



**Solicitation Information
October 24, 2008**

RFP # 7150879

TITLE: General Discharge Planning- DOC

Submission Deadline: Monday, November 24, 2008 at 11:00 AM (EST)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **November 7, 2008 at 12 Noon**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

**Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems**

**Vendors must register on-line at the State Purchasing Website at
www.purchasing.ri.gov**

Note to Vendors:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may be disqualified.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

RFP #7150879
DISCHARGE PLANNING

SECTION 1 - INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Corrections, is soliciting proposals from qualified firms to design, develop and implement discharge planning programs for incarcerated males and females at the Rhode Island Department of Corrections, Cranston R.I. There will be two contracts available, one for men and one for women, for a total of approximately \$555,000 per annum for up to three years subject to annual assessment and availability of funds. The contract(s) will be awarded in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at <http://www.purchasing.ri.gov>

This is a Request for Proposals, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

RFP #7150879
DISCHARGE PLANNING

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. **For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Office of Purchases.**

Proposals will be accepted for all or any part of the contract. Contracts may be awarded to one, two or three separate vendors.

Offerers are advised that all materials submitted to the State for consideration in response to this Request for Proposals will be considered to be Public Records as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request once an award has been made.

It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will be considered, but the contract will be awarded to a single firm who will assume responsibility for all aspects of the work. Subcontracts are permitted provided that their use is clearly indicated on the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, or corporation without a Rhode Island business address, shall have the right to transact business in the state *until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State* (401 222-3040). This is a requirement only of the selected vendor (s).

The State of Rhode Island has a goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, visit the web site www.mbe.ri.gov. To speak with an M.B.E. Officer, call (401) 574-8253.

Equal Employment Opportunity (RIGL 28-5.1) 28-5.1 Declaration of Policy. –

(a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island State Government, including all public and quasi-public agencies, commissions, boards, and authorities and in the classified, unclassified and non-classified services of state employment. This policy applies in all areas where state dollars are spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information contact the Rhode Island Equal Employment Opportunity Office at 222-3090.

RFP #7150879
DISCHARGE PLANNING

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

If you wish to do business with the State of Rhode Island, you must register and utilize the E-Verify Program. Please refer to www.dhs.gov/E-Verify or the Division of Purchases website at www.purchasing.ri.gov for more information.

SECTION 2

BACKGROUND:

The Rhode Island Department of Corrections is located on the Pastore Complex in Cranston, R.I. There are currently approximately 3800 sentenced and awaiting trial inmates housed in seven facilities on a one-mile square complex. Facilities include the State's only jail for pretrial detainees, five male facilities and two female facilities.

During the past decade the Rhode Island Department of Corrections (DOC) has sought, through the use of both Federal and State monies, to develop a continuum of rehabilitative programming to address the needs of offenders from commitment through discharge and aftercare support in the community after release. Discharge planning is a critical element in the continuum of rehabilitative programming. The quality of discharge planning, transitional services and aftercare often is the essential key to successful reintegration into the community.

Informal discharge planning activities have occurred sporadically for many decades. In 1991 a formal comprehensive discharge-planning program was begun by the Health Services Unit. HIV+ inmates received medical discharge planning and follow-up in the community through a Center for Disease Control funded grant in cooperation with Miriam Hospital and the Department of Health. The success of that program led to the establishment of a grant funded discharge planning position in the Women's Facility in 1992. This was followed by a series of state and federal funding opportunities for prisoner reentry or discharge planning purposes. Some community agencies have established discharge planning programs utilizing grant funds of their own during the past 10 years to work with specialized populations such as those with major mental illnesses, the homeless, sex offenders and HIV+ clients. The majority of services for discharge planning however, are provided via state funds.

RFP #7150879
DISCHARGE PLANNING

This RFP is intended to continue the Department's efforts to prepare offenders for safe transition to the community upon release. A contract will be awarded to one or more community agencies to provide discharge planning for men scheduled for release from Minimum and Medium facilities and for women released from any level of custody. The proposal requires that the successful vendor establish a location for aftercare services and support based in the community for its clients. The selected vendor shall also establish linkages with community reentry councils in Newport, Woonsocket, Pawtucket, Providence and Warwick.

