



KAY IVEY
GOVERNOR

ALABAMA BUREAU OF PARDONS & PAROLES

301 SOUTH RIPLEY STREET MONTGOMERY, AL 36104
PAROLES.ALABAMA.GOV | 334.242.8700



CAM WARD
DIRECTOR

RFP Questions Received:

1. Please see Contacts, RFP page 1, “All Inquiries for Information Regarding Bid Submission Requirements and procurement Procedures Should be Directed to The Buyer Contact Listed Above.” a. Please confirm the Buyer Contact name and contact information for bid inquiries.
Inquires should be submitted to rfp@paroles.alabama.gov.
2. Please see Commodity Information, RFP page 1 “Recovery Housing Services in close proximity to existing and future Day Report Center sites;” RFP page 10, “Seeking proposals from qualified professionals/professional organizations for reentry services programming at all existing and future residential reentry centers;” RFP page 11, Section 1 RFP Description and Specifications, A. Purpose of RFP, “for reentry programming at ABPP current and future Day Reporting Centers” and RFP page 12, C. Description of Required Services, 1. Reentry Services, “providing reentry programming to up to 400 participants per year at each Day Reporting Center (DRC) managed by ABPP.” a. Please confirm whether RFP #043 24000000003 is soliciting Residential Reentry Centers or Day Reporting Centers?
Day Reporting Centers.
3. Please clarify if the termination rights specific to RFP Section I that state mutual termination for any reason supersedes the cancellation language which requires a justifiable cause?
These clauses do not contradict each other.
4. Please see RFP page 10, "PROPOSALS MUST BE RECEIVED BY 10/28/2024 AT 4:00 P.M. CST," RFP, top of page 11, “All questions must be submitted by 10 am October 21, 2024,” and RFP page 19, Section 2, F. Clarifications and Suspected Errors in RFP, 2. “The deadline for submitting such questions is 4:30 p.m. CST on October 21, 2024. ABPP's response to questions will be provided no later than seven (7) business days from this submission deadline.” a. Please confirm the correct deadline for submitting questions for clarification. b. Please note that the timeframe for ABPP’s response to vendor questions potentially ends the day that vendor responses to the RFP are due, which does not allow sufficient time to review and incorporate clarifications provided by the Agency into our proposal. Would the ABPP consider extending the submission deadline to allow additional time for vendors to review and incorporate the ABPP’s clarifications within our proposal?
The response deadline has not changed. If a modified deadline is considered in the best interest of the State, the new deadline will be posted in the appropriate manner.
5. Please see RFP page 11, Section 2. Terms and Conditions, C. Opening of Proposals, and page 17/18, C. Cost of Proposals. a. This page of the RFP states that Section 2.C is Opening of Proposals, however on page 17 Section 2.C is labeled as “Cost of Proposals.” Information on “Opening of Proposals” appears to be missing in its entirety. Can you please provide the language for “Opening of Proposals?”
The “Opening of Proposals” part of the Table of Contents was posted in error. An “Opening of Proposals” section is not included in the RFP.



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6. Please see RFP page 11, Section 2. Terms and Conditions, O. Selection Criteria, and page 22, O. Selection Criteria a. This page of the RFP states that Section 2.O is labeled Selection Criteria, however on page 2 Section 2.O is labeled as “Evaluation Criteria.” Information on “Selection Criteria” appears to be missing in its entirety. Can you please provide the language for “Selection Criteria?”
The “Selection Criteria” part of the Table of Contents was posted in error. A “Selection Criteria” section is not included in the RFP.

7. Please see RFP page 12, C. Description of Required Services #1, “Vendor(s) shall address in a responsive proposal a plan for providing reentry programming to up to 400 participants per year at each Day Reporting Center (DRC) managed by ABPP.”
 What is the expected average daily census at each of the DRC locations: Birmingham DRC, Mobile DRC, Montgomery DRC, Huntsville DRC, Tuscaloosa DRC, Opelika; DRC LITE, Bay Minette DRC LITE, Ft. Payne DRC LITE, Sand Mountain DRC LITE, Jasper DRC LITE, and a future DRC located in Etowah or Calhoun County? Please provide for each DRC and DRC Lite location.

