



Solicitation Information
February 28, 2013

RFP # 7461289

TITLE: Compliance Monitoring – Juvenile Justice & Delinquency Prevention Act

Submission Deadline: March 28, 2013 at 10:30 AM (ET)

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **March 14, 2013 at Midnight (Eastern)**. Questions should be submitted in a Microsoft Word attachment. Please reference the RFP / LOI number on all correspondence. Questions received, if any, will be answered and posted on the internet as an addendum to the solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Gail Walsh
Chief Buyer

Vendors must register on-line at the State Purchasing Website at www.purchasing.state.ri.us.

NOTE TO VENDORS:

Offers received without the entire completed four-page RIVIP 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 Public Safety Grant Administration Office is soliciting proposals to hire a Compliance Monitor contractor in the state of Rhode Island which will be funded under the Juvenile Delinquency Prevention Formula Grant, as described elsewhere herein, and in accordance with the terms of this Request and the State's General Conditions of Purchase, which is available from the Internet at 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 Office 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 ninety (90) 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.
- 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.
- Also, 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 charles.newton@doa.ri.gov , or 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 Raymond.lambert@hr.ri.gov.

SECTION 2 - BACKGROUND AND PURPOSE

BACKGROUND:

1. The Public Safety Grant Administration Office (PSGAO) is the agency within the Public Safety Department of the State of Rhode Island governmental structure charged with planning, coordination, data collection, statistical analysis and grant administration and distribution for the adult criminal and juvenile justice systems. Through these efforts the RIJC develops comprehensive programming for the purpose of improving the state's overall response to crime issues;

The PSGAO 's primary responsibility is to plan and apply for, receive and administer various federal grants including the Byrne/Justice Assistance Grant; the Juvenile Justice Delinquency Prevention Act Formula Grant; the Victims of Crime Act Victims Assistance Formula Grant; the S.T.O.P. Violence Against Women Act Formula Grant.

2. The Juvenile Justice and Delinquency Prevention Act (JJDP Act), through the 2002 reauthorization, establishes four core protections with which participating States and territories must comply to receive grants under the JJDP Act:

- Deinstitutionalization of status offenders (DSO).
- Separation of juveniles from adults in institutions (separation).
- Removal of juveniles from adult jails and lockups (jail removal).
- Reduction of disproportionate minority contact (DMC), where it exists.

Meeting the core protections is essential to creating a fair, consistent, and effective juvenile justice system that advances the important goals of the JJDP Act. Each participating state must develop and implement a strategy for achieving and maintaining compliance with the four core protections as part of its annual Formula Grants State Plan. A state's level of compliance with each of the four core protections determines eligibility for its continued participation in the grant programs.

3. As part of the strategy for maintaining compliance, each state must provide for an adequate system of monitoring to ensure that the core protections are met. States must visit and collect information from secure facilities to demonstrate compliance with the JJDP Act. On an annual basis, each state submits this information in the form of a Compliance Monitoring Report to the Office of Juvenile Justice and Delinquency Prevention (OJJDP). The report provides compliance data and a detailed description of how the state is meeting the core protections.

Detailed information about the core protections may be found at <http://ojjdp.ncjrs.org/compliance/section1.pdf>.

GENERAL PURPOSE:

The PSGAO seeks contract services to provide compliance monitoring to determine compliance levels at all secure facilities in Rhode Island to assure state compliance with the following three core requirements of the Juvenile Justice and Delinquency Prevention Act of 2002:

- Deinstitutionalization of Status Offenders
- Sight and Sound Separation of Juveniles from Incarcerated Adults
- Removal of Juveniles from Adult Jails and Lockups

SECTION 3 - SCOPE OF WORK

GENERAL DESCRIPTION:

The Specific duties of the Compliance Monitor will be as follows:

