

**Alabama Department of Corrections
Response to Questions RFP 2019-01**

1. We were wondering if we have to be registered with the States portal system or Secretary of State to be able to respond to this proposal or if we won the award we would have to do it at that time?

RESPONSE: *See RFP Attachment Sections A(I)(c) & (e).*

2. Section 3.1. Can you please elaborate on what level of detail is expected from the high-level requirements? Have any requirements been documented to date? If so, to what extent and which ones?

RESPONSE: *No. Vendor should presume to provide all of these requirements from the beginning.*

3. Section 3.2. Are OCM services part of the funding for this project or will they be separately funded? What would prevent OCM services from being conducted?

RESPONSE: *See Attachment A Section (IV). Vendor must include a firm fixed cost for services included in Section 3.2 of the RFP. The utilization of these services, however, will be optional at the sole discretion of the ADOC as provided in Section 3.2 of the RFP.*

4. Attachment A: II Consultation Experience. If we have provided similar services to non-DOC agencies would you like to see that experience as well? If so, may we provide the size and scope of the project instead of offender population and number of facilities/locations? What other markers should we include?

RESPONSE: *Vendor should provide information relating to similar services, as defined in Attachment A Section (II)(A), to governmental entities.*

5. Attachment A: II Consultation Experience. Will the DOC be contacting the references, or should we include reference statements from each of the three references as part of our proposal package?

RESPONSE: *Vendor must provide the information requested in Attachment A Section (II)(d).*

6. IV. Cost. It is clear that two cost proposals are required; one in support of Section 3.1 of the RFP, and one in support of Section 3.2 of the RFP. For each of these, will the State accept cost proposals that include deliverables-based costs (firm fixed price) that sum to a total fixed cost for each section?

RESPONSE: *Yes, provided that there are two (2) fixed costs as required by Attachment A Section (IV).*

a) Is each cost proposal required to be in two separate, sealed envelopes or may they be together in one sealed envelope?

RESPONSE: *Both cost quotes may be included in the same separately sealed envelope.*

b) How will each cost proposal be scored (resulting in the 40 possible points awarded)?

RESPONSE: *The proposals will be scored based upon the objective criteria established in the RFP.*

7. Does the State have an estimated budget amount for the objectives as outlined on Page 14, Section 3.1 Scope of Work?

RESPONSE: *Not applicable to this RFP.*

8. Can the state please clarify if the estimated budget includes the Organizational Change Management component of the SOW as outlined on Page 15, 3.2. Organizational Change Management at ADOC's Option?

RESPONSE: *See Response to Question 3.*

9. Page 14, Section 3.1, b.1 of the RFP states "Selected Vendor shall interview various ADOC officials in different disciplines to determine the specific needs and prioritized wants of the ADOC as a whole and consistent with the needs of the ADOC". Can the State please provide information on which disciplines (for example, intake, counts, sentence calculation, healthcare, parole, etc.) are anticipated to be included in the interviews?

RESPONSE: *The disciplines include, but are not limited to, the following: Reception and Commitment (Intake), Sentence and Time Computation (Time Comp), Classification Caseload Management, User Role Administration, Discipline, Incidents, Housing and Bed Management, Medical, Grievances, Rehabilitative / Educational Programs, Scheduling, Security Threat Group (STG), Inmate Property, Trust Accounting (Inmate Trust Fund), Visitation, Release and Discharge, Community Supervision, Records Management (Central Records), Transportation, Inmate Jobs, Prison Rape Elimination Act (PREA), Gender Responsive / Specific, Meal Management, Assessment, ADOC General/Non-Functional Requirements, and ADOC Interfaces.*

10. Page 32, on www.ago.alabama.gov, there is no link called "Resources" on that page to acquire the "Disclosure Form."

RESPONSE: *This form is included as part of Attachment C to this RFP and is available on ADOC's website, www.doc.alabama.gov/RequestForProposals.*

11. Page 32, there is no "Certificate of Compliance with Beason-Hammon" with Attachment C.

RESPONSE: *See Response to Question 10.*

12. Page 32, there is no “Certificate of Compliance with Act 2016-312” with Attachment C.

RESPONSE: See Response to Question 10.

13. Page 35, “Attachment C: Disclosure statement & Certificate of Compliance Forms” appears to be missing.

RESPONSE: See Response to Question 10.

14. Page 19, Are travel expenses part of the 2 Fixed Price submissions? This section says they will be considered when requested.

RESPONSE: Yes. All expenses, including cost, should be included in the Cost Proposal.

15. Page 29, Original copy plus 7 copies are due for submission of proposal with a disc. Is this a flat 4.7 inch disc? Or will a thumb drive be acceptable?

RESPONSE: Flat CD.