



Solicitation Information
5 Jan 2012

RFP# 7449370

TITLE: Teen Outreach Program State Replication Partner

Submission Deadline: 3 Feb 2012 @ 11:30 AM (Eastern Time)

Questions concerning this solicitation must be received by the Division of Purchases at questions@purchasing.ri.gov no later than **17 Jan 2012 at 12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# 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
Assistant Director for Special Projects
Division of Purchases

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

Note to Applicants:

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

A pre-application workshop will be held on January 18th from 8:30-10:00 am in the Beck Conference Room at RI Department of Health, 3 Capitol Hill, Providence, RI 02908-5097

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 - INTRODUCTION

The Rhode Island Department of Health (HEALTH), Division of Community, Family Health and Equity, strives to support communities in developing their capacity to meet the needs of youth. HEALTH will contract with an organization to serve as a replication partner for the Teen Outreach Program and work to increase the state's capacity to use science based approaches to prevent teen pregnancy and promote adolescent reproductive health, including abstinence and prevention of sexually transmitted infections and HIV.

Funding is available to HEALTH through the United States Department of Health and Human Services, Administration of Children and Families, Family, Youth, and Services Bureau, Administration on Children, Youth, and Families in response to FOA Personal Responsibility Education Program, HHS-2010-ACF-ACYF-PREP-0125, CFDA Number: 93.092. As the State designated Maternal and Child Health Title V Agency, HEALTH was the only state department eligible to apply for this formula grant based funding.

HEALTH is soliciting proposals from community-based, public or non-profit organizations to serve as a replication partner with the RI Department of Health in the implementation of Teen Outreach Program, an evidence-based teen pregnancy prevention program. The RI Department of Health has allocated \$120,000 to support this effort. The initial project period will begin approximately April 1, 2012 –March 31, 2013 for 12 months. Budgets should reflect this 12-month period. Any funding in subsequent years will be for 12-month periods. Should additional funding be available in subsequent years, this contract may extend through 2015 based on agency performance and the availability of funds at the exclusive option of the state. Proposals will be evaluated based on the relative merits of the proposal and an appropriate, realistic budget.

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.
- 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 may not be considered. The “Official” time clock is in the reception area of the Division of Purchases.

- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation 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 will be a requirement only of the successful bidder(s).*
- Offerors are advised that all materials submitted to the State of Rhode Island 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.
- Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or dorinda.keene@doa.ri.gov . Visit the website <http://www.mbe.ri.gov>
- 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 / LOI
- Equal Employment Opportunity (RIGL 28-5.1) § 28-5.1-1 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 the state dollar is 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 or via email raymond@gw.doa.state.ri.us
- 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.

SECTION 2 - BACKGROUND AND PURPOSE

HEALTH's vision for Adolescent Health in Rhode Island is to create a comprehensive and coordinated adolescent health system that supports families and communities in promoting positive adolescent development so that all children are raised in positive environments with caring adults who nurture and promote their health and development, feel safe and supported and are positively engaged in the lives of their families, peers and communities; have access to appropriate, high quality health, education, social and other community services as needed to support their optimal healthy development and assure their well-being and enable them to thrive during their adolescence.

This effort involves a public health framework to consider adolescent health via the issue of teen pregnancy, a statewide problem in Rhode Island. Guiding principles for this work include: development of systems of care that enable adolescents to assume responsibility for their health and behavior; use of evidence-based and best practice tools; input from adolescents and their families; acknowledgement that changing the environment to support adolescents has to be driven by local leadership, and involvement of youth and families from diverse backgrounds and experiences in all facets of planning, implementation, and evaluation of youth policies and programs.

Although there is more disparity in the core cities, every community is affected by teen pregnancy. Rhode Island has 39 cities and towns; of those, 10 have birth rates above 25 per 1,000 girls (Table 1). Among cities with less than 100,000 population, Providence ranks third highest for repeat births to teens. Rhode Island teen birth rates are highest in New England and have dropped at the slowest rate in New England.

Most notably, teens ages 18-19 have much larger birth rates compared to younger teens. Locally and nationally, Hispanic girls have the highest rates of teen pregnancy. Table 1 illustrates the birth rate among teens in Rhode Island's six core cities, two urban ring cities, and two towns (non-core cities) with high birth rates to teens. Once a teenager has one baby, she is at increased risk of having another as a teen. A repeat birth during the teen years compounds educational, economic, and health problems for both the mother and her children. Babies born to teen mothers are at increased risk for low birth weight, prematurity and death. Children of teen parents are more likely to experience learning and behavior problems in school, live in poverty, enter the foster care system, drop out of high school, and spend time in prison.

