



**Solicitation Information
11/26/12**

RFP# 7458310

TITLE: Post Secondary Academic / Voc. / Tech. Training for Incarcerated Offenders

Submission Deadline: 1/4/2013 @ 9:30 am (EST)

Questions concerning this solicitation must be received by the Division of Purchases at David.Francis@purchasing.ri.gov no later than **December 12, 2012 @ 12:00 am- Midnight (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference RFP# 7458310 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

David J. Francis
Interdepartmental Project Manager

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 RIVP Generated Bidder Certification Form attached may result in disqualification

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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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 post secondary academic/vocational/technical training programs for offenders at the Adult Correctional Institution 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:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. 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 RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. 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.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and 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.

7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work.
8. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
9. All proposals should include the vendor's FEIN or Social Security number as evidenced by a completed and signed W9, downloadable from the Division's website at www.purchasing.ri.gov.
10. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
11. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
12. 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.
13. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 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 to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
14. In accordance with Title 7, Chapter 1.2 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). This is a requirement only of the successful vendor(s).
15. The vendor should be aware of the State's Minority Business Enterprise Compliance Office (MBECO) requirements, which address the State's goal of ten

percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8670 or visit the website <http://www.mbe.ri.gov/index.php> or contact charles.newton@doa.ri.gov.

16. 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, other anti-discrimination laws and HIPAA. 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: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>

SECTION 2: OVERVIEW AND BACKGROUND

OVERVIEW:

The Rhode Island Department of Corrections (RIDOC) intends to contract with a vendor to provide Post Secondary Academic/Vocational/Technical Training to offenders incarcerated at the Adult Correctional Institutions. The Rhode Island Department of Administration/Division of Purchases, on behalf of the Department of Corrections, is requesting responses from qualified organizations, firm and/or individuals to provide this post-secondary training.

This program shall be consistent with the Department of Corrections vision as a public safety organization and yet be consistent with the Department's philosophy regarding the rehabilitation of offenders. This will be for a one (1) year period beginning 01/01/13 and would be renewable, at the discretion of the State, for up to four (4) additional one (1) year terms. The budgeted amount available for this service is not to exceed \$418,624 per year; however this amount is subject to change on a fiscal year to fiscal year basis. All services will be billed on an agreed upon unit basis. The State reserves the right to award to multiple vendors. This solicitation is issued 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 (RIDOC) provides both jail and prison services to the State of Rhode Island. There are a total of seven correctional institutions for men and women, all of which are located at the John O. Pastore Government Center in Cranston, Rhode Island, with the exception of a single facility that is just off the campus on the other side of Pontiac Avenue. The facilities house an average daily population of approximately 3,300 men and women.

The purpose of the Rhode Island Department of Corrections, as an integral part component of the criminal justice system, contributes to the protection of society by providing appropriate, safe, secure and humane control of offenders, and also by actively encouraging and assisting offenders through rehabilitative services to become productive and law-abiding members of the community. The Department provides a comprehensive correctional program for all adult offenders requiring incarceration or other forms of supervision. The population under departmental jurisdiction includes all pretrial detainees, sentenced inmates and offenders on probation, parole, home confinement, and other forms of transitional and community based custody. Within this context is the Division of Rehabilitative Services. Inmate Educational Services is a subprogram of Rehabilitative Services whose primary function is to offer the broadest range of academic and vocational programs possible so as to be able to meet the varied needs of the entire inmate population through a full day (year round in select facilities), school program, evening classes and summer school program leading to

the attainment of the high school equivalency diploma. Every sentenced inmate in the general population regardless of his/her status and living location can receive basic academic and literacy services upon request. Education Unit programming occurs in every facility within the Adult Correctional Institutions five days a week on a full time basis and on evening and weekends as well. Each facility has dedicated classroom areas, libraries and shop areas in several which are available as scheduling permits.

It has been universally agreed that the best way to prevent or inhibit offender recidivism is through education, meaningful job training, placement and follow-through. The Department recognizes the need for such an approach with the soon to be discharged male and female offender. This approach should produce, upon successful completion, recognizable credential/credits in the respective trade and/or community which will enhance the offender's ability to assume meaningful employment.

SECTION 3: SCOPE OF WORK

The vendor must provide training for inmates in the areas of building trades and maintenance, hazardous materials handling (lead abatement), culinary arts/food handling, computer literacy and legal research training in a modular format so as to accommodate the highly transient nature of a prison population while at the same time providing for an accumulation of credits leading to the equivalent of a college level degree with a recognized credential and/or certification in the relevant trade/occupation. This instruction, to take place in an institutional setting, will prepare program completers to acquire local/nationally recognized certification (where applicable) and/or college level credits and provide placement services for the soon to be discharged program completers.

The contractor shall be responsible for program curriculum, student counseling and advisory services, training aides not to exclude portable "trainers", written student evaluations, preparations for certification exams (provide remedial instruction if necessary), placement services for soon to be discharged program completers, reports and/or recommendations at the conclusion of each training module.

All instructional staff must be certified by a nationally recognized body at their time of employment with verifiable credentials in their respective areas of instruction. In addition, all project staff will be subject to an in-depth criminal background check. The Department of Corrections reserves the right to refuse access to any facility to anyone with a questionable background.

Training/instruction may take place at the men's Intake Service Center, High Security Center, Maximum Security, Medium Security, Minimum Security, and / or the Women's Division at the Adult Correctional Institutions in Cranston. Offerings and schedules will vary by semester, contingent upon needs and resources.

