



**Solicitation Information
September 20, 2013**

RFP# 7513370

TITLE: ARRA - Developmental Screening and Evidence Based Intervention in Health Setting

Submission Deadline: October 18, 2013 at 11:00 AM (ET)

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **October 4, 2013 at 5:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the 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

**Gail Walsh
Chief Buyer**

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed four-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION I: INTRODUCTION

The Rhode Island Department of Administration, Division of Purchases, on behalf of the Rhode Island Department of Health (HEALTH) is soliciting proposals from qualified responders to provide fiscal and coordination services for Supporting Developmental Screening, Quality Improvement, and Evidence-based Programs in Health Settings Project, in accordance with the terms of this solicitation and the State's General Conditions of Purchase (available at www.purchasing.ri.gov). The contract period will begin approximately November 1, 2013 and end December 31, 2014. HEALTH reserves the right to renew awards on an annual basis for an additional 12-month period depending on successful performance and availability of funding.

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 letters of interest.

Instructions and Notifications to Offerors:

1. 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 letter of interest.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, letters which depart from or materially alter the terms, requirements, or scope of work defined by this LOI will be rejected as being nonresponsive.
3. All costs associated with developing or submitting a letter in response to this LOI, or to provide oral or written clarification of its content, shall be borne by the offeror. 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. The "Official" time clock is in the reception area of the Division of Purchases.
7. All letters should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
8. 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.
9. 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 LOI.

10. 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 via email raymond.lambert@hr.ri.gov.
11. 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).*
12. 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. Visit the website <http://www.mbe.ri.gov>
13. 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.
14. ARRA SUPPLEMENTAL TERMS AND CONDITIONS For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions for Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

SECTION 2: BACKGROUND

Standardized developmental screening is an important part of the well child care of all children. It is recommended as best practice by the American Academy of Pediatrics: Bright Futures Guidelines for children. It is a required component of the Early Periodic Screening, Diagnosis, and Treatment (EPSDT) schedule guidelines for Rhode Island that children receive standardized developmental screening at 9 months, 18 months, and 30 months during their well child visits. This screening must be completed using a standardized screening tool.

The practice of using standardized tools to conduct developmental screening at particular points in a child’s life results in early identification of issues that can then be addressed to ensure optimal developmental outcomes. Issues identified through such screening include developmental, cognitive, speech, and language delays, social-emotional health issues such as self-regulation, behavioral issues, and parenting challenges.

The Rhode Island Department of Health (HEALTH) and the Rhode Island Department of Education (RIDE) are working together to support primary care providers to conduct developmental screening using standardized tools and follow up to this screening. This work includes providing support to primary care providers to implement systems and/or to improve the rates of standardized developmental screening in order to identify the needs of the patients and their families in care. Primary care providers will also be supported to provide resources to meet the needs of their patients as identified through screening.

This contract will assist the state in providing resources to primary care providers to implement electronic systems of developmental screening using standardized tools. It will also assist the state in awarding funding to primary care practices to: 1) Determine their baseline rate of screening and set a goal for improving this rate if needed and 2) Address the identified needs of their patient populations by allowing primary care providers to apply for funding for evidence based interventions which would meet the needs of their patient population.

Applications will be evaluated on a competitive basis. The Technical Proposal Review Criteria indicate the standards and factors that will be more heavily weighted in the review process.

ALL AWARDS ARE SUBJECT TO THE AVAILABILITY OF FUNDS.

SECTION 3: SCOPE OF WORK

General Scope of Work

The organization which is awarded this contract will efficiently and effectively manage the resources necessary to achieve these assignments. The organization will work with a vendor that supports the implementation of electronic screening and will provide financial support and technical assistance to primary care practices to engage in a Continuous Quality Improvement (CQI) process to increase their rates of developmental screening. This organization will be responsible for, with the assistance of HEALTH and RIDE, developing a grant application, awarding the funds, and monitoring the recipients of the grant funding. These grants will be awarded to primary care providers to provide evidence-based interventions, either on-site or through linkages, that support early literacy, healthy social-emotional development and/or positive family engagement in children's development and learning. The selected vendor will work collaboratively with HEALTH and RIDE staff to manage the federal resources to ensure completion of the tasks and deliverables.