- a. Establish a monitoring plan, which includes describing the barriers and strategies in implementing and maintaining a compliance monitoring system; describing the legislative and administrative procedures to respond to violations; describing how the monitoring tasks are accomplished; maintaining monitoring authority; and describing the definition of terms used when monitoring for compliance;
- b. Update the compliance monitoring policies and procedures which describe the tasks listed above;
- c. Establish and annually update the Monitoring Universe by identifying new facilities which might hold juveniles pursuant to public authority and record this information in the Monitoring Universe file;
- d. Annually classify all facilities in the Monitoring Universe and record this information in the Monitoring Universe file;
- e. Conduct on-site monitoring of all secure facilities in the state for compliance with the Juvenile Justice and Delinquency Prevention Act of 2002.
- f. In conjunction with the Public Safety Grant Administration Office, maintain facility files on all facilities that detain juveniles securely;
- g. Conduct on-site monitoring of a sampling of all non-secure facilities to determine if they are in fact non-secure;
- h. Work with the Public Safety Grant Administration Office to enhance the existing data collection system to verify and analyze data on all juveniles detained securely in all facilities in Rhode Island. This may include researching data through secondary sources, i.e., dispatch logs, records management systems,

- courts records;
- i. Compile the annual Office of Juvenile Justice Delinquency and Prevention (OJJDP) Compliance Monitoring Report;
 - j. Advise the State Advisory Group (SAG) on Rhode Island's compliance status and recommend plans for courses of action (if necessary) to achieve compliance;
 - k. Interpret all federal legislation, regulations, and federal registers related to the core requirements of the Juvenile Justice and Delinquency Prevention Act of 2002;
 - l. Urge and persuade facilities officials to fully comply with the core requirements of the Juvenile Justice and Delinquency Prevention Act of 2002;
 - m. Examine and make recommendations regarding Rhode Island's juvenile justice systems as they relate to compliance with the Juvenile Justice and Delinquency Prevention Act of 2002;
 - n. Receive and investigate reports of non-compliant incidents and notify the offending agency in writing of the incident;
 - o. Update compliance monitoring reporting forms;
 - p. Update lists of facilities requiring visits and contact information;
 - q. Review architectural plans for new and remodeled facilities to advise on sight and sound separation;
 - r. Review and advise on police juvenile policies and procedures;
 - s. Resolve non-compliant incidents of the Juvenile Justice and Delinquency Prevention Act by providing training, technical assistance, and instruction. Encourage collaboration between agencies to resolve non-compliant incidents;
 - t. Assist Native American reservations with compliance issues;
 - u. Review and evaluate jail removal proposals, programs and grant applications to provide funding recommendations to the SAG;
 - v. Provide SAG with Title V compliance status prior to application announcement;
 - w. Provide SAG with recommended activities to realize compliance;
 - x. Attend annual OJJDP Compliance Monitoring conference.

DELIVERABLES:

1. Monthly work logs delivered, both electronically and hard copy, to the Director of the Public Safety Grant Administration Office by the 15th of the month for the prior month;
2. Annual Office of Juvenile Justice Delinquency and Prevention (OJJDP) Compliance Monitoring Report;
3. Rhode Island Compliance Monitoring Policies and Procedures Manual;
4. Annual section of the Juvenile Justice Formula Grant pertaining to Compliance Monitoring;
5. Files for each facility in the Monitoring universe.

CONTRACTOR RESPONSIBILITIES:

The contract will be completed in three renewable phases contingent upon availability of grant funds and performance.

- The contractor will be responsible for their own payment of all in state and out-of-state travel expenses. The Public Safety Grant Administration Office will make no travel reimbursements.
- The contractor *is not* responsible for compliance monitoring office supplies. Said files will be maintained in the office of the Public Safety Grant Administration Office and all supplies, i.e., files, paper, etc., will be provided.
- The contractor will have access to office equipment such as the copy machine and fax machine. However, no computer will be provided.
- The Justice Commission shall reimburse the contractor on a quarterly basis.

The successful Vendor shall be solely responsible for meeting all terms and conditions specified in this RFP, their proposal and any resulting contract. Subcontracts must be approved by the state; however, it is the responsibility of the selected vendor to supervise and monitor work performed by the subcontractor.

The Vendor must agree to provide the contract deliverables by the dates established in the final work plan and schedule.

SECTION 4 – PROPOSAL SUBMISSION

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov, no later than the date & time indicated on page one of this solicitation. Please reference the RFP / LOI number on all correspondence.

Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time indicated on page one of this solicitation. Proposals received after this time and date will not be considered.