The type of training/instruction required, including but not be limited to, is as follows:

- Computer Literacy (a college level course offered in a modular format).
- Office Skills Training Program
- Academic Classroom offerings, including any type of required remedial instruction, leading to an Associates Degree within a general studies curriculum consistent with regionally recognized certification
- Student Counseling/Advisory services, including but not limited to, recruitment and intake, student assessment and placement, challenge exams, recommendation, referral, outreach to other departments and student tracking
- Culinary Arts Training and Food Handler Certification (consistent with nationally recognized standards)
- Hazardous Materials Handling (lead abatement training and state licensing)
- Commercial Drivers License Preparation Class
- Facility Management Training
- Building Trades and Maintenance (to include basic wiring, plumbing, heating, rough framing, roofing/siding, drywall, interior and exterior finish work)
- Indoor Air Quality
- Basic Writing for Facility Management
- Training in current building codes and relevant technology
- Training Inmate Law Clerks (basic legal research consistent with U.S. Supreme Court rulings and local consent decree settlement)
- OSHA 10 Hour Program
- Introduction to Plumbing
- Plumbing Apprenticeship I
- Electrical Apprenticeship I
- Computer Repair
- Building Math
- Carpentry
- "Green" Building Concepts
- Workplace Safety
- Whole House Envelope Systems
- Solar, Wind, and Water Systems
- Intro to Weatherization
- Boat Building and Composite Technology
- Hand and Power Tool Usage
- Introduction to HVAC
- Sheet Metal Fabrication
- Welding
- Pet Assisted Therapy
- Customer Service Training Program

Each of the aforementioned should specify the maximum number of inmates proposed to be served consistent with site capacity, individual security restrictions, and contain prevailing practices comparable to these program offerings available to the general public.

The DOC recognizes that the labor market and technology changes rapidly and that there may be occasions when a new and innovative program may be suggested or required which will better suit the needs of the working community and its employers. The vendor is expected to remain current in each relevant field and provide up to date training as the field requirements change so as to enable the soon to be discharged offender to be competitive in the job market.

Add / Alternate: Recognizing a changing labor market, the vendor agrees to provide any additional training programs requested for industry / business specific job training purposes at agreed upon fair market value. As an appendage to this proposal, the vendor shall outline a detailed scope of work and cost to carry out the activity.

SECTION 4: TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of the required elements:

1. Staff Qualifications - 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).
2. Capability, Capacity, and Qualifications of the Offeror - Please provide a detailed description of the Vendor's experience, including the following:
 - (a) 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;
 - (b) A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position.
3. Work plan - 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.

4. Approach/Methodology – Define the methodology to be used for the submission of an appropriate academic and vocational program. The proposed services should describe in detail how compliance with the RIDOC’s policies/procedures will be met and how the vendor simultaneously proposes to meet the needs of the inmate population. A description of how the Contractor will determine to offer what services and where they will be delivered should be outlined in detail. The vendor should also outline what procedures will be used to ensure accurate and timely collection of information.

SECTION 5: COST PROPOSAL

Detailed Budget and Budget Narrative:

Provide a proposal for fees charged for the services outlined in this proposal. The fee structure should be based upon an hourly rate for the various services to be provided and the total charged for an annual basis. The vendor is asked to explain the basis and rationale of your fee structure. Alternative fee schedule proposals will be considered; however, you must provide an understandable fee structure and explain the benefits of the alternative approach.

SECTION 6: EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring a minimum of 60 technical points will be evaluated for cost and assigned up to a maximum of 30 points in that category, bringing the potential maximum score to 100 points.

The Department of Corrections reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications -Credentials of Academic Faculty -Credentials of Vocational Faculty	10 Points
Capability, Capacity, and Qualifications of the Offeror -Experience in the provision of academic credit classes -Experience in the provision of vocational certificate classes - Experience in meeting the needs of business and industry	15 Points
Quality of the Work plan -Detail of proposal to develop program leading to AA degree -Detail of proposal to develop program(s) leading to vocational certification	20 Points
Suitability of Approach/Methodology -Proposal demonstrates understanding of facilities and needs. -Has provided services in an institutional setting. -Proposal demonstrates understanding of agency limitations in working with an incarcerated population.	25 Points
Total Possible Technical Points	70Points
Cost (calculated as lowest responsive cost proposal divided by the cost proposal times 30 points) *	30 Points
Total Possible Points	100 Points

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula: (low bid / vendor's bid) multiplied by number of available points.

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for cost and the total points available are thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 \times 30 = 19.5$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal. Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

SECTION 7: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at David.Francis@purchasing.ri.gov no later than the date and time indicated on page one (1) of this solicitation. Please reference RFP# 7458310 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) 574-9709.

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 (5) 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 “**RFP# 7458310 Post Secondary Academic / Voc./Tech. Training for Incarcerated Offenders**” to:

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

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.
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.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom, diskette, or flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

CONCLUDING STATEMENTS

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 proposals, 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.

A performance bond, for the full face value of the project, will be required of the successful vendor, prior to the issuance of a purchase order.

Appendix A: Cost Proposal Summary

COST PROPOSAL SUMMARY

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

Cost Proposal: \$ _____ /Hour <or other appropriate basis>
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Signature of Authorized Agent: _____

Date: _____