- A discharge planning program for women will include a community based reentry services support center specifically for female offenders and their families. Approximately \$110,000 will be dedicated to this portion of the contract.
- A discharge planning program for male offenders scheduled for release from Minimum, Medium I and II and the Intake Service Center will also include a community based reentry service support center. Approximately \$445,000 will be dedicated to this portion of the contract.

GENERAL PURPOSE:

One of the primary factors contributing to Rhode Island's 52% recidivism rate is that offenders are permitted to return to the community without the skills needed to address the situations that caused them to become incarcerated or a plan to successfully meet their needs in the community. Research clearly demonstrates as well, that the greatest risk for recidivism occurs within the first 24 to 48 hours post release and continues to be high for at least the first two months. A second reason is that communities and families lack the resources and strength to absorb the large numbers of offenders returning home.

Approximately 350 inmates are released from the ACI every month. Ensuring that offenders are as well prepared as possible for safe transition to the community upon release is consistent with the Department's public safety mission.

This RFP will entail the following:

- Begin discharge planning services for men and women within the last six months of the offender's sentence.
- The provider(s) will employ discharge planning case managers who will assist offenders in the construction of realistic and feasible discharge plans to include referrals to existing community resources such as employment, housing and treatment.

RFP #7150879
DISCHARGE PLANNING

- The program will provide information, referrals, make appointments and offer life skills classes.
- The chosen agency will continue to provide support for a period of time after release in the community in collaboration with Probation and Parole at a location specifically dedicated to this purpose.
- The written plan will address at a minimum, the critical areas of compliance with the conditions of probation or parole, housing, employment, child and family responsibilities and reunification, mental health counseling, substance abuse counseling, educational needs, vocational training and /or any combination of these services based on appropriate and available resources and upon individual needs.
- Plans based on the outcome of a validated risk/needs assessment instrument will be given preference.
- Referrals and procedures will be based on DOC policy 20.10. which describes the RIDOC policy and procedures for Transitional Planning.

SECTION 3 - SCOPE OF WORK

I. GENERAL DESCRIPTION:

The chosen provider(s) will design, develop and implement a discharge planning program for one or both of the following initiatives. Vendors may submit a proposal that describes services for one or both initiatives. The State reserves the right to make one award or to give separate awards.

1.) Gender responsive women's discharge planning program: Requires providing individual and group discharge planning and intensive aftercare focused particularly within the first two days to two months for transitioning women offenders and the provision of a resource center/community reentry center for women offenders where aftercare can be provided. While the following general requirements and programming specifics are similar for both the men's and women's contracts to be awarded, the chosen women's vendor must describe how they will respond to the gender specific needs of women offenders in both their institutional services and their post release services. (\$110,000)

2.) Discharge planning program for male offenders released from Minimum or Medium Facilities: Requires providing individual and group discharge planning and aftercare for transitioning men offenders and the provision of a resource center/ community reentry center for offenders returning to the community. (\$445,000)

RFP #7150879
DISCHARGE PLANNING

II. General Requirements:

- ◆ The chosen agency is responsible for providing staff who possess a BSW or equivalent and who has experience in assisting offenders. Discharge planners will work daily (at least 35 hours per week including part time staff schedules) at the assigned facilities and attend meetings as part of the facilities treatment teams. The following offenders are **not** addressed in this RFP:
(They will be served by other means)
 - Offenders with mental illness who qualify for the state Community Support Program (CSP). Offenders determined to be High Risk by RIDOC policy; especially high risk sex offenders;
 - Offenders who are sentenced to or participate in prison based residential drug treatment;
 - Offenders who will be transitioned by the HIV+ planners

III. Specific Programming required of both Women's and Men's proposals:

Discharge Planning Programs:

- ◆ The provider will develop and utilize a reentry educational group process which is to be offered to sentenced men and women who are being released from Minimum or Medium securities. Facility counselors will interview offenders and make recommendation for discharge planning between 6 and 9 months prior to release. It is expected that offenders who have served one year or more will have participated in an Individualized Program Plan (IPP) that should inform the discharge plan. The plan may include education; counseling, case management and descriptions of the offender's involvement in self help programming. The chosen vendor's transitional group curriculum materials should include information on community resources as well as information about life skills, good planning skills and other activities designed to reintegrate individuals back into the community.

