

## **ADDENDUM # 2**

**County of Suffolk  
Department of Social Services**

**Responses must be submitted no later than 3:30 p.m. on July 31, 2014**

**Number of Copies of Responses to be submitted: One Original plus six (6) copies**

**Responses must be submitted to:**

**Marie N. Buday  
Assistant Intergovernmental Relations Coordinator  
Commissioner's Office  
Suffolk County Department of Social Services  
P. O. Box 18100  
Hauppauge, New York 11788-8900**

**For additional information, contact:**

**Marilyn Conoscenti  
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**All packages containing Responses must clearly state the RFQ No. (located on upper right hand corner of this page) on each outer mailing envelope or packing box.**

**Responses should be submitted in a tabbed and labeled binder, not permanently bound  
Transmittal letter and all required forms should be placed in First Tab of Binder**

**The Original Response and also each required copy must be clearly marked with the RFQ No. on the outer binder or cover page. The Original Response must be labeled "Original" and must contain the original, ink-signed transmittal letter, in addition to your Response.**

**All extra sets must be photocopies of the ENTIRE original Response submitted, including the transmittal letter.**

**Do NOT return this RFQ document or the sample "Model Contract." Keep them for your reference.**

**Late Responses Will Be REJECTED**

## Questions and Answers

**Question 1:** Would we be disqualified from applying for this contract because our organization is located in the borough of Queens?

**Answer:** No

**Question 2:** In Section III, paragraph 3.c.i, in lieu of the Recovery Home drawn to scale on graph paper, will As Built Drawings completed by an architect be accepted, as they provide all the required information?

**Answer:** Yes

**Question 3:** It is our understanding that the congregate rate will be \$996 per month for the first year. The identified sites have cooking facilities. Will the clients of the Recovery homes still be getting their \$200 food stamp allowance or will the agency be expected to purchase food with monies from the \$996?

**Answer:** Note that the monthly rate must be **less than** the OTDA's current Congregate Care Level II rate of \$996.00 per month. The individuals would be entitled to SNAP (Food Stamp) benefits unless the bidder indicates that the housing is a room and board setting (i.e. meals are provided). Note that the maximum SNAP benefit for 1 person is \$189.00 per month.

**Question 4:** In determining occupancy numbers for the locations, will the square footage standards be those deemed acceptable by Emergency Housing Guidelines or will the guidelines be set forth by permanent housing standards?

**Answer:** The RFQ states that "The facility will comply with the New York State Division of Building Standards and Codes (BSC)." Therefore, please refer to those codes in determining acceptable occupancy levels.

**Question 5:** Is this a Cost contract or a Fee for Service contract?

**Answer:** This is a Fee for Service contract, based on a monthly rate per person, not to exceed the congregate care rates.

**Question 6:** Does the County expect a Transitional Recovery Home provider to give back a possible occupancy overage or can it be kept in the program?

**Answer:** As stated above, this is a Fee for Service contract, based on a monthly rate per person. Therefore, since the occupancy of the residence is required to comply with New York State Building codes, there cannot be occupancy overages.

**Question 7:** Does the Rate depend on the types of services provided?

**Answer:** Yes, as listed in the Budget.

**Question 8:** Where do the referrals come from?

**Answer:** They come from DSS, but you can also solicit referrals from the community. However, the rates cannot be less than what you charge DSS. Social Services does not pay more than what you charge others in the Home.

**Question 9:** Do I understand correctly, that our submitted, itemized budget should reflect our total expenses, and that our submitted budget will then be used to develop our DSS monthly rate per person?

**Answer:** Yes. All expenses related to the Recovery Home should be included in the budget that you will submit to our Finance Division, when asked. Include all expenses related to all services you intend to provide through this contract.

**Question 10:** What happens if someone starts to work? Are we required to charge them the same rate?

**Answer:** The person may have a shelter contribution, a standard rate that is based on their income which will be applied to the set rate, assuming that the person is still receiving Temporary Assistance, and the balance would be paid by Social Services.

**Question 11:** Is it your intention to place 2 people in each home? Is there a given number for each Home?

**Answer:** DSS would like a number of houses with a number of bedrooms allowed as per zoning guidelines. Given fixed costs, it is probably economically better to have a house with more bedrooms. No, there is no given number for each Home.

**Question 12:** If we had someone new in the house and we receive DSS payment of \$309 a month for 3 months for them, and because we cannot charge more than the lowest rate in the house, would \$309 be the maximum we could charge.

**Answer:** We would have a negotiated rate. Everyone in the house who is on Temporary Assistance, and deemed by DSS to be eligible for the Transitional Recovery Home Services program, would have that same rate. So if there were a person already living in the Recovery Home, who was on Temporary Assistance and receiving \$309 a month as a standard rent, and DSS felt that it was appropriate that the individual be placed in the Transitional Recovery Home Services program, then their rate would be increased to the negotiated rate.

