



**Solicitation Information**  
7 May 2012

**LOI # 7449693**

**TITLE: VICTIM ADVOCATE SERVICES**

**Submission Deadline: 4 June 2012 @ 11:30 AM (EDT)**

Pre-Bid Conference: No

Questions concerning this solicitation may 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 **22 May 2012 @ 12:00 Noon** (EDT). 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**  
**Assistant Director for Special Projects**

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

**NOTE TO VENDORS:**

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

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

**REQUEST for LETTERS of INTEREST  
VICTIM ADVOCACY SERVICES**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Parole Board, requests letters of interest from qualified firms, individuals and organizations to provide victim advocacy services to the Rhode Island Parole Board in accordance with the terms of this solicitation and the state's General Condition of Purchase (available on the Internet at ([www.purchasing.ri.gov](http://www.purchasing.ri.gov))). The State intends to provide one award for this service. The scope of work is described herein.

**INSTRUCTIONS AND NOTIFICATION TO OFFERORS:**

- Potential offerors are advised to review all sections of this solicitation carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- 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considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.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 Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. **EMAILED OR FAXED PROPOSALS WILL NOT BE CONSIDERED.**
- 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 offers will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractors 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, 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).

- Bidders 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, without exception, and will be released for inspection immediately upon request, once an award has been made.

**Background:**

The Rhode Island Parole Board was established pursuant to R.I.G.L 13-8-1 et al. The Board consists of six part-time members and one full-time chairperson appointed by the Governor. The Board's jurisdiction includes all sentenced inmates serving a term in excess of six months incarceration. The Parole Board may, by a majority vote of the members, grant eligible inmates early release into the community. One of the major factors that is considered by the Board in their parole decision-making process is the impact the crime has had on the victim.

Pursuant to R.I.G.L. 12-28-6, the Parole Board shall notify the crime victim prior to considering an inmate for parole. The victim is afforded the opportunity to address the Parole Board in person regarding the impact that the crime has had on them. The Board sets aside four days per month, prior to inmate hearings, to allow victims to address the members of the board.

The Parole Board has been awarded a Victims of Crime Act (VOCA) grant which since 1998, has been utilized to create the Enhanced Victims Services Project. The Rhode Island Parole Board is committed to meeting the needs of crime victims. Through this project, over 2500 crime victims annually are afforded services and victim advocacy.

In the past several years, hundreds of crime victims and/or their family members appeared before the Parole Board. Prior to the establishment of the Enhanced Victim Services Project, they did so with limited knowledge of the parole process and with much apprehension and fear. This project has provided victims with a better understanding of the parole process and has minimized their retraumatization.

In order to implement the Enhanced Victim Services Project, the Rhode Island Parole Board has contracted with a private vendor to obtain a Victim Services Advocate to facilitate the victim hearing process. The VOCA grant for 2007 will provide funding for a victim advocate to serve the Board's needs for approximately seventy hours per month.

**Scope of Service:**

1. Advocacy Services
  - a. The contractor will be present at five Victim Hearings per month on the grounds of the Department of Corrections.
  - b. The contractor will meet with victims prior to or on the day of the Parole

Board hearing to obtain a victim impact statement.

- c. The contractor will provide victims with necessary referrals to other state and/or victim services agencies when needed.
- d. The contractor will act as a liaison between the victim and the Rhode Island Parole Board.
- e. The contractor will notify the victim of the Parole Board hearing dates, Parole Board decision, and if applicable, the release dates of the inmate into the community on parole.
- f. The contractor will assist in facilitating victim-offender mediation, when appropriate.
- g. The contractor will attend at least one Parole Release Forum per month.
- h. The contractor will attend at least one staff meeting at the Parole Board Officer per month.
- i. The contractor will provide assistance in facilitation of national victim related initiatives.
- j. The contractor will attend the Parole Board Annual Public Hearing and Open Meetings to provide victim input to the Board.
- k. The contractor will assist in the creation and implementation of an Advisory Board on Victim Issues for the Parole Board.

2. Training and Consultation Services:

- a. The contractor will provide in-service training to the Parole Board members and staff at least three times per year. This training will include current practices in victim services, as well as updates on new procedures implemented by the board.

**Minimum Qualifications of Contractor:**

1. The contractor must be an established victim service provider in the State of Rhode Island with a substantial amount of experience in the field.

**Pre-Proposal Questions and Proposal Submission**

Questions concerning this solicitation may be emailed to the Division of Purchases, in accordance with the terms & conditions expressed on page one of this solicitation. Please reference the LOI # on all correspondence. 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. For computer technical assistance, call the help line at 401 574-8100.

Interested offerors may submit proposals to provide the services covered by this Request on or before the date & time indicated on page one of this solicitation. For the purpose of this solicitation, the official time clock is in the Division of Purchases Reception Area. Proposals received after this time and date will not be considered.

Responses (**an original plus five (5) copies**) should be mailed or hand-delivered in a sealed envelope, marked **LOI#7449693 - Victim Advocate – Parole Board**, to:

Department of Administration  
Division of Purchases (2nd floor)  
One Capitol Hill  
Providence, RI 02908-5855

The Vendor assumes responsibility for proposals submitted by mail or commercial delivery service. 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. The official time clock is located in the reception area of the Division of Purchases. Faxed proposals will not be considered.

**Responses 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. Resume of individual(s)
3. Listing of similar services undertaken and/or similar clients served; identifying a contact person (Name, Title, Address, Telephone) for each listed client.
4. Statement of rate(s) per hour charged for services, subdivided into daytime/evening and weekend. **Rates are per year, for a maximum term of 5 years. If only a single**

**set of rates are offered, those rates will be valid for the maximum duration of the contract (up to five years).**

*Contract term will be for one year, with option to renew, at the option of the State, for up to four additional years.*

**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”. The electronic copy is non-returnable.

**Evaluation of the responses will be based on evidence of:**

1. Competence to perform the desired services by virtue of the experience of the offeror in providing similar services, and the qualifications and experience of the staff who would be assigned to perform the services . Past performance, as reflected by the evaluation of customers/consumers for whom similar work has been performed, including but not limited to the Courts, other state agencies, and individuals with communication disabilities, with respect to quality of work performed, ability to meet deadlines, and control of costs [60%]; and
2. A cost proposal or fee schedule that supports the services proposed [40%].

The State reserves the right to accept or reject any or all offers, bids, or proposals. The State also reserves the right to make one or more awards as a result of this solicitation, to award on the basis of cost alone, and to act in its best interest.

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.