



REQUEST FOR PROPOSAL (RFP) – BID# 7545368

CLINICAL SUPERVISION - DEPARTMENT OF CORRECTIONS PEER SUPPORT UNIT

SUBMISSION DEADLINE: Tuesday, January 14, 2014 at 11:00 AM (ET)

PRE-BID CONFERENCE: **NO**
 YES _____

Mandatory: **NO**
 YES: Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor’s failure to attend and register at the pre-bid conference shall result in disqualification of the vendor’s bid proposal as non-responsive to the solicitation.

Buyer Name: **GAIL WALSH**
Title: **CHIEF BUYER**

QUESTIONS concerning this solicitation must be received by the Division of Purchases at (gail.walsh@purchasing.ri.gov) no later than (Tuesday, December 31, 2013, 5:00 PM (ET)). Questions should be submitted in a *Microsoft Word attachment*. Please reference the bid number (Bid #7545368) on all correspondence. Questions received, if any, will be posted on the Rhode Island Division of Purchases website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: **NO**

BOND REQUIRED: **NO**

DISK BASED BID: **NO**

NOTE TO VENDORS:
Vendors must register on-line at the Rhode Island Division of Purchases website at www.purchasing.ri.gov. Offers received without the completed four-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

THIS 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 training and clinical supervision of the Department's Peer Support Unit, and to provide counseling to employees family members, contractors, vendors of the Department who have been impacted by stress, in accordance with the terms of this Request for Proposals (RFP) and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by 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 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 of State Purchases.
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. Joint venture and cooperative proposals will not be considered.

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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.

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W-9, downloadable from the Division's website at www.purchasing.ri.gov. **Please include with original proposal only.**
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. 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.
11. 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.
12. 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 or Raymond.lambert@hr.ri.gov.
13. 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).*
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) 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) 574-8253 or visit the website www.mbe.ri.gov or contact charles.newton@doa.ri.gov.
15. It is the responsibility of the vendor to ensure that all subcontractors meet all Federal and State laws and regulations including Health Insurance Portability & Accountability Act (HIPAA) requirements and that the appropriate business agreements are in place.
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 (EEO), Limited English Proficiency (LEP), and other anti-discrimination laws. The successful offeror may also be

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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 RI Department of Corrections, Office of Financial Resources (phone: 401-462-2555 or by visiting the U.S. Department of Justice, Office of Justice Programs, Civil Rights website at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>)

SECTION 2 -- BACKGROUND AND PURPOSE

BACKGROUND:

The Department of Corrections is soliciting proposals from qualified firms, individuals and organizations to provide training and clinical supervision of the Department's Peer Support Unit, and to provide counseling to employees of the Department who have been negatively impacted by stress. The contract involves both routine and emergency services, the latter requiring 24x7 availability. The contract term will be for 2 years with the option to renew, at the discretion of the State, for up to 3 additional years. The State intends to provide one award for this service.

The Rhode Island Department of Corrections (RIDOC) is a centralized, comprehensive correctional system for all adult offenders. The Department's jurisdiction includes all pretrial detainees, sentenced inmates, and offenders placed on probation, parole, or home confinement. The Department has a staff of approximately 1,400 including approximately 900 correctional officers serving within the institutional facilities.

The nature of corrections is such that stress is a constant reality, especially for employees who work on a day-to-day basis with its clientele. Unlike any other justice agency, one hundred percent of Corrections' customers are, by the nature of the relationship, hostile clients. A correctional officer must make decisions on a moment-to-moment basis that can affect the well being of inmates and fellow staff persons. Correctional officers may also be required to take action physically harmful to others, as well as use deadly force, and constantly face the risk of personal physical harm.

In order to address this high stress environment, the Department has created a Peer Support Unit, which is comprised of Departmental personnel (volunteers).

- A group of approximately 17 uniformed and civilian (volunteer) employees are trained to serve as peer supporters for employees under stress. They provide support to employees that experience chronic stress, and help respond to officers after a critical incident. The unit is managed by a coordinator(s), appointed by the DOC from among the peer supporters. The coordinator(s) spend(s) about half-time managing the unit's day-to-day operations and recruits new peer supporters.
- A clinical supervisor who provides professional evaluation and counseling services, along with referrals to other sources of stress management help, including hospitalization. The clinical supervisor also provides critical incident response services, and trains the peer supporters.

