

ADOC RFP NO. 2021-01

ALABAMA THERAPEUTIC EDUCATION REENTRY FACILITY

RESPONSE TO QUESTIONS

1. Can services be provided via telehealth?

RESPONSE:

Pursuant to Section 3 of the RFP, “[u]nder the Contract, it is expected that Vendor will supervise Alabama inmates in one or more Therapeutic Education Reentry Facility(ies) aimed at providing gender-responsive care, supervision, programming, and treatment including, but not limited to: furnishing of subsistence and access to all necessary medical care; providing for their physical needs; making appropriate gender-responsive, evidence-based programs of training and treatment that are consistent with individual needs based upon a validated risk and needs instrument; providing reentry programming and services; retaining the inmates in safe, supervised custody; maintaining proper discipline and control; making certain that sentences and orders of the committing court in the State of Alabama are faithfully executed; providing the same access to the courts as those inmates of the State; and, otherwise complying with applicable law.” While all of these services must be available to be provided in person, Vendor may include in its proposal any supplemental treatment available via telehealth.

2. As a multi-disciplined agency, can Speech, Occupational and Physical Therapists respond to this RFP?

RESPONSE: These disciplines are not within the scope of this RFP.

3. As a multi-disciplined agency, are separate RFPs required for each discipline for the services to be provided or one RFP listing all the services to be provided?

RESPONSE: One Vendor is responsible for all services under the RFP.

4. Is there a preference in the type of therapy for mental health and substance abuse?

RESPONSE: Therapy provided must be in compliance with Sections 3.5 – 3.7 of the RFP.

5. My company provides furnishings for therapeutic environments. Do I need to submit a proposal in order to provide these services?

RESPONSE: Per the RFP, the Selected Vendor who provides the services would be responsible for the furnishings, not the ADOC.

6. Is it still recommended and required for my business,[] a Dental Laboratory, to submit and follow this RFP process as well in order to obtain a partnership with the ADOC Dental Services Department?

RESPONSE: This discipline is not within the scope of this RFP.

7. Under Section I: Introduction, the RFP states, “The current estimate is that approximately one thousand (1000) male inmates, which are designated as medium and/or minimum security level, with the option to designate one hundred twenty (120) of those beds as female beds if needed, will be placed in a secure Therapeutic Education Reentry Facility or Facilities.”

A. Question: The Alabama Department of Corrections (ADOC) is currently in the process of building new prison facilities. When those new facilities open, will they be housing inmates similar to those described in RFP 2021-01?

RESPONSE: This question is not relevant to this RFP.

B. Question: How many current ADOC inmates are eligible for the services requested in RFP 2021-01?

RESPONSE: As provided in Section 3.4.1.d of the RFP, Vendor must provide up to 600 Transition Beds and 400 Program Beds. The ADOC, however, does not guarantee an actual number of inmates that will be placed at the Facility. Additionally, the ADOC does not guarantee an actual number of inmates in any classification.

8. Under Section 1.2: Definitions, the RFP states, “End of Sentence or “EOS” – Denotes the minimum date in which an inmate will be housed within the ADOC based upon the calculation of his or her sentence. For the purposes of this RFP, an inmates EOS may be the end of his or her term, parole eligibility date, or mandatory release date.”

Question: How many inmates does ADOC believe will transition to EOS status each year during their stay at a Therapeutic, Education, & Reentry Facility?

RESPONSE: The ADOC cannot guarantee the actual number of inmates that will EOS within a given year from the Facility. The estimated number of medium or minimum-custody inmates that EOS from ADOC’s custody statewide in any given year is 3,600.

9. Under Section 2.2: Contract Terms Security, the RFP states, “The ADOC reserves the right to cancel and terminate any Contract, in part or in whole, without penalty, upon ninety (90) days written notice to Selected Vendor.”

Question: Will ADOC allow mutual termination for convenience, which would permit the Selected Vendor to provide ninety (90) days written notice to the ADOC to cancel or terminate the contract?

RESPONSE: This is an appropriate topic for negotiation with the Selected Vendor.

10. Under Section 3.4.1 Inmate Eligibility Requirement, the RFP states the following:
“Transitioning Inmates - Up to six hundred (600) beds are anticipated to be dedicated to medium security male inmates that have been identified as “transitioning” as determined by the validated risk needs assessment or EOS as set forth in Sections 3.4.1.c and 3.4.2.a. of this RFP. Of

these, up to 120 beds may be allocated for female inmates. There is no designated length for this population.

AND

“Program Inmates - Up to four hundred (400) beds are anticipated to be dedicated to medium security male inmates that have been identified as appropriate for programming as determined by the validated risk needs assessments as set forth in Sections 3.4.1.c and 3.4.2.a of this RFP. The ADOC reserves the right, during the course of the contract, to re-designate fifty (50) of these beds as female beds.”

A. Question: What is the anticipated length of stay for the Program Inmate population?

RESPONSE: Consistent with Section 3.7.b.1, “[a]ctual time spent in programming shall vary according to individual needs, assessment results, case plans, including the dosage and prioritization of programming and competency-based exit criteria.”

