



REQUEST FOR PROPOSAL (RFP) – BID# 7548431

REINTEGRATION PROGRAM FOR VIOLENT OFFENDERS

SUBMISSION DEADLINE: Wednesday, February 26, 2014 at 11:30 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, February 11, 2014, 5:00 PM (ET)**). Questions should be submitted in a *Microsoft Word attachment*. Please reference the bid number (Bid #7548431) 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 reintegration programs for violent offenders at the High Security Center, 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. This proposal is for a one-year contract, renewable annually for an additional 4 years. A single vendor will be selected.

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. 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.

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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 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

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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 -- SCOPE OF WORK

REQUIREMENTS:

General Scope of Work: The current vendor has a proprietary model of treatment that has provided two levels of programming. One program assists individuals who are doing long-term segregation at the High Security Center with the goal of improving their behavior to a level allowing reintegration into the general population (Category B) status at the HSC. The program has focused on the need for respect, responsibility, and for adaptive cognitive skills. The second program is directed towards inmates who have achieved B-status, or general population at the HSC. The curriculum utilizes a cognitive behavioral approach to help inmates identify and address their criminal thinking processes and teaches them how to develop more pro-social attitudes and skills.

Specific Activities / Tasks: The vendor will provide an intensive reintegration program for violent offenders at the High Security Center (HSC), so that they can return to general population in lower facilities. The contractor will develop and implement an intensive reintegration program which will include at a minimum, but is not limited to:

- 1.) A general educational program about the intensive reintegration program, open to all inmates at the HSC.
- 2.) The program will have fixed cycles with respect to enrollment. The program will recruit, screen, and assess individuals who are self-referrals, are referred by facility administration, or are referred by a HSC program board. Participation will be voluntary. The program will provide available slots in intensive programming for at least 3 inmates in discipline status (maximum of 5) and a minimum 5 in B-status, (a maximum of 8 slots) available at any one time. The maximum case load would be 13.
- 3.) Appropriate vendor staff will participate in scheduled meetings to determine if screened individuals are appropriate for placement in programming. The screening committee will consist of program and correctional staff. Individuals not accepted will be given written reasons for non-acceptance by the contractor. These written reasons will be reviewed by designated RIDOC personnel prior to being forwarded to the screened individual.
- 4.) A discharge plan will be developed for each program participant with input from RIDOC staff and the inmate. The plan will involve suggestions regarding re-classification and strategies for successful reintegration to a lower security level. The contract staff will develop a follow-up plan with the offender that emphasizes long-term application of learned skills.
- 5.) The vendor will provide an individualized performance contract with each inmate found eligible for participation. The program curriculum will include opportunities for individualized and group-based study.

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Deliverables: The vendor shall provide the following reports:

- 1.) Statistical reports quarterly in a form agreeable to the RIDOC and the contractor.
- 2.) Quarterly narrative reports on the status of the contract, including major accomplishments and any obstacles encountered.
- 3.) The vendor agrees to keep and maintain a record of time spent in performing the services required and to present such records to the contract manager. A monthly summary of weekly timesheets of staff involved in the project will be submitted to the RIDOC Clinical Director of Behavioral Health with the monthly bill.
- 4.) All offender records are subject to the confidentiality guidelines provided by the Health Insurance Portability and Accountability Act of 1996, Pub. L. 104-191 (HIPAA). Individual client files will be the property of the vendor, but the vendor will share inmate information with the RIDOC when requested and with respect to the confidentiality policies of the vendor and the RIDOC. These files are subject to clinical review by designated RIDOC personnel.
- 5.) Other reports associated with the scope of work will be submitted to the contract manager, or as otherwise directed by the contract manager, including information for Individualized Program Plans (IPP).

RIDOC Responsibilities:

- 1) The RIDOC will provide office space, computer access, and office supplies.
- 2) The Deputy Warden of the HSC will coordinate with the vendor staff in order to provide general supervision of the programs. Monthly Contractor Services Reports will be submitted to the Clinical Director of Behavioral Health and the Deputy Warden of the HSC, or designee, for inclusion into the departmental reporting requirements
- 3) Staffing will be with at least one, (1) FTE position and/or (1) PTE position. The staff will work a minimum of 50 hours per week (total) on-site. The staff on-site hours will include time for assessment of candidates, group time, individual sessions and two (2) hours a month for supervisory meetings with the Clinical Director of Behavioral Health and/or the Deputy Warden.

Contractor Responsibilities: In addition to the programmatic requirements described, the vendor will be required to adhere to the following assurances and contractual requirements:

- 1) **Security Requirement:** The vendor staff must complete required RIDOC security training and adhere to DOC policies and procedures. Employees of the vendor who must gain entrance into correctional facilities are subject to police record checks. The RIDOC retains the right to refuse entrance to vendor employees with felony convictions. Access to correctional facilities also requires adherence to rigid security rules as far as property search, contact with inmates, etc. Final approval of the vendor staff rests with the RIDOC.
- 2) The appropriate vendor staff will participate in regularly scheduled meetings with RIDOC staff to monitor the status of the contract.

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The vendor will structure the program to be in line with specific performance measures and standards. The vendor will be expected to work in conjunction with the RIDOC Rehabilitative Services Unit and security personnel, especially in the area of inmate eligibility and in making recommendations to the Classification Board. The contractor will work closely with RIDOC staff including the HSC Warden, Deputy Warden and DOC mental health and education staff to be able to provide an individualized program that will address the comprehensive needs of each offender.

The vendor will be responsible for preparing data for the RIDOC Planning and Research program evaluation unit. This data will be used to prepare both process and impact data regarding the effectiveness of the program.

SECTION 3 -- TECHNICAL PROPOSAL

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

1. **Staff Qualifications** – The vendor must possess extensive prior experience in programs for violent offenders, and the management of inmates involved in this reintegration program. Provide staff resumes / core values and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field of social work and reintegration programming.
2. **Capability, Capacity, and Qualifications of the Offeror** – Provide a detailed description of the Vendor's experience. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.
3. **Work Plan** – Describe in detail, the framework within which requested services will be performed. The following elements must be included: All aspects in proposal.
 1. **Approach/Methodology** – Define the methodology and procedures to be used.

SECTION 4 -- COST PROPOSAL

Detailed Budget and Budget Narrative: Provide a proposal for fees charged reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project. 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.

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SECTION 5 -- 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).

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

Criteria	Possible Points
Staff Qualifications	15 Points
Capability, Capacity, and Qualifications of the Offeror	25 Points
Quality of the Work plan	15 Points
Suitability of Approach/Methodology	15 Points
Total Possible Technical Points	70 Points
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 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.

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SECTION 6 -- 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 #7548431** 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#xxx**" 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.

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

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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.