Daily census varies. Current Active Daily census:

Birmingham-120

Montgomery-80

Mobile-95

Tuscaloosa-60-75

Huntsville-75-85

Opelika-40

Jasper-20

Ft. Payne-35

Sand Mt-25

Etowah/Calhoun-50

8. What is the average program length or frequency of turnover for DRC participants in order to service up to 400 participants per year at each location?

12 months.

9. Are the services requested in this RFP currently being provided by an existing Vendor or the ABPP? If yes, please provide the following:

AltaPointe Health Systems, Inc



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10. How much the Vendor was paid in each of the past 2 years per location?
Current staffing for the existing contract per location.
List of current vacancies by job title per location.
List of salaries for each staff person per location.
Copy of the current contract per location.
Copy of any audits conducted over the past 2 years per location.
This information can be obtained through an open records request.
11. Please see RFP page 12, C. Description of Required Services, #1. Reentry Services, "A robust reentry curriculum model is designed for pre and post release services."
Please clarify if pre and post release services refer to a residential or Day Reporting Center population?
Day Reporting Center.
12. Please see RFP page 12, C. Description of Required Services #1, "Preferred attributes to the curriculum include support for writing resumes, developing life skills, assessing services such as transportation, planning a budget, obtaining employment, furthering education, outlining employment strategies, interviewing techniques, parenting skills, health care services, and other reentry support resources."
What specific health care services will the Contractor be required to provide participants, and will these costs be the responsibility of the Contractor or the participant?
None- Life skills that support health care and support services preferred.
13. Will the Contractor be financially responsible for any medications not covered by participant insurance?
No.
14. If yes, please specify types of medications and average number of participants without insurance needing medications in order to budget costs appropriately.
N/A.
15. If yes, what is the historical medication spend by facility?
N/A.
16. Will the Contractor need to plan for participant UA expense for this Cost Proposal and what will be the frequency of these services?
No.
17. Please see RFP page 12, C. Description of Required Services, #1. Reentry Services, "Have a working knowledge of therapeutic community models and will bolster support within the residential population."



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Please confirm this specification is for vendors providing Residential Reentry Centers and not Day Reporting Centers.

Day Reporting Centers.

18. Please see RFP page 13, C. Description of Required Services #2, “The preferred vendor will address its ability to provide services at current and future DRC locations including the ones below: Birmingham DRC: 2020 12th Ave. North, Birmingham, AL 35234; Mobile DRC: 3410 Demetropolis Rd Mobile, AL 36693; Montgomery DRC: 231 Clayton St. Montgomery, AL 36104; Huntsville DRC: 2801 Westcorp Blvd, Huntsville, AL 35805; Tuscaloosa DRC: 220 14th Street Unit 150, Tuscaloosa AL, 35401, Opelika; DRC LITE: 2213 Center Hills Drive, Opelika, Alabama 36801; Bay Minette DRC LITE: 209 Rain Drive, Bay Minette, AL 36507; Ft. Payne DRC LITE: 211 South Gault Avenue, Fort Payne, AL 35967; Sand Mountain DRC LITE: 5850 US Highway 431, Albertville, AL 35950; Jasper DRC LITE: Delaware Ave, Jasper, AL 35501; and a future DRC located in Etowah or Calhoun County.”

Please clarify if office space for program staff and classroom space will be provided at each facility.

Yes, classroom space will be provided office space may be limited in some areas.

19. If provided, please confirm what Furniture, Fixtures, and Equipment (FF&E) are provided by ABPP. Otherwise, please confirm what FF&E the Contractor must supply (e.g., desk, chairs, classroom furniture, etc.).

ABPP will provide classroom furniture & fixtures. Vendor will be required to provide office furniture & fixtures for vendor staff.

20. Will the Contactor be responsible for janitorial services?

No.

21. May program staff utilize a facility's copier(s) for printing program materials? Will copier supplies be included, or will the Contractor be required to supply paper, toner, etc.?

Vendor must provide copier & supplies for vendor staff.

