

OCA/PC&S RFP #007 Staten Island Treatment Evaluation

Q&A

1. Is there a page limit for the Technical Proposal portion? I wasn't able to find one.
 - A. You are correct, there is no page limit for the Technical Proposal.

2. Background Information and Instructions, Section I, p. 1: Page one contains the following bullet, "Create a database for continuous quality improvement for the patient intake process." This task is not listed again in the technical proposal section (page 6). Clarify if such a database is required. If the database is required, please provide the general requirements, i.e., amount and type of data to be maintained, number of client cases and hosting requirements.
 - A. The database is required to be maintained to insure data is being collected to conduct the process and outcome evaluation. There will be multiple data sources and the data will need to be compiled based on the analysis plan for the evaluation. The number of clients services will be provided to is 165 defendants over the three years. The amount and type of data to be maintained will depend on the evaluation questions to be answered. The database would be overseen by the evaluator to ensure all necessary data is being collected that would allow the evaluator to provide feedback to the court for continuous quality improvement.

3. Proposal Submission Procedures/Deadline, Section I.I, p. 4: Please confirm that it is your preference for Contractors to provide separate technical and business volumes. If not, describe the preferred method for presenting the proposal.
 - A. The proposal must be submitted in the order presented in the application on page 4. The cost proposal must be submitted on the provided worksheet. Both the technical and cost proposals may be contained in the same package.

4. Proposal Submission Procedures/Deadline, Section I.I, p. 4: Specify where the attachments listed in Step Two on p. 4 and in Section V, p. 8 are to be included, 1) in a separate volume, 2) attached to the technical volume as an appendix, 3) attached to the business volume as an appendix, or 4) other. If other, describe the preferred method for presenting the attachments.
 - A. The proposal must be assembled in the order outlined on page 4 of the application. The attachments must follow the cost proposal in the order of assembly.

5. RFP Attachment 1 pages 5, 6, 7: Please verify that completion of RFP Attachment 1, pages 5, 6, 7 are not required for this proposal submission.
 - A. Correct, pages 5-7 are not required.

6. Insurance Requirements, Section I.F., p. 3: "See Exhibit 1 for specific coverage requirements and documentation that must be submitted with application." Verify that this documentation should be in the attachments section of the proposal. If not, specify the location for this documentation.
 - A. Please submit the required insurance certificates after the vendor responsibility section of the proposal.