RFP #7150879
DISCHARGE PLANNING

- ◆ Group work sessions provided by the chosen vendor should have information to assist the offender in developing an individual plan. The plan should include appropriate information and skills building techniques and activities that improve offender insight into behavior, self-control, improving interpersonal relationships, violence reduction and healthy alternatives to high risk activities.
- ◆ An after care program must be developed that addresses the needs of released offenders and their families and include referrals for addiction/ substance abuse programs available in the community Referrals for residential substance abuse placement must be coordinated with the DOC Substance Abuse Coordinator.
- ◆ Discharge planners must collaborate with corrections counselors, security staff, educational staff, mentors, mental health staff substance abuse counselors etc. All plans will be shared with Probation and Parole and include conditions of probation required by the Court or terms of parole release as established by the Parole Board
- ◆ A formal written discharge plan made by each sentenced client should include arrangements with specific agencies and contact names. The planner will make appropriate phone time available to each inmate at least 60 days before release to make sure initial appointments and contacts are made. Phone availability will vary with facility regulations and may have to be coordinated with facility counseling staff.
- ◆ At least one of the planners hired must have special expertise with eligibility applications for Federal and State programs. These applications must be initiated two months prior to release.
- ◆ The agency will maintain close contact with the sentenced client for at least 60 days after release but especially during the first 24-48 hours depending on individual needs. A formal report will be completed on each client at the end of the initial post release monitoring period. If contact is maintained after 60 days, the additional services will be documented and included in monthly reports. If an individual returns to prison a re-entry interview will be completed to assess the cause and identify the discharge planning weakness.
- ◆ Aftercare services should include assistance with appointments with and/or referral to community agencies. Client attendance at these appointments should be monitored and recorded when possible.

RFP #7150879
DISCHARGE PLANNING

B. The Community Reentry Center/Support Center

- ◆ The chosen vendor will provide group exit services for all released offenders on the day of release including those not otherwise being served by other planners as described in section II. The chosen vendor will have a staffing pattern that allows for coverage on week-ends and to assist in covering Intake Services Center releases from 4 pm to 7 pm.
- ◆ The vendor chosen will deliver services on the day of release from an office or facility provided by DOC. The office will provide information and referral services for offenders on a daily basis. Weekend releases will be provided information prior to release and a weekend answering service will be available to clients who are in crisis when office hours are not available on nights and weekends. The chosen vendor should have agreements and/or existing protocols with agencies that provide emergency services after hours and on weekends.

IV. ADDITIONAL VENDOR RESPONSIBILITIES:

The selected Vendor(s) will report directly to the RIDOC Professional Services Coordinator, but will also keep the Warden and/or Deputy Warden in their assigned facility aware of the offenders being serviced and the time and scope of services provided in their facilities. Each facility will provide case management support and assistance through the counseling staff assigned to each facility or their designee.

1. The appropriate vendor staff will participate in regularly scheduled meetings with Department of Correction's staff to monitor the status of the contract. This review will include review of performance measures as established in the context of this Request for Proposals and subsequent contract for services.
2. The racial composition of staff for the project should seek to reflect the diversity of the current inmate population as much as is practical. Use of bilingual staff is highly desirable. Staff should be able to address the needs of individuals who have functional literacy and learning problems.

RFP #7150879
DISCHARGE PLANNING

3. The vendor agency must complete required Department of Corrections security training, which will include a police records check. The Department retains the right to refuse entrance to contracted employees with felony convictions or who are presently under Probation or Parole supervision. Access to correctional facilities requires adherence to rigid security rules as far as property search, contact with inmates etc. Final approval of vendor staff rests with the Department of Corrections.
4. The contractor will be responsible for all requirements related to the scope of work, including coordinating with community agencies for post release placement.
5. The chosen agency(s) is accountable for developing a system for staff supervision and evaluation.
6. Reports: The contractor shall provide the following reports:
 - A. Annual statistical report in a form agreeable to the RIDOC and the vendor. These narratives will report on the status of the contract, including major accomplishments and any obstacles encountered.
 - B. Monthly Vendor Services Reports will be submitted to the Professional Services Coordinator, copy to Warden or designee, for inclusion into the departmental reporting requirements. This report includes a monthly summary of time sheets of staff involved in the project to be submitted with the monthly bill.
7. All monthly reports will be forwarded to the RIDOC Professional Services Coordinator, with copy to the Warden of their assigned facilities.
8. The selected vendor who receives funding under this RFP must provide data that measures the results of their work. Records will be kept to ensure tracking, compliance and documentation of plans. Individual files will be established for every client served. All written records, reports and evaluations shall be kept in that file
9. The chosen agency(s) will evaluate the program monthly and submit written, electronic reports which include but are not limited to the following: the number of clients assisted each month through in-prison discharge planning services, the type of discharge planning services provided (individual versus group), the number of clients refusing discharge planning services, the minimum, maximum and average length of time clients participated in in-prison services, the number of discharge plans developed, the number of discharge plans developed based upon a risk/needs assessment instrument, the number served and type of service provided in aftercare