Specific Activities/Tasks

- Hire a part time (approximately 6 hours/week) physician consultant who will act as an expert to the project as well as the liaison to the physician community. This consultant will act as a champion of the work: highlighting the importance of standardized screening and quality improvement and working with the primary care community to assess the impact of implementing screening.
- Hire a contract manager (approximately 30 hours/week) who will do the following, with the assistance of HEALTH and RIDE:
 - Oversee the grant application, review, and award process
 - Oversee payment and reimbursement process for performance improvement
- The vendor, with the assistance of HEALTH, RIDE, and the physician consultant will assist with both Standardized Developmental Screening, quality improvement, and evidence-based practice grants:

Standardized developmental screening and quality improvement

- Recruit providers to implement electronic, standardized developmental screening and/or participate in the Quality Improvement Activity to increase their rates of developmental screening.
- Establish a mechanism to provide funding and oversee payment and reimbursement process for performance improvement.
- Provide funding, through HEALTH funds, to purchase and implement electronic, standardized developmental screening in primary care provider settings (e.g., purchase software and hardware). (We anticipate supporting approximately 117 primary care providers per year to adopt electronic screening systems).

Evidence-based practice grants

- Create and disseminate directory of evidence based practices that support primary care providers to address the needs of patients and their families in their care that have been identified through standardized screenings.

- Support providers to apply for funding to support the implementation of evidence-based practices with their patients.
- Award and monitor grants to support the implementation of evidence based practices in/through primary care settings. See Appendix B for examples.
- Provide quarterly fiscal reports to HEALTH for each project documenting hours, services purchased, and other information as necessary.

Deliverables

Task #	Deliverable	Deadline
1	Directory of evidence based practices	3 months post award
2	Identify and hire a consultant who will act as an expert to the project as well as the liaison to the physician community	3 months post award
3	Identify and hire a contract manager	3 months post award
4	Provide funding to implement electronic systems for standardized developmental screening in primary care settings	6 months post award ongoing through remainder of contract
5	Provide funding to practices to determine baseline rates of screening, monitor rates of screening, and engage in activities to improve screening rates if needed (Continuous Quality Improvement)	6 months post award ongoing through remainder of contract
6	Award and monitor grants to support the implementation of evidence based practices through primary care settings	6 months post award ongoing through remainder of contract
7	Quarterly fiscal reports to RIDE for each project documenting hours, services purchased, and other information as necessary	Immediately upon execution of contract and ongoing through remainder of contract.

SECTION 4: TECHNICAL PROPOSAL

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

Staff Qualifications – Provide staff resumes/CVs of any staff that are currently employed that will be working on the project. Briefly describe qualifications and experience of key staff, including proposed sub-contractors, who will be involved in this project, including their experience working on similar projects.

Capability, Capacity, and Qualifications of the Offeror - Please provide a detailed description of the Vendor’s experience working with primary care, specifically pediatric providers. Describe the vendor’s understanding of the importance of developmental screening, quality improvement, and response to developmental screening.

Work plan - Please describe in detail, the framework within which tasks 1 through 7 in the scope of work will be performed.

SECTION 5: COST PROPOSAL

Cost Proposal/Terms of Payment

The contractor must prepare a cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services using the Cost Proposal Forms and suggested budget template contained in **Appendix A**. Proposals should allocate at least 60% of the total grant to supporting evidence based practices. Approximately 11% of the total grant should be used to support the consultant and contract manager and 10% to provide funds to purchase hardware and software for electronic screening.

The total cost of the state contract for Rhode Island Supporting Evidence-based Programs in Health Settings Project is not to exceed **\$1,096,457 for the first 16 months; and \$822,343 in the following subsequent 12 month period**. The total for administrative costs may not exceed 10% of the total grant and applicants are encouraged to submit proposals which reflect competitive administrative rates.

Terms of the Contract:

1. The contract will begin approximately November 1, 2013 and end December 30, 2014 with the option to renew for 12 months based on vendor performance and funds availability.
2. The total cost of the contract is not to exceed \$1,918,800.
3. The contractor will be responsible for all expenses related to overhead, supplies, postage, client invoices and other related forms and/or correspondence, equipment, research, data collection, travel and other costs necessary to complete the scope of work.
4. To ensure compliance, the Department of Health shall regularly monitor the activities under this contract. The contractor must provide access to any and all materials relevant to the evaluation and monitoring of the activities and requirements described herein.
5. The contractor will be responsible for supervision, performance and adherence to contractual language of all of its subcontractors.
6. The State will retain total discretion of all administrative decisions regarding the management and billing of and/or receipt of payments for services rendered.
7. **The contractor must have sufficient liability insurance coverage and/or be bonded.**
8. Cancellation Clause: With a thirty (30) day notice HEALTH may cancel the contract for cause.
9. HEALTH reserves the right to renew awards on an annual basis for an additional 12-month period depending on successful performance and availability of funding.

