



SOLICITATION INFORMATION
14 Feb 2012

LOI # 7449483

TITLE: Counseling Incarcerated Offenders Victimized by Sexual Violence

Submission Deadline: 12 March 2012 @ 11:00 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: No

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov and must be received no later than 28 Feb 12 @ 12:00 Noon (Eastern). 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). It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

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Assistant Director for Special Projects

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 result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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 **provide educational and group counseling programs to address the psychological and emotional sequelae of offenders who are victims of sexual violence** in accordance with the terms of this Letter of Interest 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 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

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) or by visiting the U.S Department of Justice Civil Rights website: www.ojp.usdoj.gov/ocr/assistance.htm.

SECTION 2 – OVERVIEW AND BACKGROUND

OVERVIEW: The intention of the state is to solicit a vendor who will provide services for the amount of \$43,200 per year. This solicitation is to begin 07/01/2012 through 06/30/2013, with the option to renew for 3 years in accordance with the State's General Conditions of Purchase, which is available on the Internet at www.purchasing.state.ri.us

BACKGROUND: The Rhode Island Department of Corrections is located on the Howard Complex in Cranston, R.I. There are currently 3200 sentenced and awaiting trial inmates housed in six facilities on a one-mile square complex. Facilities include the State's only jail for pretrial detainees, four male facilities and two for women offenders. The Women's Division current population is approximately 200 and the population of the Medium Security male population is approximately 1100.

SECTION 3 - SCOPE OF WORK

TASKS:

1. Program Components:

- a. Programs for inmates should be based on a formal written curriculum and be lead by experienced clinicians, with at least an MSW or equivalent degree. Counseling groups should be with a minimum of 5 and a maximum of 15 offenders. Educational classes may be larger. Schedules may vary from facility to facility, but each counseling group should meet weekly for at least two hours. The minimum number of groups to be provided shall be 4. Four groups must be provided to Medium Security level male offenders. The vendor may propose other types of programming in those facilities or for other facilities. However, any of these additional programs must be done within the limited funding for the project.
- b. Programs must include gender specific offerings.
- c. Programs must be able to address, in policy and procedures, issues that insure that group counseling meetings, records, and all related activities are protected by a strict code of confidentiality.
- d. The vendor is responsible for assisting in the recruitment of participants. The vendor shall keep records of participation. The vendor will participate in program review with facility and institutional program staff on a quarterly basis. The content of group counseling curriculums are subject to clinical review by designated RIDOC clinical personnel with prior notification to the vendor.

2. COORDINATION OF SERVICES:

- a. The RIDOC's Clinical Director of Psychology/Mental Health and facility Wardens or their designees will coordinate with the selected vendor in order to provide general supervision of the programs. In order to facilitate offender attendance at programs, the vendor will provide lists of participating offenders to designated facility personnel.

3. RESULTS/PROGRAM EVALUATION:

- a. The vendor shall include in the work plan a proposed measurement of program effectiveness according to the goals and objectives of the program and the course curricula.

REQUIREMENTS:

- 1 **STAFF QUALIFICATIONS:** Staff must have an MSW with experience in facilitating groups.
2. **SECURITY REQUIREMENT:** Independent contractors and employees of contracted firms who must gain entrance into correctional facilities are subject to police record checks; the Department retains the right to refuse entrance to vendor employees with felony convictions. Access to correctional facilities also requires adherence to rigid security rules as far as property search, contact with inmates, etc.
- 3 **PROFESSIONAL LIABILITY:** The State does not provide professional liability insurance for Independent contractors and contracted firms under this solicitation. Individuals and organizations will be expected to provide for their own coverage.
- 4 **COMMUNICATION:** The appropriate vendor staff will participate in regularly scheduled meetings with RIDOC staff to monitor the status of the contract.

5. **VENDOR RESPONSIBILITIES:**

- a. The vendor will be responsible for all requirements related to the Service Categories and all clerical work associated with the treatment programs. Costs for services associated with travel will be borne by the vendor.

DELIVERABLES:

1. **REPORTS:** The vendor shall provide the following reports:

- a. Statistical reports quarterly in a form agreeable to the RIDOC and the vendor. These reports should include narratives on the status of the contract, including major accomplishments and any obstacles encountered.
- b. Monthly Vendor Services Reports will be submitted to the RIDOC's Clinical Director of Psychology/Mental Health and to Wardens or their designees, for inclusion in the departmental reporting requirements. This report, submitted with a monthly bill for services rendered, shall include a monthly summary of time sheets of staff involved in the project.

CONTRACTOR RESPONSIBILITIES:

- Contractor provides all associated clerical work.
- The contractor is responsible for compliance with Federal, State, and HIPAA Regulations.
- Submit a monthly invoice for services, with required back-up information as noted in the LOI.

RIDOC RESPONSIBILITIES:

- RIDOC supplies office space.

SECTION 4 - PROPOSAL SUBMISSION

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 *RIVIP 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 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:
 - 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;
 - A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position.

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 3 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 LOI # and Title as listed in the cover sheet of this LOI. Deliver to:

**RI Department of Administration
Division of Purchases (2nd 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:

Criteria	Possible Points
Staff Qualifications	70 Points
Capability, Capacity, and Qualifications of the Offeror	15 Points
Quality of the Work plan	15 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]	05 Points
Total Possible Technical Points	115 Points
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times XX points]	40 Points
Total Possible Points	155 Points

A Selection 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.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award 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 State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

COST PROPOSAL SUMMARY

Offeror:	_____
Address:	_____

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

Cost Proposal: \$ _____ Hourly
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Cost Proposal	Year 1	Year 2	Year 3	Year 4

Signature of Authorized Agent: _____

Date: _____