22. Will ABPP provide the Contractor access to use the existing facility's phone system? Will desktop computers or laptops for staff use be provided by ABPP? Will program participants need access to computers or tablets, and will these be supplied by ABPP?

Yes, these are supplied in most areas.

23. Is the Contractor required to install and fund internet access or is WiFi/Internet available that the Contractor will have access to at each location?

Vendor will have access to ABPP Wi-Fi.



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24. Will the Contractor be responsible for utilities (i.e. electric, water, sewer, waste); property taxes or property insurance on the building; maintenance costs (HVAC, water heaters, repairs such as bathrooms, etc.); or security services/cameras?
No.
25. Does ABPP have a free conference space that the Contractor can use for the initial weeks of training, after the contract starts?
Yes, in some locations.
26. If yes, will ABPP please provide the location(s) available?
Yes, if available.
27. Please confirm if the Contractor is responsible for any participant transportation costs.
Vendor is not responsible for participant transport.
28. What is the difference between a DRC and a DRC Lite?
The primary differences are that the full facilities are located in urban areas, are in a stand-alone facility with its own staff and has a contracted treatment provider for substance abuse/mental health. The DRC lite facilities are located in rural areas, some share a facility with a field office and para-professional substance. They use mental health services provided by the social caseworker for the drug treatment component of the lite. There is no formal treatment contract at the Lite facilities. The core requirements for completing a DRC Lite is the same as a full DRC.
29. Should the Contractor submit a Budget for one or two future DRC locations in Etowah County and/or Calhoun County?
One budget for a regional concept.
30. Will future DRC locations be a State-owned DRC?
Yes.
31. Please see RFP page 13, C. Description of Required Services, 3. Employment Referrals, “In addition, Phase II of the DRC program requires job placement.” a. Please provide a breakdown of specific requirements and timeframes for each Program Phase.
Please see the attached checklist.
32. Please see RFP page 13, C. Description of Required Services #4, “Established linkages to employers would be preferred for Vendor to provide post-program completion job placement, as well as proven capabilities to secure housing for program completers.”
Is the Contractor only responsible for housing referrals and not financially responsible for these costs?



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Correct- Referrals only.

33. Please see RFP page 15, D. Information Required from Proposers (Vendors), #8, “Describe Vendor’s assessment process, including any instruments and procedures to be used, as well as how data collected will be integrated into the delivery and measurement of services.”

Will the ABPP administer assessments for participant referral to the DRC?

Yes.

34. If so, will the ABPP provide those assessments to the Contractor?

No. The results will indicate participant needs to be reported to the vendor.

35. Please see RFP page 15, D. Information Required from Proposers (Vendors), #9, “Describe Vendor’s treatment plan and planning process, including methods employed for engaging participants and any involvement or requirements of individual participants, participants’ families, the justice system, community, etc. Treatment plans must reflect the above requirements and address the needs of the target population. Treatment provided must be grounded in theory based upon verifiable research and/or data.”

Please confirm that participants’ families (including juveniles) will be permitted to visit the DRC in order to participate in evidence-based family reunification activities?

Yes, participant families will be permitted to visit the DRC to participate in family reunification activities.

36. Please see RFP Section 2. Terms and Conditions, page 18, D. Discussions and Best and Final Offers, “ABPP reserves the right to utilize a cooperative contract following the receipt of best and final offers if it is determined to be in the best interest of the State.”

Please provide a definition of “cooperative contract.”

This information is not necessary for a response to this RFP. However, as a courtesy, Cooperative Purchasing Agreements for Certain Supplies or Services are discussed in §§ 41-4-170 and 41-4-171 of the Alabama Code. The information in this answer is being provided as a courtesy for reference only and the information is not incorporated as part of this RFP.

37. Would a “cooperative contract” be with other State agencies or with the competing vendor?

Please refer to the answer above.