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

The Department of Health 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).

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.

Proposal Submission

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date & time listed on the cover sheet of this solicitation. **Send your questions in Microsoft Word format.** Please reference the RFP # on all correspondence. Questions received, if any, will be posted and answered 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 401-222-3766 or lynda.moore@doit.ri.gov.

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 letters of interest 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.

Proposals (an original plus 4 copies) should include the following:

1. A completed and signed RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
2. A **separate sealed** Cost Proposal as described above.
3. A *separate* Technical Proposal (see below) describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan 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 with original proposal only.**

Deliver to: Department of Administration
Office of Purchases
One Capitol Hill
Providence, Rhode Island 02908

Contractor assumes all responsibilities for proposals submitted by mail or commercial delivery service. 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. Faxed responses will not be considered.

Technical Proposal Required Elements

Assemble your technical proposal as outlined below. The technical proposal may be no longer than 15 single-spaced pages. Margins must be at least 1 inch on all sides.

- **Contractor understanding of the issues** **20 points**
Each item below is worth 5 points for a maximum of 20 points
 - Applicant discusses experience with developmental screening
 - Applicant discusses experience with the primary care system
 - Applicant discusses experience with continuous quality improvement

- Applicant demonstrates understanding of importance of evidence-based practice
- **Work Plan** **20 points**
Each item below is worth 10 points for a maximum of 20 points
 - Applicant proposes a realistic, achievable timeline
 - Applicant addresses all of the tasks in the deliverables
- **Capacity of the Agency to Effectively Administer Project** **10 points**
- **Quality of Key Personnel (including Curriculum vitae)** **10 points**
- **Proven Experience with Fiscal Management** **10 points**
- **Cost Proposal** **30 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:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

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

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

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.

Responses 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 responses submitted and to waive any informalities in any vendor's submission.

APPENDIX A

BUDGET Sample

This is a sample budget that the applicant may use to inform their application and develop a the Letter of Interest.

Expense Category	
	16 months
1. Salary and Fringe Benefits estimated at 30 hours per week	Not to exceed \$75,291
2. Consultant	Not to exceed \$41,040
3. In-State Travel	Not to exceed \$250
4. Office Expense	Not to exceed \$250
5. Electronic screening vendor and equipment	Not to exceed \$85,886
6. CQI	Fixed at \$120,857
7. Evidence based practices	Fixed at \$662,857
8. Admin	Not to exceed \$110,025
9. Other	
11.	
Subtotal	\$1,096,456
Indirect Cost capped at 10%	
TOTAL	

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by HEALTH; provided, however, that the Contractor shall notify and obtain the approval of the contract officer, in writing, if expenditures to be claimed for reimbursement in any line item above shall begin to vary significantly from the estimate given above; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by HEALTH under this Agreement if

such expenditure shall have been incurred in a line item category not listed above. Transfer of funds is permitted between Expense Categories (1) (2) and (3) up to 10% or \$25,000, whichever is less; all other transfers require prior written approval by the Department of HEALTH.

BUDGET DETAIL SHEET
 FISCAL YEAR _____

SALARY AND FRINGE BENEFIT DETAIL

NAME	POSITION TITLE	HOURLY RATE \$	# OF HOURS	TOTAL SALARY \$	FRINGE BENEFITS \$	HOURLY RATE WITH FRINGE BENEFITS \$	SALARY & FRINGE TOTAL \$
TOTAL REQUEST							

DETAIL OF CONSULTANT

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL COST \$
TOTAL REQUEST				

EXPLANATION OF OTHER EXPENSES (i.e. travel, printing, office supplies, educational materials, and equipment)

EXPENSE CATEGORY	DESCRIPTION	COST

Appendix B
Evidence Based Practices

Primary Care Practice Based Interventions

- On site mental health consultation
- Reach Out and Read
- Family Check Up Home visiting
- Healthy Steps

Community based Parent Education:

- Incredible Years Parent Education
- Video Intervention to promote Positive Parenting (VIIPP)
- The Triple-P Positive Parenting Program