



**SOLICITATION INFORMATION**  
**20 Dec 11**

**RFP# 7449340**

**TITLE: Defensive Tactics Training and Certification Program – Dept. of Corrections**

**Submission Deadline: 30 January 2012 @ 11:30 AM ( Eastern)**

**PRE-BID/ PROPOSAL CONFERENCE: YES**

**Mandatory: No**

**Date & Time: 12 January 2012 @ 1:00 PM (Eastern)**

**Location: RI Dept. of Corrections Training Academy, 16 Wilma Schesler Lane, Pinel Building, Top Floor, Cranston, RI 02920**

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at [questions@purchasing.ri.gov](mailto:questions@purchasing.ri.gov) and must be received no later than 13 Jan 12 @ 12:00 Noon (ET). Please reference the RFP / LOI# on all correspondence. Questions should be submitted in a *Microsoft Word* attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation ([www.purchasing.ri.gov](http://www.purchasing.ri.gov)). 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**  
**Assistant Director for Special Projects**

**Vendors must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)**

**NOTE TO VENDORS:**

**Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.**

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

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**Attached forms:**

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 **train and certify 10 Correctional training instructors as defensive tactics instructors for the RI Department of Corrections or to conduct a comprehensive defensive tactics program for departmental employees on an occasional (1 or 2 times per year) basis**, 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.
- 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 not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- 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

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State's goal of ten per cent (10%) participation by MBE's in all State procurements. Questions concerning this requirement should be addressed to Charles Newton, M.B.E. Officer, at (401) 574-8253.

- Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI.
- Offerors 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.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a 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).
- The successful offeror may be required to certify to the Rhode Island Department of Corrections that it is in compliance with applicable civil rights laws and regulations. These laws and regulations relate to issues concerning Equal Employment Opportunity, Limited English Proficiency, and other anti-discrimination laws. The successful offeror may also be required to prepare an Equal Employment Opportunity Plan. A certification of assurances form will be provided to you upon notification of tentative award. Further information regarding these assurances may be obtained upon request from RIDOC's Office of Financial Resources (phone: 401-462-2555 or email: [FinRes@doc.ri.gov](mailto:FinRes@doc.ri.gov)) or by visiting the U.S. Department of Justice Civil Rights website: [www.ojp.usdoj.gov/ocr/assistance.htm](http://www.ojp.usdoj.gov/ocr/assistance.htm).

**SECTION 2 – OVERVIEW AND BACKGROUND**

**OVERVIEW:** Vendor or vendors must be able to provide a comprehensive defensive tactics training and certification program for 10 training instructors and to provide said services to DOC employees up to an additional two times at the discretion of the Chief of Recruitment and Training. The training program must be consistent with relevant RIDOC policies and procedures, applicable laws and accepted Correctional standards. At the conclusion of the training/certification program, the department instructors will be empowered to teach the techniques provided by the vendor as well as be empowered to evaluate entry level and veteran Correctional staff, and issue certificates of completion to class participants for training mentioned above. Certificates, provided by the vendor, will specify that participants successfully mastered the techniques presented.

**SECTION 3 - SCOPE OF WORK**

**REQUIREMENTS:**

**TASKS:** The defensive tactics program must contain, at a minimum:

- verbal and behavioral conflict de-escalation,
- non-aggressive crisis intervention and basic self defense techniques which are simple and easy to learn and retain. These techniques must be consistent with applicable laws, departmental policies and recognized correctional standards.
- Personnel to be trained include veteran correctional officers and, possibly, Correctional Officer trainees.
- If the program is designed to create DOC certified trainers, this program should be no longer than 40 hours in length. If it is designed to provide occasional training for selected DOC employees, it should be no longer than 25 hours in length, for initial certification.
- Training will be conducted on-site at the Rhode Island Department of Corrections, in Cranston, Rhode Island.
- Vendor will provide copies of all lesson plans developed to the Rhode Island Department of Corrections.
- Vendor will be expected to provide expert witness testimony in support of the specifics of the defensive tactics program, if so required.
- Access to confidential DOC policies for the purposes of developing a proposal, will be coordinated through the RIDOC's legal office.

**DELIVERABLES:** Certification of instructor status for Correctional Officer instructors should be valid for two years prior to a re-certification requirement. Certification of successful completion of training by correctional officers should be valid for two years prior to a re-certification requirement.