Proposals must include the following:

- 1) A completed and signed RIVIP bidder certification form, available from the internet at www.purchasing.ri.gov. For computer technical assistance, call the Helpline at 401 222-3766 or Lynda.moore@doit.ri.gov.
- 2) **A sealed and separate** detailed Cost Proposal (original plus three (3) copies) including hourly rates, expenses and the maximum total cost (not to be exceeded in any event for the completion of the contract as proposed). The detailed cost proposal shall separate the cost for document retrieval and litigation support, including, but not limited to, scanning or otherwise storing documents electronically. The detailed cost proposal shall contain an official offer to undertake the contract at the cost quoted, including the dates during which the offer remains valid.
- 3) A separate Technical Proposal (original plus three (3) copies) describing the background, qualification, and experience with and for similar programs, as well as the workplan or approach proposed for this requirement.
- 4) A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov. Please include W-9 with your original proposal only.
- 5) In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposals in electronic format (CDRom)

The submitted Proposal should contain the following sections:

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 offeror's technical approach and ability.

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). Include a detailed listing of relevant experience that the Contractor(s) has had in performing similar projects within the last five years, including the purpose of the project, the project dates, the names of the clients. For those previous projects that are most relevant to this RFP, please provide the name and phone number of a contact person who can provide recommendation(s).

Workplan/Approach Proposed

This section shall describe the offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a workplan 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 workplan description shall include a detailed proposed project schedule (by task and subtask), 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.

Previous Experience and Background

This section shall include the following information:

- A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects,
- A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position, and
- The offeror's status, if any, as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Economic Development, and/or a subcontracting plan which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further assistance, call the MBE Administrator Charles Newton at 401 574-8253.

Additional Information and Assurances

Written assurances that the Contractor(s) will provide a final report to the Director of Public Safety Grant Administration Office no later than the earlier of (1) 45 calendar days from the date on which a contract is fully executed by all parties or (2) the sixty (60) days following the initiation of the review of the proposed transaction by PSGAO.

Written agreement/assurance that the Contractor(s) will cooperate/coordinate with other agencies, contractors, or entities as directed by Public Safety Grant Administration Office.

Written agreement/assurances that all work products shall revert to and become the sole property of RIJC upon payment of contractually agreed-to amounts.

Proposals (Original plus three (3) hard copies and two (2) CD-ROMS with the proposal in MS Word format) should be mailed or hand-delivered in a sealed envelope marked "RFP # 7461289 Compliance Monitoring - Juvenile Justice & Delinquency Prevention Act" to:

DEPARTMENT OF ADMINISTRATION
DIVISION OF PURCHASES, 2nd fl
ONE CAPITOL HILL
PROVIDENCE, RI 02908

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. Proposals faxed or emailed to the Division of Purchases will not be considered.

SECTION 5 - EVALUATION AND SELECTION

The State will commission a Technical Review Sub-Committee, which will evaluate and score all proposals, using the following criteria:

Staff Qualifications	15	points
Capability, Capacity, and Qualifications of the Offeror	15	points
Quality of the Workplan	20	points
Suitability of Approach/Methodology	30	points
Cost	20	points

[calculated as (lowest responsive cost proposal ÷ this cost proposal) x 20 points]

Proposals must receive 55 out of 80 technical points to warrant further consideration.

Proposals scoring less than 55 technical points will not have their accompanying cost proposals opened for evaluation.

Notwithstanding the above, the State reserves the right to award on the basis of cost alone, to accept or reject any or all options, bids, proposals, and to act 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.

The Technical Review Sub-Committee will present written findings, including the results of all evaluations, to the State Purchasing Agent, or his designee, who will make the final selection for this requirement.

CONTRACT AWARD:

The Public Safety Grant Administration Office has allocated approximately **\$90,000** for award and will consider all proposals received in response to this RFP. Criteria used to determine the successful bidder may include but not be limited to reasonableness of cost, as well as innovative methodological approaches, and implementation strategies.

Prior to the execution of a signed contract, the final budget for each deliverable may be subject to negotiation in order to proceed with the project. The RIJC reserves the right to approve or reject proposed components of each deliverable.

END