RFP #7150879
DISCHARGE PLANNING

services, the minimum, maximum and average length of recommended aftercare time, the minimum, maximum and average length of time clients participated in aftercare services, the number of clients accessing the resource center/community reentry center, the number of clients released from prison each month, the facility clients are released from, and number of clients returned to prison each month, the number of re-entry interviews completed to assess the cause and identify the discharge planning weakness and a summary of the causes and discharge planning weaknesses identified through these interviews.

10. In addition, the vendor will maintain an electronic database of enrolled participants. The database will consist of all items for each individual participant listed in #9 of this section and other data as required/requested by the *RIDOC*;
11. The vendor will be responsible to contribute client data to the reentry database by entering data regarding enrolled participants into *RIDOC*'s Transition from Prison to Community Data system (TPCDS) as directed by *RIDOC*.
12. The vendor will be required to share all data related to enrolled participants with *RIDOC* staff.
13. A confidential release of information form and an inmate agreement to services should be signed and kept in a locked file.
14. Additional data elements to be collected may be requested if funding is provided through a federal grant initiative and federal performance measures are issued for the initiative.

RFP #7150879
DISCHARGE PLANNING

V. EVALUATION PLANS: (Performance Measures)

Vendors submitting proposals shall include in their proposal a proposed plan to evaluate their program, track program success and the positive impact the program has on the population they are serving. Vendors need to clearly state the program goals, objectives and performance measures that will be measured in the evaluation plan.

Each program goal should be linked with the specific performance measures and data/information to be collected. As an example if the program goal is to assist both the offender and their families through the reentry process through the delivery of community based aftercare services, a performance measure would be the total number of offenders successfully completing the aftercare program, data collected would include such items as the number of clients who entered the aftercare program, average length of stay, number successfully completing program, number terminated from program.

At the time the contract is written, RIDOC reserves the right to modify or reject the proposed evaluation and make changes that will serve our purposes. Vendors will be required to collect and record data as directed by the RIDOC intended to assist in the evaluation of the program based on pre-determined performance measures.

VI. CASELOAD CALCULATION:

Vendors submitting proposals are asked to project an average number of cases that can be handled per month and annually considering their proposed work plan and amount of money available. Vendors should make a calculation based on which initiatives they are applying for and the fact that there are approximately 350 releases a month and they will be expected to manage approximately 250 of those releases (estimate 30 women and 220 men).that approximately 100 of these cases a month are completed by other discharge planning agencies and through parole applications.

RFP #7150879
DISCHARGE PLANNING

SECTION 4 - PROPOSAL QUESTIONS & SUBMISSION

Pre-proposal QUESTIONS MAY BE SUBMITTED in accordance with the terms and conditions expressed on page one of this solicitation. Questions received, if any, will be answered and posted as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the Help Desk at 401 222-3766.

Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time indicated on page one of this solicitation. . Proposals received after this time and date will not be considered.

Proposals must include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form I, available at www.purchasing.ri.gov
2. The attached, completed proposal transmittal form;
3. One copy of the offeror's complete response to this solicitation is requested in an electronic format, CDROM or disk, in Microsoft Office or PDF file formats
4. A Technical Proposal describing the background, qualification, and experience with and for similar programs, as well as the work plan or approach proposed.

The Technical Proposal must contain the following sections:

a. Executive Summary.

The Executive Summary is intended to highlight the contents of the Technical proposal to provide State evaluators with a broad understanding of the offeror's technical approach and ability. In this section the vendor should identify which of the three initiatives are being included in the work plan section.

b. Corporate Information: Offeror's Organization and Staffing.

