19	Vendor reporting requirements 3. B	Does NCDPS have an estimated time frame for release of the automated (computer) system to be utilized by vendors?	It is anticipated to be available in the Fall of 2012.
24	19-20	Vendor reporting Requirements	Will each selected provider develop their own forms for client intake or will the TECS provide the same forms to use state wide for intake, confidentiality, etc?	The Department will provide forms for the Vendors to use.
25	19-21	Vendor Reporting and Compensation	An individual will be required to do client intake, required documentation, data entry, referral to CBI, attend OMM meetings, consult with probation officers and TASC, etc, etc. as described on pages 19-21. How will the provider bill and be reimbursed for this individual's time (since it is not CBI or treatment and seems more client centered than allowed 15 % administrative)?	All costs to deliver the scope of services under this RFP should be built into the hourly rate or as an administrative cost. See Section VI. Proposal Content and Organization 2. Cost Proposal. Vendors will be reimbursed for services rendered.
26	19, 22	Section III, I.2 and I.4, Section IV, 3, et.al	The RFP requires that the Vendor complete policies and procedures within 15 days of award date, set up case files/intakes and attend mandatory training sessions, all of which will likely occur before CBI or SAT services begin. How can the Vendor pay for staff time related to these activities if reimbursements can only be claimed after CBI and SAT groups begin? Can DPS make provision and include an addendum that will allow vendors to claim reimbursement for the pre-services implementation period?	Vendors with staff, a facility location and completed training in the proposed curriculum are encouraged to begin services immediately upon award notification (See Section I. B General Conditions for Proposals, #6. Contract Term). Vendors are responsible for expenses incurred prior to beginning services and will only be paid for services rendered to the offender population.
27	22	Section IV: 4. Financial Statements:	If the vendor is a County entity, will annual budget reports satisfy the specifications in this section?	Yes.
28	22	Section IV: Other Requirements and Special Terms4. Financial Statements and Proof of Insurance	If a County municipality is the Vendor applicant for this RFP and contracts with a nonprofit organization to provide TECS services, should financial statements and insurance information be submitted for the County, nonprofit agency, or both?	Financial statements are ONLY required from the Vendor submitting the bid response. However, Vendors are financially liable for sub-contractor performance and any cost incurred.

No.	Page	Citation	Question	State's Response
29	23	Other Requirements and Special Terms 4. Financial Statement	For a privately held company when certified audited financial statements are not prepared: a written statement from the company's certified public accountant stating the financial condition, debt to asset ratio for the past three years and any pending actions that may affect the company's financial condition. " My company has never had the services from a CPA. In order to get something from a CPA they need to do a complete audit. I have been providing CJPP SA services for several years. I have a bookkeeper with over 20 years experience. We have the last three years Profit and Loss balance sheets and statement of cash flows and correspondence/documents from my tax person who is an enrolled agent with the IRS in accordance with paragraph 4 sub paragraph (c) which states " the State may, at its sole discretion, accept evidence of financial stability other than Financial Statements for the purpose of evaluating Vendors responses to this RFP. Can I submit these documents for proof of financial stability?" The State's response on page 36 of 44 of Addendum 04 TESC RFP 42011459 question # 206 was "Yes"! Does this answer also apply for RFP 40211577?	Yes.
30	25	Section V: Vendor Qualifications1.b) Professional references Attachment 7	If a County municipality is the Vendor applicant for this RFP, would references from a Public Defender, a judge, and a police officer, and a former CJPP advisory board member be acceptable as reference sources?	Yes.
31	25	Section V: Vendor Qualifications1.a) Vendor Experience Attachment 6	Our County municipality will be the Vendor applicant for this RFP. The County plans to contract with a nonprofit organization that will provide CBI and substance abuse treatment services. Regarding examples of Vendor experience, should these examples pertain to the County's experience with similar scope services <u>or</u> the nonprofit service provider's experience <u>or</u> both?	The County's experience. See Attachment 6 Vendor's Experience for detailed instructions regarding the required descriptions of the actual Vendor's current or past work experience which is similar in scope.