**Table 1 -Births to Teens in Rhode Island Selected Cities and Towns with Overall Birthrates over 25 per 1,000 Girls, 2005-2009
RI Department of Health as published in RI Kids Count Factbook**

City/Town	Number of Births to Girls Ages 15-17	Birth Rate Per 1000 Girls Ages 15-17	Number of Births to Girls ages 18-19	Birth Rate Per 1,000 Girls Ages 18-19	Number of Births to Girls Ages 15-19	Birth Rate Per 1,000 Girls Ages 15-19
Central Falls	116	61.9	200	127.4	316	91.7
East Providence	51	11.2	131	56.8	182	26.5
Newport	42	21.1	91	26.5	133	24.5
North Providence	35	14.2	66	44.7	101	25.6
Pawtucket	234	34.3	421	92.7	655	57.7
Providence	802	47.0	1,368	46.4	2,170	46.6
Richmond	12	14.7	19	NA	31	27.9
West Warwick	48	19.6	111	66.7	159	38.6
Westerly	25	11.5	65	58.8	90	27.5
Woonsocket	140	33.0	330	117.0	470	66.6

Births Among Teens by Age

Teen pregnancy rates vary by age. Between 2005-2009 there were 5,612 births to teens aged 12-19, with 89 births to 12-14 year olds, 1,860 births to 15-17 year olds, and 3,747 births to 18-19 year olds. There were no repeat pregnancies among 12-14 year olds, 157 repeat pregnancies among 15-17 year olds and 832 repeat births to 18-19 year olds. In 2009 there were 1,049 babies born to mothers under age 20, accounting for almost 10% of all babies born in the state. Rhode Island ranks 22nd in the United States for births to younger teens ages 15 to 17.

Developing a Statewide Approach to Teen Pregnancy Prevention

HEALTH seeks to establish a contract with a community based replication partner for Teen Outreach Program. A separate request for proposals will identify community partners for implementation of the Teen Outreach Program curriculum. Rhode Island’s six core cities, two urban ring communities, and two towns with the highest rates of teen pregnancy will be the first to implement the Teen Outreach Program. A tiered

approach will be used to prioritize communities for implementation. HEALTH will provide funding to communities to support staff training, purchase of the curriculum, and other implementation costs including supplies and transportation as appropriate. All communities will be tiered based on their ability to adhere to the program requirements related to fidelity of implementation and ability to engage teens in the program. The replication partner will work with HEALTH and its local partners to support the implementation of Teen Outreach Program in select communities.

A top down, bottom up approach will be used to implement the Teen Outreach Program. State partners will manage and guide implementation with local community partners and will also work with state and local partners to develop capacity and identify resources within the State to support the Teen Outreach Program in every Rhode Island community. These complementary approaches will work to ensure that Rhode Island is strategically focused on programs and policies to support adolescent health, including teen pregnancy prevention, and that existing endeavors such as community service graduation requirements are optimized in every community to support health and academic success of all Rhode Island youth. HEALTH's goal is to ensure that all Rhode Island communities have the capacity to support the healthy development of adolescents.

HEALTH proposes to utilize the Wyman Center's Teen Outreach Program because it has applications and success with both middle school and high school students both within school and out of school settings. The Teen Outreach Program combines a comprehensive sexuality education curriculum along with a youth development approach in the form of a community service component. This program has been shown to be effective in both school and community based settings. HEALTH is proposing a statewide approach to enable broad community participation to design and a local implementation model with fidelity. HEALTH will allow communities flexibility in choosing the lead entity to implement Teen Outreach Program. It could be a school or community-based organization. It is expected that schools and community-based organizations will work together to successfully implement the Teen Outreach Program. The curriculum is designed for use over a four-year period. The lessons are not duplicative, and each level addresses particular developmental needs of adolescents between the ages of 12-17 years old. This will allow use over the period of the grant without repetition for youth participants. The Teen Outreach Program has consistently demonstrated reductions in suspension rates, reduction in course failure rates, and reduction in pregnancy rates. There have also been observed reductions in school dropout rates as well.

