

Vermont Department of Corrections

Request for Proposals

Project Title: Southwest Region – Addison, Rutland and Bennington Probation and Parole Sites Risk Reduction Interventionist/Facilitators

Questions & Answers:

1. We'd like to submit via email, which the RFP says is acceptable--but the RFP also requests an original and 2 copies. How should we handle that, please?

Answer: Please submit at least one original hard copy via US mail or handler or via e-mail attachment (electronic version is acceptable).

2. What's shown in the "template" below is all we plan to address in our application—unless there's something else I've inadvertently overlooked. If there is, please let me know what else to include.

Answer: I would suggest that the organization submit some description which indicates that it is familiar and competent with the contracts activities as outlined in the RFP.

3. Do I understand correctly that in this section, we would list perhaps 5 general goals with measurable outcomes—i.e., "Provide X number of group sessions, treating Y number of at-risk offenders, using the State's materials. To be measures by tracking, in an Excel spreadsheet, the number of groups held and clients served."

Answer: The RFP outlines what the program looks like and the DOC has a system for referral, scheduling, fidelity. This is about ability to implement the activities identified in the RFP.

4. And then in Section VI we would describe how we would go about those goals in detail: i.e., how participants were selected, who ran the meetings, and how many meetings people would attend...?

Answer: See above

5. Response Section V: Staffing
Proposed staff, credentials, and training needs and plans
I assume this refers to whatever training the facilitators feel they would need and where they would get that training and who would pay for it...?

Answer: Correct

6. Response Section VI: Proposed Work Plan (Response to Requirements)
Should this be the longest part of the application? I.e., are you looking for a lot of detail here?

Answer: The work plan and the ability and approach to implement in this RFP are very similar. This should refer to the organizations ability to provide qualified staff per the program requirements.

7. Response Section VII: Cost Proposal
Is the chart below the format you want for this RFP's costs? And do you also need an organizational budget?

Answer: Yes