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In fiscal year 2013, the clinical supervisor logged the following hours:

Total:	460.25
Average:	38.35
Peak Month:	42
Low Month:	31

Specific Requirements:

The contractor must be a clinical mental health professional with RI State Licensure at the Independent Level. The contractor must have current Clinical Provider status with third party payers currently contracted with the State. The Contractor must carry clinical malpractice insurance at the \$1 million - \$3 million aggregate level. Evidence of such insurance will be required prior to the execution of the contract.

SECTION 3 -- SCOPE OF WORK

SPECIFIC REQUIREMENTS:

General Scope of Work:

1. Clinical Services
 - a. Emergency Services: The contractor will be on-call 24 hours per day, 7 days per week to respond to emergencies involving department personnel both on and off grounds.
 - b. Routine Services: This includes
 - i. An initial visit by appointment either at DOC facilities or at contractor's office;
 - ii. Continuation of counseling on a voluntary basis by the client (on a sliding scale fee and/or as provided for in the employee's third party insurer);
 - iii. Referral to appropriate in-patient or out-patient services, in collaboration with the Stress Unit Coordinator and Department's Office of Human Resources.
 - c. The contractor will serve as a member of the Department of Corrections' Crisis Intervention Team (CIT) as required.
 - d. The contractor will serve as the Department of Corrections' Dispute Resolution Facilitator as required by the Office of Human Resources.
2. Training and Consultation Services:
 - a. Training and certification of at least six new peer supporters each year.
 - b. Provision of up to three orientation sessions for Department supervisors, union stewards and line personnel per year.
 - c. Consultation to labor and management on program guidelines and policies relating to voluntary and mandatory referrals;
 - d. Direct liaison with Stress Unit Coordinator as needed.
3. Other Requirements
 - a. The clinical supervisor will carry and respond to a Department-issued pager.
 - b. The clinical supervisor must provide a plan for alternate coverage for emergency response during periods in which s/he is unavailable for response.

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Specific Activities / Tasks:

Contractor Responsibilities: Contractor is solely responsible for maintaining professional certifications/qualification and for any cost or time associated with training, conferences or participation in professional association(s) necessary in order to fulfill contractual obligations; and for the cost of associated clerical/support services, equipment and facilities.

Security Requirement: Employees of contractors who must gain entrance into correctional facilities are subject to police record checks; the Department of Corrections retains the right to refuse entrance to contractor employees with felony convictions. Access to correctional facilities also requires adherence to rigid security rules as far as property search, contact with inmates, etc.

SECTION 4 -- TECHNICAL PROPOSAL

Narrative & 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 –The contractor must have substantial clinical experience in the provision of comprehensive stress/employee assistance program (EAP) services to a criminal justice agency. Substantial experience in provision of services to a correctional staff population is preferred, given the uniqueness of setting and stressors.
 - 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 – In this section, the Contractor shall outline the Contractor’s understanding of the State’s requirement, including the result(s) intended and desired, and a work plan for accomplishing the results proposed. 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.

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SECTION 5 -- COST PROPOSAL

Offeror: _____
Address: _____ _____
Taxpayer ID#: _____
Authorized Agent: _____
Title: _____
Tele. & Fax: _____
Email: _____

Cost Proposal:
\$ _____/Hour

SECTION 6 -- EVALUATION AND SELECTION

Proposals will be reviewed and scored 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 more 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).

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

Criteria	Possible Points
Staff Qualifications	35 Points
Capability, Capacity, and Qualifications of the Offeror	35 Points
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times XX points]	30 Points
Total Possible Points	100 Points

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.

SECTION 7 -- 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 and time indicated on page one of this solicitation. Please reference **RFP #7545368** 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) 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 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 (1) plus four (4) copies}** should be mailed or hand-delivered in a sealed envelope marked "**RFP#7545368**" to:

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

NOTE: Proposals received after the previously 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.

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RESPONSE CONTENTS

Responses should include the following:

1. A completed and signed four-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 **Please include with original proposal only.**
3. A ***letter of transmittal*** signed by the owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the State.
4. 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. The Technical Proposal is limited to six (6) pages (this excludes any appendices). As appropriate, resumes of key staff who will provide services covered by this request.
5. 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.
6. 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.