**Question 13:** Do individuals have to qualify for this program on an individual basis?

**Answer:** Yes. The program is for someone who would hopefully transition into employment within 12 months.

**Question 14:** If all 45 beds are filled in this program and there is a person on Temporary Assistance, would they then only be eligible for \$309, and would our rate then go down to \$309?

**Answer:** If all 45 beds are filled in this program, and there is a person in the Recovery Home, or whom you wish to accept into the Recovery Home, who is receiving Temporary Assistance, they would only be eligible for the standard shelter allotment of \$309. The rate for the DSS-referred clients, eligible for the Transitional Recovery Home Services program, would be at the negotiated Recovery Home rate.

**Question 15:** If there are currently residents already receiving Temporary Assistance of \$309/month in our House prior to the start of this program, would they be "grandfathered" into this program.

**Answer:** We could possibly have two rates in the same house, the negotiated rate for someone in the house who is referred by DSS to the Transitional Recovery Home Services program and a rate for someone who does not currently qualify. No one will be "grandfathered" into the program.

**Question 16:** Would this rate (the standard shelter allotment) affect others in the house?

**Answer:** No.

**Question 17:** Does each provider have their own negotiated rate?

**Answer:** Yes. The rate is based on several things, such as, services provided, scoring, budget submitted. However you will not be required to submit a budget or a proposal when responding to the RFQ. The RFQ is only determining if you are qualified to run this program. Once you are deemed qualified, then a budget and proposal would be required.

**Question 18:** What about discharges?

**Answer:** Discharge guidelines are set by OTDA.

**Question 19:** What about the house guidelines? Is that left up to the Vendor or DSS?

**Answer:** We have discharge guidelines based on OTDA.

**Question 20:** If a client relapses and we send them to detox, can we discharge them?

**Answer:** Yes, that would be a valid reason for discharge.

**Question 21:** If a person goes to detox and they complete the program, can we hold the bed and would this be covered in this program?

**Answer:** This will be assessed on a case by cases basis and would require the approval of DSS.

**Question 22:** If there are other issues which would require a person in this program to leave the house temporarily, such as medical, could we hold the bed and would this be covered?

**Answer:** Again, this will be assessed on a case by cases basis and would require the approval of DSS.

**Question 22:** Will the Vendor have some input or involvement in the decision process of a client's recovery?

**Answer:** Yes.

**Question 23:** We have our own screening process for accepting a person in our house. Will we still be able to do this?

**Answer:** The provider may utilize a screening process for accepting a person in their house, however, this decision must be done in consultation and approval with Suffolk County DSS.

**Question 24:** If the house meets the required qualifications to house sex offenders who also qualify for this Transitional Recovery Home service, would you consider placing them in this program?

**Answer:** Assuming the house meets the required qualifications to house sex offenders (i.e. the address has been vetted through the Suffolk County Police Department and complies with the Community Protection Act), this population would be considered for placement in this program.

**Question 25:** Do you have to be a Not for Profit when responding to this RFQ?

**Answer:** Yes. You must show proof of Not for Profit when submitting to the RFQ, or you will be disqualified.

**Question 26:** How long is the approval process?

**Answer:** It could take months. It depends on the number of responses to the RFQ, time needed to review each responder's packet, scoring, if all paperwork is properly completed by each responder, etc.

**Question 27:** Is the rate per bed or per room?

**Answer:** The rate is per person.

**Question 28:** When do we need to submit the budget?

**Answer:** After responding to the RFQ and approved, the next step would then be the budget.

**Question 29:** When is the proof of financial liability required?

**Answer:** It must be submitted when responding to the RFQ.

**Question 30:** If you do not get approved for this program, can we still have a recovery home and be eligible to receive \$309/month for person on temporary assistance?

**Answer:** Yes.

**Question 31:** How many existing Transitional Recovery Homes are there in Suffolk County?

**Answer:** Zero.

**Question 32:** What is the RFQ format?

**Answer:** 1. Transmittal Letter – Should be on company letterhead and state that you are responding to RFQ No. DSS 14/001 Transitional Recovery Home Services and include contact information.

2. Required Forms – All must be completed, regardless if it applies to you or not.

3. Responder's Profile – Please respond in complete sentences and place in same order as found in RFQ. This can be as short as one paragraph or as long as needed, to cover all that is required.