B. Question: Is a vendor required to provide the following services to the Transitioning Inmate population?

i. Vendor Deployed Assessments (ORAS, WRNA, Etc.)

RESPONSE: Yes.

ii. Intensive Cognitive and Substance Abuse Programming

RESPONSE: No. Provided however, based upon identified needs from the appropriate assessment, limited programming should be made available to Transitioning Inmates consistent with correctional best practices.

iii. Vocational Services

RESPONSE: No.

iv. Reentry Services

RESPONSE: Yes, provided the Transitional Inmate is within ninety (90) days of his/her EOS date.

11. Under Section 3.4.2 Referral and Placement Process, the RFP states, “At a minimum, Vendor shall ensure that appropriate number of qualified staff have been certified in the administration and utilization of the Ohio Risk and Needs Assessment System (ORAS) tools for males and the Women’s Risk and Needs Assessment (WRNA) system for females.”

- A. Question: Historically, ADOC conducts ORAS and WRNA assessments prior to referring inmates to the incumbent provider's facility. Does ADOC expect vendors to deploy the aforementioned, or similar, assessment instruments during Program Inmate intake?

RESPONSE: Yes.

- B. Question: Does ADOC expect vendors to deploy the aforementioned, or similar, assessment instruments during Transitioning Inmate intake?

RESPONSE: Yes.

12. Under Section 3.9: Reentry Services, the RFP states, "Vendor shall establish relationships with community groups and governmental and non-governmental entities to provide services necessary for the successful reentry into society. These services include, but are not limited to, assistance obtaining all such documents that are required for employment pursuant to federal law as established by U.S. Citizenship and Immigration Services; job placement; housing; medical and mental healthcare upon release; food banks; clothing thrift stores; and positive support systems in the community. Refer to Attachment C for additional examples."

- A. Question: Will vendors only be responsible for identifying community resources that inmates can leverage to obtain Reentry Documents (similar to those listed in RFP Attachment C) following release?

RESPONSE: No. See Section 3.9 of the RFP.

- B. Question: Please confirm a vendor is not expected to physically obtain personal documents on behalf of inmates and store them in the facility until inmate release?

RESPONSE: Consistent with Section 3.9 of the RFP, this statement is not confirmed.

13. Under Section 3.9: Reentry Services, the RFP states, "Vendor shall also fully describe the method of "in-reach" that will be accomplished to enhance the goal of transitioning seamlessly to the community."

Question: What does ADOC define as "in-reach", and is the vendor expected to provide said "in-reach" to both Program Inmates and Transitioning Inmates?

RESPONSE: Pursuant to Section 1.2, "In-reach – Communication and collaboration with a myriad of diverse stakeholders designed to provide effective bridges from prison to community, particularly when resources, finances, and availability are finite. The scope of in-reach includes, but is not limited to, housing providers, health and mental-health providers, employers, job training, education, substance abuse service providers, faith-based community, and government and non-government entities who provide avenues to services."

14. Under Section 3.17: Sanitation/Hygiene/Accommodations, the RFP states, "Vendor will implement policies and procedures in conformity with the Standards to ensure that Vendor meets applicable sanitation, hygiene, and health Standards."

Question: Will the Julia Tutwiler Prison for Women continue to provide all clothing, sanitation, and hygiene products for all female referred inmates?

RESPONSE: No. Hygiene items received by female inmates should be consistent with SOP 8-27, which is attached hereto for reference.

15. Under Section 3.18: Medical and Mental Health Services, the RFP states, “Depending upon the proximity of the proposed Facility and a major ADOC facility, additional space for a dental suite, to include access to running water and space for a dental chair, may also be required.”

Question: Is a vendor required to provide a dental chair and dental equipment, or will the chair and equipment be the responsibility of the contracted medical services provider?

RESPONSE: No. Selected Vendor is not required to provide a dental chair and dental equipment.

16. Under Section 3.24: Telephones, the RFP states, “Vendor shall provide a comprehensive communications system to inmates. This shall include, at a minimum, an inmate telephone system, video visitation, and personal education devices. In no event shall inmates or the recipients be required to pay more for these services than inmates assigned to an ADOC facility.”

Question: Given the requirement that inmates not pay more for communications services than inmates at an ADOC facility, can a vendor purchase off of (or somehow utilize) the ADOC’s contract for communications system services to ensure inmates referred to the Therapeutic, Education, & Reentry Facility pay the same for telephone services as inmates assigned to an ADOC facility?

RESPONSE: Pursuant to Section 3.24 of the RFP, Selected Vendor will ultimately be responsible for providing this service. This is an appropriate topic for discussion with the Selected Vendor during the negotiation period.

17. Under Attachment E: RFP Critical Dates, the RFP states, “Occupancy Date—October 1, 2021.”

Question: When does the ADOC expect the contract to be finalized and fully executed?

