



Solicitation Information
24 Feb 2012

Request for Proposals # 7449517

TITLE: Early Intervention Services Referral Liaison - DCYF

Submission Deadline: 23 March 2012 @ 11:00 AM (Eastern Time)

Pre-Bid Conference: No

Questions concerning this solicitation must be received by the Division of Purchases at questions@purchasing.ri.gov no later than **9 March 2012 @ 12:00 Noon** (Eastern Time) . 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

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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 Children, Youth, and Families (DCYF) is soliciting responses from qualified entities to meet the State's requirements for providing an effective and efficient referral process to an Early Intervention Program or other child development and family support community-based program for children under the age of three (3) who are victims of abuse and/or neglect, as appropriate in compliance with federal requirements of the Child Abuse Prevention and Treatment Act (CAPTA).

This is a Request for Proposal, 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 Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

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 (State Department of Administration, Second Floor).

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.
- 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.
- Insurance requirements are as follows:
 1. Commercial General Liability – One million (\$1,000,000) each occurrence and in the aggregate.
 2. Personal and advertising injury - One million (\$1,000,000).
 3. Products / completed operations - One million (\$1,000,000).
 4. Workers' Compensation – Employers liability of \$500,000 each accident, \$500,000 each disease and \$500,000 disease policy limit.
 5. Technology Errors & Omissions Coverage - One million (\$1,000,000) - covering systems failure, security failure, slander/liable resulting from website access).

SECTION 2 – BACKGROUND AND PURPOSE

BACKGROUND:

The federal Child Abuse Prevention and Treatment Act (CAPTA) requires states to have a process for referring children under the age of three (3) who are involved in a substantiated case of child abuse or neglect to early intervention services where appropriate. In 2006, the Rhode Island Department of Children, Youth and Families (DCYF) established this process by working with the Department of Health, Department of Human Services, Early Intervention programs and the Visiting Nurse programs to identify the best methods for ensuring effective and efficient procedures for working with the Department's Child Protection Services Division and Family Service Unit social workers. As a result, the Department established a referral process with a nurse liaison quite familiar with the early intervention program and other early child development and family support programs to be able to be co-located with DCYF's Child Protection Division. This facilitated a process where the nurse could work closely with the child protection investigators, Family Service Unit social work staff and with community providers.

Since the referral process was begun, the Department has experienced a consistent pattern of referrals representing that approximately 68% of the children under the age of 3 with a substantiated child maltreatment investigation are referred to an early intervention program, while about 32% are referred to another early child development and family support community-based service.

GENERAL PURPOSE AND RESULTS:

The intent of this Request for Proposals (RFP) is to renew the Department's commitment to maintaining a collaborative effort with community providers and to build on the success of this experience. Through this RFP, DCYF is soliciting responses from qualified entities to meet the State's requirements for providing an effective and efficient referral process to an early intervention program or other child development and family support community-based program as appropriate for children under the age of three (3) who are victims of abuse and/or neglect – in compliance with federal requirements of the Child Abuse Prevention and Treatment Act (CAPTA).

The Department seeks to enter into an agreement with a selected vendor to provide the services of a nurse who is trained in early child development and early intervention services, and has a strong knowledge of the role and responsibility of the child welfare system, as well as an understanding of the array of community-based programs that are designed to provide family support services to young children and families who do not meet eligibility requirements for an early intervention program.

The DCYF, Department of Human Services, and the Executive Office of Health and Human Services work closely together in an effort to continually enhance the communication and coordination of services among early intervention providers and to

work collaboratively with community providers to improve service coordination on the practice level with DCYF staff. This RFP will assist the Department to ensure the continuation and continuity of these efforts for the benefit of vulnerable young children and their families.

SECTION III – SCOPE OF WORK

The term of any contract award resulting from this Request for Proposals will be five (5) years from the date of the contract taking effect, and renewable for a period of three (3) years annually based upon demonstrated effectiveness and availability of funds.

POPULATIONS TO BE SERVED

The Department of Children, Youth and Families completes an average of 6,600 investigations annually. Of this, approximately 27% involve children under the age of three, but not all investigations result in a substantiation (evidence of abuse and/or neglect). The number of children under the age of 3 who are involved in a substantiated investigation annually is less than one thousand.

The DCYF seeks to engage the services of a nurse who is trained and knowledgeable about the early intervention program and federal regulations guiding the program and services, child welfare practice and the role/responsibilities of the Department of Children, Youth and Families, as well as a broad array of community-based services designed to address and support the developmental needs of children between the ages of birth to 3 and their families.