4. Technical Service Requirements – Please address everything and in the order that it is listed.

5. List of all Sub-Contractors

6. Conflict of Interest - Must be completed.

**Question 33:** We have a house with no mortgage; will we be penalized when determining the budget?

- Answer:** Having no mortgage is not necessarily a disadvantage. It allows you to have more money that could be budgeted for extra services.
- Question 34:** If we are currently charging \$500/month, would we then have a rate of \$500 and no more in this program?
- Answer:** If you add services, that would bring your costs up and your rate would then go up. The more services that are offered, the better.
- Question 35:** Is this a pilot program?
- Answer:** Yes
- Question 36:** Is this program for only 45 beds?
- Answer:** Yes, 45 beds would be the maximum in this program, spread among all qualified & contracted providers. It may be fewer. It depends on how many Qualified Responders we have.
- Question 37:** How long will this pilot program run?
- Answer:** Currently, this contract will be for a term of 3 years with, at the discretion of DSS, 2 one-year options to extend the contract.
- Question 38:** What kind of reporting is required to keep statistics of the program?
- Answer:** Reports will be based on an anticipated tracking system within DSS, which will be a tracking system for each individual in the program, such as, how long in the facility, when they became gainfully employed and ultimately, self - sufficient.
- Question 39:** Would the reporting be like the STARS program?
- Answer:** No, we anticipate it would be an internal report developed by DSS to track this specific population on a monthly basis.
- Question 40:** How much of a role will DSS play concerning our staff, such as background checks?
- Answer:** Yes, background checks would be required for your employees similar to the existing process for shelter providers. DSS reserves the right to review prospective employee resumes to ensure the individual's qualifications are commensurate with their job duties an salary range.

**Question 41:** Must the Property Title be held in the name of a Not for Profit or is it just the contracting organization that must be Not for Profit?

**Answer:** The corporation that we pay for the services must be a Not for Profit. If you are renting, there should be an arm length distance of relationship between you and the owner of the building you are renting.

**Question 42:** If I rent my building from my sister, who has nothing to do with my recovery home, would that be a problem?

**Answer:** Please see answer to question # 41. All proposals will be subject to review by the County Attorney's office and possibly the Ethics commission to ensure compliance.

**Question 43:** Section III, paragraph 4.h,xiii, ask that we address how residents will transition to independent living in permanent housing. Do we have explain how a person is going from our house to permanent housing?

**Answer:** Yes. It can be in an outline form indicating goal and length of time anticipated to achieve the goal. It is an outline plan for achieving certain goals. For example, "after 3 months the person will have completed their GED" or "Will obtain gainful employment within the next 6 months".

**Question 44:** Does it matter who owns the permanent housing that a person will transition to after completing the program?

**Answer:** No.

**Question 45:** What is the time frame for when DSS will notify responders to the RFQ as to whether they have been accepted or not?

**Answer:** This program is a priority for DSS, however the time frame can vary from 2 to 5 months or longer.

**Question 46:** Once a responder receives an award letter, how quickly can we expect to start?

**Answer:** The length of time to complete the contract process can vary widely. There are a number of steps to complete the contract process. You can receive an award letter indicating that you have qualified to contract for this service, but this does not guarantee you a contract. Additional steps in the process include, but are not limited to:

- Contract compliance forms and documentation must be correctly submitted;
- DSS must inspect and approve the intended site;
- a budget must be submitted by your agency;

- DSS must review the budget to determine a rate per client. Each of these steps is specific to your agency; that is, we will proceed to the next step in the process, with those who have completed a step, without waiting for other Qualified Responders to complete the same step. If any of these processes cannot be completed between DSS and a Qualified Responder, it will not be possible for Suffolk County to contract with that Qualified Responder for this service. Once all necessary steps are complete, a start date will be determined for your contract, and a contract will be prepared for signatures. At best the entire process will take a few months from the Responses Due Date.

**Question 47:** Do you have to have a site control when responding to the RFQ?

**Answer:** It would be helpful, but not necessarily needed at the time of responding to the RFQ.

**Question 48:** Is site control a factor in the scoring process?

**Answer:** A provider that already has a site control in place vs a provider that does not just makes it more bona fide. However we are looking for as many qualified providers as possible and there are other factors that we are looking at as well. We cannot contract with anyone until a site is approved. So, you can receive an award letter, but never actually receive a contract until a site is approved.

**Question 49:** What if you have one house with site control but are looking into another house with no site control, would that hurt us?

**Answer:** We cannot answer that, however when responding to the RFQ, indicate for both accordingly.

**Question 50:** Please explain Statement of Non Collusion found in the forms that need to be completed.

**Answer:** It means that this RFQ process must offer everyone a fair opportunity.

**Question 51:** Where are the DSS clients?

**Answer:** They are in Suffolk County.

**Question 52:** Is the plan to expand this program to add more than 45 people if it works?

**Answer:** Yes. If this program is effective, both from a humanistic stand point as well as cost effective, then we would like to increase the number of people in the program.

**Question 53:** Is there a date when the Addendum will be posted on the website?

**Answer:** We are aiming to post it by July 10, 2014. However, if it is not up by then, then the RFQ due date will be extended and an Addendum 1 would be posted indicating the extended due date and the Addendum 2, with the answers to the questions would be posted after July 10<sup>th</sup>. There must be 2 weeks between the time the addendum with answers to submitted questions is posted and the time that RFQ Responses are due.

**Question 54:** What are the occupancy guidelines for a house?

**Answer:** Occupancy must comply with the New York State Building Codes and should be referenced accordingly in the RFQ. These codes can be found on line.

**End of Text for Addendum No. 2**