GENERAL PURPOSE:

The purpose of this RFP is to identify a community based organization to serve as a replication partner with the RI Department of Health in the implementation of Teen Outreach Program, an evidence based teen pregnancy prevention program. A total of up to \$120,000 is available to support this effort. Additional funding between \$75,000-\$100,000 per year may be available in subsequent years through 2015 and will be based on the anticipated scope of work and availability of federal funding. Continuation of the contract is at the exclusive option of the State.

SECTION 3 - SCOPE OF WORK

REQUIREMENTS:

Eligible applicants must be community-based, public or non-profit agencies who are in good standing with the federal government. The applicant organization must have competent staff with documented credentials. The applicant will be expected to examine what job skills the selected programs require and ensure that staff have needed skills.

1. Identify qualified staff to be trained as facilitators of Teen Outreach Programs and develop a cadre of trainers to support efforts in Rhode Island for the project.
2. Participate in Teen Outreach Program Facilitator Training.
3. Provide training of Teen Outreach program in the initial five pilot communities serving a total of 250 youth initially and others as necessary and appropriate.
4. Possess skills and commitment to ensure fidelity of implementation of the Teen Outreach program in selected communities.
5. Co-lead project management team with RI Department of Health representative
6. Submit budgets and reports in compliance with RI State Purchasing Laws
7. Develop website including evidence based programs, tools and resources developed by State and local partners that could be used as a resource for replication in other RI communities.
8. Facilitate technical assistance from the Wyman Center for Teens Outreach Program as necessary and appropriate.
9. Support local capacity development for teen pregnancy prevention in communities selected for implementation of the Teen Outreach Program.
10. Assist local communities in asset mapping to determine other health and supportive services for students within the program.
11. Participate in policy and program discussions related to best practices for implementation in Rhode Island as well as supportive policy and programmatic contexts necessary for success.
12. Ensure wherever possible that the implementation of Teen Outreach Program will be fit into existing local infrastructure to ensure program sustainability.
13. Participate in the evaluation advisory team to measure efforts in Rhode Island and, if Rhode Island is selected, participate in federal level evaluation efforts.
14. Submit monthly program and budgeting reports to track progress of implementation and identify successful strategies to share with other implementation sites as well as address any barriers to implementation in an expedient way.
15. Provide office space, office equipment and support as necessary for the administration of the program.
16. Collect and submit program data as described in this Request for Proposals.
17. Support staff travel to sites throughout Rhode Island and attendance as required at annual National grantee conferences when appropriate.

Note: HEALTH will make separate funding available to communities to support local staff costs, implementation costs and other local costs as appropriate.

DELIVERABLES:

Monthly

1. Number of trainings and participants trained.
2. Number and type of technical assistance provided.
3. Type and subject of information distributed electronically.
4. Any additional data as requested by HEALTH.

Bi-annually

1. Narrative summaries of experiences with communities over the past six months

Annually

An annual report is due December 31, 2012 including:

1. An aggregate of all monthly report data.
2. Progress toward evaluation and how the agency is meeting the objectives outlined in this RFP.
3. Anecdotal reports of highlights or special situations throughout the year.
4. Changes or modifications to the service delivery model.

This report should be submitted in Word format.

SECTION 4 - PRE-PROPOSAL WORKSHOP & QUESTIONS / PROPOSAL SUBMISSION

A pre-application workshop will be held on January 18th from 8:30-10:00 am in the Beck Conference Room at RI Department of Health, 3 Capitol Hill, Providence, RI 02908-5097

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference RFP# 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. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766.

Offerors are encouraged to submit written questions to the Division of Purchases. No other contact with State parties will be permitted. Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases, will not be considered.

Responses (an original plus five copies) should be mailed or hand-delivered in a sealed envelope marked "RFP # 7449370: **Teen Outreach Program State Replication Partner.**" to

RI Department of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02940-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses should include the following:

1. A completed and signed three-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. A *separate* Technical Proposal describing the qualifications and background of the applicant and experience with and for similar projects and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices).
4. A *separate*, signed and sealed Cost Proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project. The Cost Proposal form is attached and should consist of a 12-month budget and budget narrative.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CD or flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested. This CD or flash drive should be included in the proposal marked "original".

TECHNICAL PROPOSAL

The Technical Proposal must contain the following sections:

Section I: Executive Summary 1 page

Provide an overall summary of the proposed project.

Section II. Agency Qualifications and Experience: 5 pages excluding references.

This section must include the primary organizational contact and agency FEIN.

Background:

Describe the organization's background in teen pregnancy prevention, youth development, community capacity development, adult learning and professional development.