No.	Page	Citation	Question	State's Response
32	27-28	RFP Section VII.3. Evaluation Process - Scoring	Attachment 10 (Proposal for IOPT Implementation) is not referenced in the Scoring Grid. Will it not be reviewed/considered with regards to points awarded? If it will be considered, what is the "highest possible score" for Attachment 10?	Attachment 10 will not be scored. It is to be completed by vendors that are not prepared to begin IOP services. The Department would like to know "the plan" to implement IOP within the year. Vendors who are ready to begin IOP services at the time of RFP submission will receive an additional 10 points to their overall score.
33	28	RFP Section VII.3. Evaluation Process - Scoring	The Scoring Grid, under "Bonus Points" on page 28, reads, "CBI staff credentials exceed the minimum standard". What specifically are these "minimum standards"?	The minimum standard required for the lead facilitator to conduct CBI is an associate's degree. Bonus points will be given to vendors with CBI staff that have a 4 year degree or higher.
34	28	VII.3	Will DPS please clarify how bonus points will be allocated? For example, will vendors be awarded partial bonus points if some staff have completed training, some staff have been hired, etc.?	10 bonus points will be given for each item the Vendor has in place at the time of RFP submission.
35	30	Section VII, 4.D	In preparing for the projected August award date, will DPS inform local DCC offices ahead of the award date that services will be available, or will no referrals be ready by the award date? For vendors who will already have staff/facility in place, services could begin right away if DCC has a waiting list already established. If waiting lists are not pre-planned prior to the award date, the services will likely be delayed for months.	Yes.
36	31	Contractual Terms and Conditions	Can a DPS employee (not a probation officer) be employed by the Vendor under the TECS contract?	No. Active DPS staff may not contract with TECS vendors to provide services.
37	34	Section: VIII., 23 INSURANCE	If the vendor is a county entity and is self insured will this meet the specifications under the terms of the RFP? In addition, use of automobiles for official purposes will be prohibited by the vendor. Will they still be responsible for providing Automobile Liability insurance?	Vendor is required to provide proof of insurance within seven (7) days of award. See page 34; VIII. 23.
38	52	Attachment 6 Vendor's Experience	Can a vendor utilize as examples experience that they obtain in the current CJPP program or does the experience have to be separate from this CJPP experience?	Experience should include work performed under CJPP, or any experience similar in scope.



No.	Page	Citation	Question	State's Response
39	53	Attachment 7 Vendor's References	Can a vendor utilize an individual <u>not</u> employed with Public Safety but who was on the local CJPP Board of Directors as a reference for your purposes?	Yes, as long as the individual is not employed by DPS.
40	56	Attachment 8 CBI Curriculum # 5	Can you define "responsivity", provide a working definition and give examples of it; I could not find it in the dictionary?	Responsivity is a term used in EBP Principle #3 – Targeting Individuals and it refers to matching offenders to the right incentives and services. Vendors are encouraged to read the publication from the National Institute of Corrections and The Crime and Justice Institute on "Implementing Evidence Based Practices in Community Corrections: The Principles of Effective Intervention"; <a href="http://static.nicic.gov/Library/019342.pdf">http://static.nicic.gov/Library/019342.pdf</a>
41	57	Attachments	What are all the credentials you want attached for CBI (i.e.: the training completion certificate, degree level)?	The vendor should include any related licensures or training certificates a staff person may have. Minimum requirements to facilitate CBI can be found on page14 of the RFP.
42	57	Attachment 8	If a vendor is undecided as to who will be used as lead co-facilitator for a given county, should we list all potential staff to be used as possibilities?	Yes.
43	61	RFP Section: Attachment 10	Does the Mental Health Facility Licensure need to be licensed at the Vendor's location or the subcontractor's facility?	There is no Mental Health Facility Licensure required.
44	63	Attachment 11	DPS is asking for a three-year budget for services provided. It is likely that year two and year three costs will be progressively higher than year one due to salary increases, benefits changes, etc. The current cost allocation worksheet only allows for one cost per service. Should we put in the highest expected cost for each service projecting three years from now?	Vendor shall offer a firm fixed cost, which shall be valid for three (3) years. See Section VI. 2. Cost Proposal.