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38. Please see RFP Section 2. Terms and Conditions, page 18, E. Amendments to RFP, “Amendments to this RFP, if issued, will be posted on STAARS. Amendments may be on the Board’s website, <http://www.pardons.alabama.gov/>. Any information posted on the ABPP website concerning the requirements of the RFP are not binding.”
Please confirm that all Amendments will be posted to the Board’s website. If not, please confirm where we can find Amendments to the RFP.
Amendments to RFPs are posted on STAARS.
39. Please see RFP Section 2. Terms and Conditions, page 19, F. Clarifications and Suspected Errors in RFP, #1 “If a vendor suspects an error, omission, or discrepancy in this solicitation, vendor must immediately notify the Board’s designee by e-mail (rfp@pardons.alabama.gov). ABPP will issue written instructions, if appropriate, and make any necessary changes available to all interested parties by posting the same on the Board’s website, <http://www.pardons.alabama.gov/>. An amendment will also be made in VSS. It is the responsibility of all interested vendors to monitor this webpage for announcements regarding this RFP.”
Please confirm that VSS is Vendor Self Service in STAARS.
See answer above.
40. Please see RFP Section 2. Terms and Conditions, page 19, G. Request to Modify or Withdraw Proposal, #1, “Vendor may make a written request to modify or withdraw the proposal at any time prior to opening.”
Please confirm the “opening date.”
An opening date is not specified in the RFP.
41. Please see RFP Section 2. Terms and Conditions, page 20, L. Award of Contract. What is the anticipated date of the award? What is the anticipated effective date for the new contract for the each of the locations?
Within three to six months.
42. Please see RFP Section 2. Terms and Conditions, page 20, L. Award of Contract, #5, “The Board anticipates submitting an executed contract to the Legislative Contract Review Oversight Committee (LCRC) for approval by the deadline for the applicable Contract Review Meeting. As such, any awarded contract must be timely executed by ABPP and the successful vendor and all requisite forms and documentation must be received by the Board, for timely submission to the LCRC clerk.”
Please confirm when the Contract Review Meeting will be held.
This will depend on when a contract is agreed to and when the contract is submitted to the Committee. The Committee’s website is: <https://alison.legislature.state.al.us/contract-review>. This link is being provided as a courtesy for reference only and the information contained on the website is not incorporated as part of this RFP.



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43. What is the usual amount of time the LCRC could take to approve a contract?
This question is outside of the scope of the RFP.
44. What is the approximate turnaround time for execution by the Governor, or the Governor's designee?
This question is outside of the scope of the RFP.
45. Please reference RFP Section 2. Terms and Conditions, page 20: L) Award of Contract, #6, "A standard agency contract will be required. Standard agency acknowledgement forms will be required for any individual associated with the successful vendor to perform services under an executed contract."
May we please get a copy of a sample standard agency contract?
A sample contract and other forms are attached to this response. These are only provided as a courtesy and are not to be considered binding on the State or part of the RFP.
46. May we please get a copy of the standard agency acknowledgement forms?
ABPP will request a resume for the relevant individuals and request that the vendor run a background check on their own employees.
47. Please see RFP page 23, G, "Contractor shall hold harmless and indemnify the State of Alabama, Bureau of Pardons and Paroles, and any and all of its agents or employees, from any and all liabilities or damages of any nature, arising out of any injury, death, property damage or other claims and demands of any nature arising pursuant to this Agreement."
Please confirm if we should identify the Agency as the Alabama Bureau of Pardons and Paroles, or as the Alabama Board of Pardons and Paroles.
Alabama Board of Pardons and Paroles.
48. Please see page 25, V, "Because Contractor may have access to ABPP data and information of a privileged, confidential, and sensitive nature, to the extent Contractor receives such information or data, it will not disclose it to anyone other than ABPP or its designated employees, except as may be expressly authorized by ABPP or ABPP's designated representative in writing and except as contemplated by the terms of this amended agreement."
Please confirm if "amended agreement" is a typo and it should read "agreement."
It should read "agreement."
49. Please see page 25, W, "The final contract will contain other standard contract terms required by the Alabama Code, the Administrative Code, the Governor, and/or the Alabama Legislative Contract Review Oversight Committee."
May we please have a copy of the other standard contract terms?
We have done our best to include all of the standard terms in the RFP. However, as stated in the RFP, vendors should be aware that any contract will require approval by the Chief Procurement Officer, review by the Alabama Legislative Contract Review Oversight Committee, and approval by the Governor.