

Probation Department
ADDENDUM

RFP-2018-48
SCHENECTADY COUNTY CREDIBLE MESSENGER & ASCEND PROGRAM

ADDENDUM #1

September 25, 2018

The purpose of this addendum is to provide detailed information to all Bidders. This addendum is hereby included in and made part of the Contract Documents, whether or not attached thereto. The following changes to the specifications and Service programming, shall prevail the original Contract Documents and all requirements of the original specifications and services shall remain in force except as amended by this Addendum. Receipt of this Addendum must be acknowledged on the bid form.

Question 1: I'm trying to orchestrate a meeting or at least a group email to see who all is interesting in partnering and/or submitting for the RFP's. Do you have (and would you be able to provide) a list of prospect, maybe even those whom the RFP was sent out to?

Response: This is an open invitation to participate and applications are available on the County Website for all prospective respondents.

Question 2: Will the YASI screening assessment be administered by SCCJJ staff and the data shared with the selected agency or will the selected agency be responsible for administering YASI in collaboration with SCCJJ staff?

Response: The YASI screenings, assessments, reassessments, case plans and case closures will be administered by the Probation Department in partnership with the selected agency(s). All YASI data will also be shared with the selected agency(s).

Question 3: Will the selected agency be responsible for the payment of subsidized employment for participating youth?

Response: The selected agency(s) will not be responsible for payment of subsidized employment for participating youth.

Question 4: Will the selected agency be responsible for providing bus passes for transportation to and from employment and/or other program activities?

Response: Yes, the selected agency(s) will be responsible for transportation to and from programming activities.

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Question 5: Would you be able to provide the Excel file for the budget that is referred to on page 14 of the RFP? We would like to submit the appropriate format/layout.

Response: Yes

Question 6: Please define what trainings will be provided by the grantor to the selected agency and the total number of hours of each training?

Response: Schenectady County Probation will provide the selected agency(s) Youth Assessment Screening Instrument and Case Planning Training (2 hrs.), Interactive Journaling/Forward Thinking Facilitators Training (14 hrs.), Restorative Justice Training and overviews on Career University and Raise the Age Implementation.

Question 7: Does the target population for the Credible Messenger program include both boys and girls?

Response: The target population for the Credible Messenger program is both male and female youth. The ASCEND program specifically targets male youth.

Question 8: Are start-up funds available in addition to the \$121,000? Are there any other start-up funds available for the Credible Messenger program? If so, what is the maximum amount and is there a start/end date that those funds are available?

Response: We would allow a one month start up with a specific detailed proposal.

Question 9: Can the applicant agency submit the required electronic copy as a PDF file to you?

Response: The electronic submission of Respondent's Proposal(s) should be as a PDF file.

Question 10: Can we use Schenectady as a reference?

Response: Schenectady County cannot be used as a reference due to soliciting the proposals.

Question 11: Will the end date of both programs be December 31, 2019?

Response: Yes, with the option to renew for additional one-year terms based on future program funding.

Question 12: Will the \$121,000 funding for Credible Messenger be for the period of January to December 2019?

Response: Yes

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Question 13: What is the anticipated operational period for the ASCEND program?

Response: The anticipated operational period for the ASCEND program is the 2019 calendar year with anticipated start-up occurring after assessment of the Raise the Age population and needs. We project this project to begin late first quarter or early second quarter (March/April).

Question 14: Should staff wages and salaries for the start-up of Credible Messenger be included in the budget for December 2018?

Response: Yes

Question 15: Will there be additional funding for the December 2018 Credible Messenger start-up? If so, what is the amount?

Response: Please see response to **Question #8**

Question 16: How do we access the Excel budget template?

Response: It will be sent as an attachment to all interested parties and posted on the County Website.

Question 17: Are the funds prorated? For example, if we phase in June, is it 75K versus 150K?

Response: Assume funds cover programming delivered in the program year.

Question 18: Are the 4 ASCEND youth included in the 16 CM count?

Response: No, the ASCEND program will serve 8 youth/4 at a time and require a higher level of supervision and programming (up to 40hrs. weekly). The CM program will serve 16 youth and average between 6 to 15hrs per week.

Question 19: Is programing intended to be Monday through Friday? Are weekends required?

Response: Evening and weekend programming is required.

Apart from the items outlined in this addendum, all other provisions of the original scope shall remain in effect.

PLEASE ACKNOWLEDGE THIS ADDENDUM ON YOUR BID FORM.

END OF ADDENDUM #1