**The contract will be for a three year period with the option to renew for two additional one year periods (for a total contract length of 5 years)**

**CONTRACTOR RESPONSIBILITIES:**

**Security Requirement:** Employees of contractors who must gain entrance into correctional facilities are subject to police record checks; the Department retains the right to refuse entrance to contractor employees with felony convictions. Access to correctional facilities also requires adherence to rigid security rules as far as property search, contact with inmates, etc.>

**SECTION 4 - PROPOSAL SUBMISSION**

A **Pre-proposal Conference**, is requested to insure potential vendors have accurate and timely information regarding the specific requirements of this RFP. Detailed information is provided on page one of this solicitation.

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

Proposals must include the following:

1. A completed and signed *R.I.V.I.P. generated bidder certification cover form* (downloaded from the R.I. Division of Purchases Internet home page at: <http://www.purchasing.ri.gov>).
2. A *letter of transmittal* signed by the owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the State;
3. A signed and sealed *Cost Proposal* reflecting the fee structure proposed for this scope of service, including completion of the *Cost Proposal Summary* form, enclosed; and;
4. **Separately package**, The *Technical Proposal(s)* and the *Price Proposal(s)* must be separately packaged. All copies of the Technical Proposal and all copies of the Price Proposal should contain a completed and signed RIVIP Bidder Certification Form. A *Technical Proposal* describing the background, qualification, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement. *The Technical Proposal must contain the following sections:*
  - a. Technical Proposal Cover, enclosed, or may be substituted for the RIVIP Certification Cover Form.
  - b. Executive Summary – The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the Contractor's technical approach and ability.
  - c. Offeror's Organization and Staffing – This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualification).
  - d. Work Plan/Approach Proposed – This section shall describe the Contractor's understanding of the State's requirement, including the result(s) intended and desired, 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 to be taken for each task, and the

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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 sub-task), 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.

- e. Previous Experience and Background, including the following information:
    - 01) A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects, and a contact name and telephone number from the client;
    - 02) A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position.
  - f. List of all certifications vendor possesses that reflects competencies in the services RI Dept. of Corrections are requesting.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CD / flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested. This CD or flashdrive should be included in the proposal marked "original".

**PROPOSALS** - an original plus two (2) copies of the Technical component and an original plus two (2) copies of the Cost component should be mailed or hand-delivered in a sealed envelope marked with the RFP # and Title as listed in the cover sheet of this RFP.

**RI Department of Administration  
Division of Purchases (2<sup>nd</sup> Floor)  
One Capitol Hill  
Providence, RI 02908-5855**

***NOTE:*** Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases by the scheduled due date and time of opening will be determined to be late and will *not* be considered. Proposals faxed or e-mailed to the Division of Purchases 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 Division of Purchases.**

**SECTION 5 - EVALUATION AND SELECTION**

The State will commission a Technical Review Committee, which will evaluate and score all proposals, using the following criteria:

<b>Criteria</b>	<b>Possible Points</b>
Staff Qualifications	25 Points
Capability, Capacity, and Qualifications of the Offeror	20 Points
Quality of the Work plan	20 Points
Suitability of Approach/Methodology	10 Points
Minority Business Enterprise Consideration [Offeror is a registered Minority Business Enterprise, or proposal includes workable plan for use of MBE in subcontracts]	5 Points
<b>Total Possible Technical Points</b>	<b>80 Points</b>
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 20 points]	20 Points
<b>Total Possible Points</b>	<b>100 Points</b>

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

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. *The proposal must receive a minimum {40 of 80} technical points to warrant further consideration. Proposals receiving less than this minimum technical points will not have their cost proposals opened or evaluated.* >

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

A Technical Review Committee will evaluate submitted proposals on the basis of the above criteria items. Consultant Teams may be invited to appear before the Committee for in-person presentations. The Committee will then make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision

**COST PROPOSAL SUMMARY**

Offeror:	_____
Address:	_____ _____
Taxpayer ID#:	_____
Authorized Agent:	_____
Title:	_____
Telephone & Fax#:	_____
E-Mail:	

<b>Cost Proposal:</b> \$ _____ /Hour <or other appropriate basis>
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<Or>

<b>Cost Proposal</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
{Element 1}					
{Element 2}					
{Element 3}					
{Etc.}					

Signature of Authorized Agent: \_\_\_\_\_

Date: \_\_\_\_\_