SERVICE COMPONENTS – LIAISON RESPONSIBILITIES

The selected vendor must demonstrate knowledge and experience with:

- The work and responsibilities of DCYF child protection investigators
- The work and responsibilities of DCYF Family Service Unit social workers
- Birthing hospitals in Rhode Island
- Vulnerable Infants Program
- Infants and Toddlers Home Visiting Programs (First Connections)
- Early Intervention (EI) Programs

In the response to this RFP, the vendor must demonstrate knowledge of the Department's processes and procedures relative to child protection and child welfare practices. The selected vendor must be able to work with the Child Protection Investigators and Family Service Unit social workers to process referral forms subsequent to an investigation in which the allegation of abuse and/or neglect has been substantiated, and understand the referral process and data gathering that is necessary and required for maintaining good communication with community providers and state agencies. The successful vendor must outline its approach and methodology for working collaboratively with DCYF staff to maintain and promote continued improvement and efficiency in the referral process.

The primary function of the nurse liaison is to assist staff in understanding early intervention program eligibility requirements and to facilitate a process to ensure that

referrals made to EI programs are appropriate relative to the eligibility requirements. The successful vendor must provide a work plan that demonstrates knowledge and experience with the Early Intervention program requirements and a collaborative process for providing training as needed and consultation with Department staff as well as community providers.

STAFF QUALIFICATIONS

The position requires a registered nurse, qualified under Part C of the Individuals with Disabilities Education Act (IDEA), who can demonstrate knowledge and experience necessary to work effectively with multiple state and local systems stakeholders, and be able to work on-site in the Child Protection Division of DCYF to efficiently coordinate the early intervention services referral process. The activities associated with this function include:

- an understanding of procedures and data collection needs relating to the child protection and child welfare systems;
- an understanding of procedures and interaction with the Surrogate Parent Program;
- an understanding of procedures and interaction with the newborn screening program administered by the Department of Health; and
- an awareness of and connection to an array of community-based child development and family support programs.

The successful vendor must be able to ensure the continuity of service that has been established with the existing screening and referral process.

COMPENSATION

The DCYF will contract with the successful vendor to purchase the services of the identified nurse; reimbursing the vendor based on a fully absorbed, fixed rate per hour for the services rendered. The Department's experience is that the service required for the EI Referral Liaison averages under 100 hours per month for an average cost of \$5,216 per month. Payment is made on the basis of a monthly invoice submitted to the Department.

Maximum duration of contract term: 7/1/12 – 6/30/17

SECTION IV – PRE-PROPOSAL QUESTIONS AND PROPOSAL SUBMISSION

Questions may be submitted in accordance with the terms and conditions expressed on page one of this solicitation

Interested parties should peruse the Division of Purchases website, on a regular basis, for information relating to this solicitation.

Any award resulting from this request will be subject to the state's General Conditions of Purchase, which is available from the Internet at www.purchasing.ri.gov, as well as the terms of this request.

Responses **(an original plus three (3) copies)** should be mailed or hand-delivered in a sealed envelope marked “RFP # 7449517: Early Intervention Services Referral” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

Note: Responses received after the above-referenced due date and time may not be considered. Responses misdirected to other State locations or which otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Responses faxed or emailed, to the Division of Purchases will not be considered. The “official” time clock for this solicitation is located in the Reception Area of the Department of Administration/Division of Purchases, One Capitol Hill, Providence, RI.

Proposals should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
2. A Cost Proposal reflecting the fee structure, proposed for this scope of services.
3. A Technical Proposal describing the qualifications and background of the applicant and experience with similar programs (Scope of Work Section of this RFP).
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.
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 / flashdrive should be included in the proposal marked “original”.

Cost Proposal Summary

Offeror: _____

Staff:

Fully-absorbed hourly rates for all staff members proposed for this work, and the concentration of hours for each:

<u>Name</u>	<u>Title</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Total</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
		Total:	_____	_____

Evaluation and Selection

The State will commission a Technical Review Sub-Committee, which will evaluate and score all proposals using the following criteria. The applicant must achieve a score of at least 60 of the maximum 80 on the technical proposal prior to any consideration being given to the cost proposal submitted:

Staff Qualifications 0-20 points _____

Capability, Capacity and Qualifications of the Offeror 0-25 points _____

Quality of Work Plan (Knowledge/Experience with EI Programs, Data Processes, and Consultation Services) 0-15 points _____

Suitability of Approach/Methodology (Knowledge and Experience with Child Protection and Child Welfare Practices) 0-20 points _____

Cost 0-20 points _____
[Calculated as (lowest responsive cost proposal + this cost proposal) x 20 points]

TOTAL SCORE: _____

Proposals must receive a minimum of 60, out of a possible 80, technical points to warrant further consideration. Proposals receiving less than the minimum technical score will be dropped from further consideration and not have the accompanying cost proposals opened or considered.

Notwithstanding the foregoing, 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 proposals, and to award in its own 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 reserves the right to reject any or all proposals submitted and to waive any informalities in any vendor's proposal.

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