

1. Please reference *RFP, Section 2: Terms and Conditions: B) Submission of Proposals, #7*, page 5 of 18.

“Proposals shall be sent to the following address:”

- a. **Please clarify for each RFP referenced above the correct address(es) to which Proposals should be sent.**

**RESPONSE: Alabama Pardons and Paroles
Attn: Claudia Kennedy Smith, General Counsel
100 Capitol Commerce Blvd, Suite 310
Montgomery, AL 36117**

2. Please reference *RFP Section 2: RFP Terms and Conditions: F) Clarifications and Suspected Errors in RFP, #2*, page 6 of 18:

"It is the responsibility of all interested vendors to monitor this webpage for announcements regarding this RFP. The deadline for submitting such questions is 4:30 p.m. CST on Tuesday, November 22, 2022. ABPP's response to questions will be provided no later than 48 hours from submission deadline."

- a. **Due to the timing of the Thanksgiving holiday, please extend the Submission of Proposals deadline to at least 7 business days following ABPP's response to questions to ensure Proposers have sufficient time to understand answers and develop an offering that aligns with the answers.**

RESPONSE: Time extended. Proposal due December 5, 2022.

3. Please reference *RFP Section 2. Terms and Conditions: L) Award of Contract.*

- a. **Please provide anticipated contract award and effective date.**

RESPONSE: Award date is unknown. Anticipated effective date is February 1, 2023. However, this will depend on the state procurement process and guidelines.

- b. **Please provide the current end date(s) for the current ABPP DRC contracts: Montgomery DRC, Tuscaloosa DRC, Birmingham DRC, and Huntsville DRC.**

RESPONSE: January 31, 2023.

4. Please reference *RFP Section 2. Terms and Conditions: L) Award of Contract: #6*, page 8 of 18:

"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."

- a. **May we please get a copy of a sample standard agency contract?**

RESPONSE: Attached.

5. Please reference *RFP Section 1: RFP Description and Specifications: B) Background, # 2*, page 12 of 18:

"The DRC program consists of three phases."

- a. Please confirm the ABPP DRC personnel will be responsible for conducting and paying for random drug tests.**

RESPONSE: Yes.

6. Please reference *RFP, Section 1: RFP Description and Specifications: C) Description of Required Services, #4*, page 13 of 18:

"The population will consist of a combination of approximately 50-60 recently paroled participants (leaving prison), mandatory releases (leaving prison), and probationers accepted from the Montgomery County court system."

- a. How many participants are anticipated to participate in the program annually? The RFP indicates a population of 50-60 participants but does not indicate the frequency of turnover.**

RESPONSE: There is constant turnover with rotating enrollment. We serve approximately 100-150 participants per year/up to 50-60, every six months enrolled in treatment.

And #13, page 14 of 18:

"Vendor will provide Telehealth (Telepsychiatry) services for up to 10% of the DRC population or 15 participants per month. Vendor may prescribe suboxone to participants to treat opioid addiction via telehealth where appropriate."

- a. Please clarify the number of participants who might need telepsychiatry services. Section C. #4 indicates the population is approximately 50 - 60 participants. Accordingly, 10% of the DRC population would only be up to 6 participants. Understanding this number is important for budgeting telehealth costs appropriately.**

RESPONSE: Roughly 6, up to 15.

- b. Who pays for and provides the prescribed suboxone? If vendor pays, please provide the annual number of participants expected to receive suboxone.**

RESPONSE: Any prescriptions would be the responsibility of the participant.

7. Please reference *RFP Section 1: RFP Description and Specifications: C) Description of Required Services, #18, page 15 of 18:*

"Vendor must provide along with the proposal an up-to-date resume of any individual, including any subcontractors, who would be performing services under any executed contract."

- a. Please confirm that Job Descriptions for Program/DRC staff will be acceptable in lieu of Resumes for staff to be hired after contract award.**

RESPONSE: Job descriptions are acceptable until the position is filled. Once the position is filled, a resume is required.

8. Please reference *RFP Section 1: RFP Description and Specifications: D) Information Required from Proposers (Vendors): #9, page 16 of 18.*

"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 for the target population. Treatment provided must be grounded theory based up verifiable research and/or data."

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

RESPONSE: Yes, during specified dates/times of family events, families (including juveniles) are permitted. A full CBT course is not required. This is an opportunity to meet with family during family nights and two individual family sessions during the program.

9. Please reference *RFP Section 1: RFP Description and Specifications: D) Information Required from Proposers (Vendors): #16, page 16 of 18.*

"The vendor is encouraged to submit their report for consideration an addendum to outlaying costs and protocols associated with providing telepsychiatry services for up to 10% of the DRC populations or 15 participants."

- a. Please clarify the type of "report" required to comply with this requirement.**

RESPONSE: A breakdown of costs.

- b. Should the pricing to provide telepsychiatry services be submitted separately from the budget required in Section D #18: Budget?**
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RESPONSE: Yes.

10. Please reference *RFP Section 1: RFP Descriptions and Specifications: D) Information Required from Proposers (Vendors): #18: Budget*, page 17 of 18.

- a. Please confirm that services required will be performed in an ABPP provided DRC and there will be no rent, utilities or other charges the vendor will be required to pay to operate out of the space.

RESPONSE: The vendor will not be charged rent, utilities, or other charges to operate out of the space.

- b. Please verify that items such as the copy machine, phone, etc., will be provided by ABPP? If not provided, please confirm equipment that will be provided by ABPP.

RESPONSE: Phone service is provided.

- c. Please confirm that the vendor must provide desk, chair and computer for vendor's staff.

RESPONSE: To the extent they are available, ABPP will provide office and classroom furniture. However, if not available, the vendor would be required to provide. Items such as computers, equipment, treatment materials, transportation, office supplies are the responsibility of the vendor.

- d. Please confirm vendors are not responsible for any participant transportation costs.

RESPONSE: The vendor is not responsible for participant transportation costs.

- e. Is the vendor required to install and fund internet access or is WiFi/Internet available that the vendor will have access to?

RESPONSE: The DRC has Wifi.