Structure:

Provide details on organizational governance structure, roles and responsibilities, operations procedures composition of any relevant committees, workgroups, etc. and how this effort will fit into the overall origination.

References:

Provide 2 letters of reference from individuals and organizations who can speak specifically to the organizational work and accomplishments.

Section III: Plan for Staffing and Administration 3 pages

- Develop a workplan and timeline with goals, objectives, strategies, and staffing aligned with the scope of work provided herein.
- Identify qualified staff to be trained as facilitators of Teen Outreach Programs to develop a cadre of trainers to support efforts in Rhode Island for the project.
- Participate in Teen Outreach Program Facilitator Training.
- Provide training of Teen Outreach program in the initial five pilot communities and others as necessary and appropriate
- Possess skills and commitment to ensure fidelity of implementation of the Teen Outreach program in selected communities.
- Identify and describe how education, training and monitoring processes will be used to maintain fidelity to the evidence based program model.
- Co-lead project management team with RI Department of Health representative.
- Submit budgets and reports in compliance with RI State Purchasing Laws.
- Develop website including evidence based programs, tools and resources developed by State and local partners that could be used as a resource for replication in other RI communities.
- Facilitate technical assistance from the Wyman Center for Teens Outreach Program as necessary and appropriate.
- Support local capacity development for teen pregnancy prevention in communities selected for implementation of the Teen Outreach Program
- Assist local communities in asset mapping to determine other health and supportive services for students within the program.
- Ensure that the implementation of Teen Outreach Program fits into existing local infrastructure to ensure program sustainability.

- Participate in policy and program discussion related to best practices for implementation in Rhode Island as well as supportive policy and programmatic contexts necessary for success.
- Participate in the evaluation advisory team to measure efforts in Rhode Island and, if Rhode Island is selected, participate in federal level evaluation efforts.
- Describe the role of any subcontractor as necessary and appropriate.
- Submit monthly program and budgeting reports to track progress of implementation and identify successful strategies to share with other implementation sites as well as address any barriers to implementation in an expedient way.

SECTION 5 – COST PROPOSAL

Include budget and budget justification in terms of staffing for this project. Details should include hourly rate, salary and fringe breakdown. Describe how all proposed categorical costs are derived. Include travel to a national meeting in Washington, DC.

SECTION 6 – EVALUATION AND SELECTION

The State will commission a Technical Review Sub-committee to evaluate and score all proposals using the following criteria. Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not given further consideration. Technical proposals that receive less than 55 of the maximum allowable 80 points on the technical proposal will be considered non-responsive and dropped from further consideration.

Technical Proposal Review Criteria

Agency Qualifications

30 Points

Describe the organization’s background in teen pregnancy prevention, youth development, community capacity development, adult learning and professional development. Primary organization contact and FEIN included.

Includes details on organizational governance structure, roles and responsibilities, operations procedures composition of any relevant committees, workgroups, etc.. and how this effort fits into the overall origination.

Description of current staffing and leadership to support this effort.

Fiscal and management capacity to support the contractual requirements herein.

Agency Experience

25 Points

Extent to which the agency has embarked on similar efforts regarding community capacity development and teen pregnancy prevention, experience with the implementation of evidence based programs with fidelity, and the use of technology to share best practices.

Two letters of support included.

Staffing**25 Points**

Identification and qualifications of staff are suited to the workplan.

Timeline and workplan addresses all components in the scope of work and is realistic and achievable

Cost Proposal**20 Points**

Cost is calculated as (lowest responsive cost proposal) divided by this Cost Proposal x's 20 points.

COST PROPOSAL SUMMARY

OFFEROR _____

COMPONENT / YEAR _____

STAFF AND CONSULTANTS

NAME	TITLE	HOURS	HOURLY RATE*	TOTAL
				\$
				\$
				\$
				\$
				\$
				\$

TOTAL STAFF: \$ _____

OPERATING EXPENSES

_____ \$ _____
 _____ \$ _____

OTHER REIMBURSIBLE COSTS

_____ \$ _____
 _____ \$ _____

TOTAL DIRECT COSTS: \$ _____

TOTAL INDIRECT COSTS: \$ _____

TOTAL BUDGET REQUEST \$ _____

NOTE:

1. Provide components of the fully absorbed hourly rates in the budget justification, where required.
2. If including indirect charges in your budget, a copy of your federally approved indirect rate must be attached.

END