RFP #7150879
DISCHARGE PLANNING

This section shall include identification of the organization purpose, mission and all its programs, describing all staff and/or subcontractors. The proposed members of the project team should not be included here but in the work plan.

- c. Previous Experience and Background, including the following information:
1. A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects;
 2. A description of the business background of the offeror (and all subcontractors proposed), including a description of the agency's financial position.
- d. Work Plans:

This section should be subdivided into the two programs initiatives that are being awarded. Vendors wanting to be considered for one or more of the programs should make that clear in the introduction to the work plan. The work plan(s) shall describe the offeror's understanding of the State's RFP requirements, including the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed for each task and the technical issues that will or may be confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each.

Project staff should be identified as current staff or by job specification if they would need to be hired. Present staff descriptions should include the present duties, responsibilities, and concentration of effort, which apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualification). The proposal should include how the agency will evaluate and train staff, and measure program effectiveness.

- e. **The offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration, and or a subcontracting plan which addresses the State's goal of ten per cent (10%) participation**

**RFP #7150879
DISCHARGE PLANNING**

by MBE's in all State procurement. Questions concerning this requirement should be addressed to Charles Newton, M.B.E. Officer, at (401) 574-8253.

Proposals - an original plus {six (6)} copies of the Technical component and original plus 2 copies of the Cost component should be mailed or hand-delivered in a sealed envelope marked "**RFP # 7150879: Discharge Planning**" to:

**RI Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908-5855**

SECTION 5 - EVALUATION AND SELECTION

RFP #7150879
DISCHARGE PLANNING

The State will commission a Technical Review Committee, which will evaluate and score all proposals, using the following criteria for each of the work plans proposed. The corporate information will be considered in judging each of the work plan proposals. The total highest score for each separate work plan will be used to recommend the agency for each initiative. Highest combined score would be 300 points.

Criteria	Possible Points
Capability, Capacity, and Qualifications of the Offeror	20
Staff Qualifications	20
Quality of the Work plan/including timeline and evaluation protocols	30
Suitability of Approach/Methodology for transitioning men and women	25
Minority Business Enterprise Consideration [Offeror is a registered Minority Business Enterprise, or proposal includes workable plan for use of MBE in subcontracts]	5
Total Possible Technical Points	100

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

Notwithstanding the above, the State reserves the right to accept, or reject, any or all options, bid, proposals, to award on the basis of cost alone, and to act in its best interest.

The Technical Review Committee will present written findings of the proposed award recipient (s) to the State Purchasing Agent, or his designee, who shall make the final

**RFP #7150879
DISCHARGE PLANNING**

award selection (s) for this requirement.

COST PROPOSAL SUMMARY

Offeror: _____

Address: _____

Taxpayer ID#: _____

Authorized Agent: _____

Title: _____

Telephone: _____ Fax: _____

E-Mail: _____

I agree that the total cost of the services to the State shall not exceed the \$110,000 if my agency is awarded the women's plan.

I agree that the total cost of the services to the State shall not exceed the \$445,000 if my agency is awarded the men's plan.

Please fill out Cost Proposal unit pricing box for each initiative for which your agency is submitting a work plan:

Please give an estimate of the per client cost if you have submitted a proposal for the women's program

RFP #7150879
DISCHARGE PLANNING

Low risk women are planning:

Cost Proposal: Please indicate a per client cost for services submitted. This rate should not exceed \$110,000 per year. A detailed budget should be included in the proposal that includes a description of the number of service hours per week/ per month.

This agency can provide services for _____ (#) clients for an estimated cost of: \$_____ /Client (Per hour cost to include ALL_costs of the programming including planning time, hiring costs, personnel, materials etc.)

Please give an estimate of the per client costs if you have submitted a proposal for the men' program.

Low risk men are planning:

Cost Proposal: Please indicate a per client cost for services submitted. This rate should not exceed \$110,000 per year. A detailed budget should be included in the proposal that includes a description of the number of service hours per week/ per month.

This agency can provide services for _____ (#) clients for an estimated cost of: \$_____ /Client (Per hour cost to include ALL_costs of the programming including planning time, hiring costs, personnel, materials etc.)

Signature of Authorized Agent: _____

Date: _____