



REQUEST FOR PROPOSAL (RFP) – BID# 7548409

VICTIM ASSISTANCE PROGRAM - RHODE ISLAND STATE POLICE

SUBMISSION DEADLINE: Friday, February 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 (Friday, January 31, 2014, 5:00 PM (ET)). Questions should be submitted in a *Microsoft Word attachment*. Please reference the bid number (Bid #7548409) 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

INTRODUCTION:

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island State Police, is soliciting proposals from qualified firms, individuals and organizations to provide a Victims Assistance Program, as described elsewhere herein, in accordance with the terms of this solicitation and the state's General Conditions of Purchase available at www.purchasing.ri.gov

This is a Request for Proposals; responses will be evaluated on the basis of the relative merits of the proposals. There will be no public opening and reading of the responses received by the Office 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 instruction 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 Request will be rejected as being non-responsive.
3. 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.
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 of 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. 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 Purchases. **Faxed or e-mailed proposals will not be considered.**
7. 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 work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal and the subcontractor(s) to be used is identified in the proposal.

8. All proposals must include the offeror's FEIN or Social Security number as evidenced by a W-9, downloadable from the Division of Purchases website at www.purchasing.ri.gov.
Please include with original proposal only.
9. The purchase of services under an award made pursuant to this Request will be contingent on the availability of funds.
10. Offerors are advised that all materials submitted to the State for consideration in response to this Request for Proposals will be considered to be Public Records as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request once an award has been made.
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 (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 to all areas where the State dollar is 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 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the successful Contractor.*
14. The offeror should be aware of the State's 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

REQUEST FOR PROPOSALS

RHODE ISLAND STATE POLICE VICTIMS ASSISTANCE PROGRAM

BACKGROUND:

The Rhode Island State Police Victims Assistance Program furthers the Division's efforts to fully assist victims when called to respond to crime statewide. The Rhode Island State Police is the state agency responsible for statewide law enforcement and regulation. Members of the agency are first responders to many different types of crimes, and therefore interact with victims on a regular basis. The victims the agency assists are people from many different racial, ethnic, and socio-economic backgrounds. It is of the utmost importance to the agency that victims are provided with the dignity, respect, and sensitivity to which they are entitled. One of the key elements of this program is to provide a victims advocate who will focus solely on the well-being of the victim and begin the process for the necessary and most-appropriate follow-up and assistance.

Pursuant to R.I.G.L. 12-28-3, the Rhode Island State Police shall: notify victims no less frequently than every three months of the status of the investigation of the crime against them until the perpetrator is apprehended or the investigation is closed; notify victims of the arraignment of the alleged perpetrator, and informed of their release on bail or personal recognizance; provide victims with protection from harm and threats of harm arising out of their cooperation with the agency, and provide information as to the means of protection available; inform victims of financial assistance and other social services available to them, and the manner in which to apply for them; and give notice to the victim when the release of the perpetrator is ordered prior to final conviction. The victims advocate will work with the members of the Rhode Island State Police to provide these services to the victims and will coordinate in-service training sessions for the Rhode Island State Police to provide members with further training on the most effective and appropriate ways to assist victims when responding to crime.

The Rhode Island State Police has been awarded a Victims of Crime Act (VOCA) grant to fund this program. The agency will contract with a private vendor to obtain a Victims Services Provider to assist victims and the agency in the ways described. The 2013 VOCA grant will provide funding for a victims advocate to serve the agency's needs for approximately fifty-one (51) hours per month for twelve (12) months, with the possibility of renewing the contract annually for subsequent year-long, or twelve (12) months, contracts.

SCOPE OF SERVICE:

1. Advocacy Services:
 - a. The contractor will be available on an on-call basis for emergencies that require immediate victim assistance at the scene.
 - b. The contractor will provide notifications to family members in cases when the victim is deceased as result of the crime committed, when it is the responsibility of the Rhode Island State Police.
 - c. The contractor will make contact with a victim or the family of a victim within twenty-four hours of the crime being reported if they were not requested at the scene.
 - d. The contractor will provide victims with necessary referrals to other state and/or victims services agencies.
 - e. The contractor will notify victims of the availability of compensation, assist them with application forms and procedures, obtain necessary documentation, and/or check claim status for victims.
 - f. The contractor will work between the Rhode Island State Police Headquarters and Barracks, totaling six (6), to work directly with the agency members who respond to and investigate crimes in order to gather necessary information to be communicated to victims about their individual cases.
 - g. The contractor will contact victims, as required, to inform them of the status of their cases during the period that the Rhode Island State Police conducts their investigations and/or arrests.

2. Training and Consultation Services:
 - a. The contractor will coordinate mandatory in-service training sessions at the Rhode Island State Police Training Academy for members of the Patrol and Detectives Divisions of the agency to further equip them with appropriate and effective ways with which to assist victims:
 - (i.) Schedule the in-service training sessions with the Academy.
 - (ii.) Order and/or create necessary materials for the training sessions.
 - (iii.) Invite and schedule other professionals in victim advocacy to present to agency members at training sessions.
 - (iv.) Verify completion of in-service training by members of the agency.

MINIMUM QUALIFICATIONS OF CONTRACTOR:

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

PROPOSAL SUBMISSION:

Questions concerning this solicitation may be emailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **January 31, 2014 at 5:00 pm (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP number 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. For computer technical assistance, call the Help Desk at (401) 222-3766 or lynda.moore@purchasing.ri.gov.

Interested offerors may submit proposals to provide the services covered by this Request on or before **February 14, 2014 at 11:00 am (ET)**. Proposals received after this time and date will not be considered.

Responses (**an original plus 3 copies**) should be mailed or hand-delivered in a sealed envelope marked **“RFP #7548409: Victims Assistance Program to:**

RHODE ISLAND DEPARTMENT 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 which are otherwise not presented in 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 located in the reception area of the Division of Purchases.

Proposals should include the following:

- A signed and completed four-page RIVIP Bidder Certification Form with a letter of transmittal signed by an owner, officer or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request. The signature of the official with legal authority to bind an organization into a contractual agreement should also be included. This form is downloadable at www.purchasing.ri.gov
- Resume of individual(s).
- Listing of similar services undertaken and/or similar clients served; identifying a contact person (Name, Title, Address, Telephone, E-Mail Address) for each listed client.
- Statement of rate(s) per hour charged for services, subdivided into daytime/evening and weekend. Please provide rates for two years in the event that federal funding becomes available to renew the contract. If only a single set of rates is offered, those rates will be valid for the 2nd year of the contract.

CONTRACT TERM:

Services shall commence upon award and continue for a period of twelve (12) months. The contract shall include the possibility of subsequent annual renewals contingent upon satisfactory contractor performance and the availability of federal funds.

EVALUATION AND AWARD:

The State will commission a Technical Review Subcommittee to evaluate and score all proposals that are complete and minimally responsive using the criteria described below.

EVALUATION CRITERIA

Responses will be evaluated using the following criteria:

1. Competence to perform the desired services by virtue of the experience of the offeror in providing similar services, and the qualifications and experience of the staff who would be assigned to perform the services. Past performance, as reflected by the evaluation of customers/consumers for whom similar work has been performed, with respect to quality of work performed, ability to meet deadlines, and control of costs (60%); and
2. A cost proposal or fee schedule that supports the services proposed (40%).

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.