RESPONSE: Subject to the ADOC’s ability to change deadlines and external factors beyond the control the ADOC, contract execution is expected mid-June 2021.

Question: What will the “Contract Review Deadline” and “Contract Review Meeting” entail?

RESPONSE: Consistent with Alabama Code Section 29-2-40, et seq., the Contract must be submitted for review by the Contract Review Permanent Legislative Oversight Committee. Additional information regarding this process is available at :

http://www.legislature.state.al.us/aliswww/ISD/House/ContractReviewComm.aspx?OID_CO

MM=1200&COMMITTEE=Contract%20Review%20Permanent%20Legislative%20Oversight%20Committee.

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ROBERT BENTLEY
Governor

BOBBY BARRETT
Warden III

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JEFFERSON S. DUNN
COMMISSIONER

DEIDRA WRIGHT
WARDEN II

**STANDARD OPERATING PROCEDURE
NUMBER: 8-27**

**OPR: WARDEN I
DATE: March 8, 2016**

HYGIENE ITEM ISSUANCE

I. GENERAL

This Standard Operating Procedure establishes the responsibilities and procedures for the issuance of hygiene items to the inmates at Julia Tutwiler Prison for Women.

II. POLICY

It is the policy of Julia Tutwiler Prison for Women to ensure hygiene items shall be provided to all inmates according to need and the frequency schedule or as requested by medical.

III. DEFINITION(S) AND ACRONYM(S)

There are no definitions and acronyms for this Standard Operating Procedure.

IV. RESPONSIBILITIES

- A. The Administrative Lieutenant shall be responsible for ensuring that the Housekeeping Officer issues the hygiene items to the inmate population according to need and to the frequency schedule.
- B. The Housekeeping Officer shall be responsible for:
 - 1. Maintaining documentation (receipts) of all hygiene items deliveries.
 - 2. Keeping a log of each time the items are issued to the inmates. The log shall contain the date and the amount of each item issued, and each inmate's name
 - 3. Maintaining a record of inventory of each hygiene item and ensuring adequate product is kept on hand.

4. Bringing the hygiene items necessary to the Old Dining Hall timely and issuing items to inmates.
 5. Bringing hygiene items to all inmates who are confined to bed or otherwise unable to come to pick up their hygiene items such as inmates in segregation, Death Row or the Green Room in Medical.
- C. Medical is responsible for ensuring a complete and detailed list of inmates with special needs is kept and gold slips given to all such inmates so that all such inmates receive all required hygiene items as proscribed by Medical.
 - D. Inmates shall be responsible for reporting to the Old Dining Room when their Dormitory name is called to receive hygiene items.

V. PROCEDURES

- A. The Shift Commander shall make an announcement on or around the 4th of each month for the inmates to report for their hygiene items. The Shift Commander shall assign an officer to Central Hall to monitor inmates entering the Old Dining Hall.
- B. The Dormitory Officer will notify the inmates to report to the Old Dining Hall to receive their hygiene items once the announcement is made.
- C. The Housekeeping Officer shall set up a table in the Old Dining Hall with the items listed below to be issued to the inmates. The inmates will show the officer their ID Card before receiving the hygiene items.
- D. Gender non-conforming inmates, including gender dysphoric inmates, may request specific hygiene items appropriate to their needs. Requests will be reviewed by the Warden and either approved or disapproved.
- E. The inmates will receive the following hygiene items once per month:
 1. Toothbrush – 2
 2. Toothpaste – 2
 3. Bar soap – 4
 4. Shampoo – 1
 5. Conditioner – 1
 6. Hair Grease – 1
 7. Deodorant – 2
 8. Razors – 2
 9. Shaving Cream – 1
- F. In addition to the monthly hygiene items listed in Section V.E., the inmates will also receive the following items:
 1. Comb and Brush – once every three months
 2. Shower Shoes – once every six months

3. Sanitary Napkins - Unlimited
and Tampons
4. Toilet Paper - Unlimited

- G. Toilet paper, sanitary napkins, and tampons will be readily available to inmates in the bathroom area. The Housekeeping Officer will ensure daily that the hygiene cabinets in each bathroom are stocked with toilet paper, sanitary napkins, and tampons at all times.
- H. While inmates are in ADOC custody, basic issued items are to be replaced when the item is empty or worn out from normal use, regardless of the frequency schedule.
- I. Special allowances will be made for instances involving medical-related needs or for items worn, damaged, or missing for reasons beyond the inmate's control.
- J. Inmates who do not receive required items may speak to any staff, supervisor or to the IPCM. They may also use the grievance system if they are not receiving required items, and their concerns will be addressed promptly.

VI. DISPOSITION

Any forms used will be retained or disposed of according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

Julia Tutwiler Prison for Women, Women's Hygiene Log

VIII. SUPERCEDES

This SOP supersedes SOP 15-28, dated December 4, 2014 and August 24, 2015.

IX. PERFORMANCE

This SOP establishes procedures for the issuance of women's hygiene items.



Bobby Barrett, Warden III

3-8-16

Date of Approval

