



REQUEST FOR PROPOSAL (RFP) – BID# 7548469

SUBSTANCE USE DISORDER TREATMENT/RECOVERY SERVICES

SUBMISSION DEADLINE: Monday, March 10, 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 (**Monday, March 24, 2014, 5:00 PM (ET)**). Questions should be submitted in a *Microsoft Word attachment*. Please reference the bid number (**Bid #7548469**) 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

RFP #7548469: Substance Use Disorder Treatment and Recovery Services –Minimum Security

TABLE OF CONTENTS

Section 1: Introduction.....3

Section 2: Background and Purpose.....6
 Authority to Bill for Services.....7
 Specific Requirements.....7

Section 3: Scope of Work.....9
 General Scope of Work.....9
 Specific Activities / Tasks.....9

Section 4: Technical Proposal.....12
 Narrative and Format.....12

Section 5: Cost Proposal.....13
 Detailed Budget and Budget Narrative.....13

Section 6: Evaluation and Selection.....14

Section 7: Proposal Submission.....15

RFP #7548469: Substance Use Disorder Treatment and Recovery Services –Minimum Security

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 Substance Use Disorder Treatment and Recovery services at Men's Minimum Security that are based on the Recovery Oriented System of Care (ROSC) model developed by the Substance Abuse and Mental Health Services Administration (SAMHSA) with a focus on the Criminogenic needs of offenders.

Proposals are to be in accordance with the terms of this Request and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at: <http://www.purchasing.ri.gov>. The resulting contract will be for two years 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.

RFP #7548469: Substance Use Disorder Treatment and Recovery Services –Minimum Security

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.
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.

RFP #7548469: Substance Use Disorder Treatment and Recovery Services –Minimum Security

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 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>

RFP #7548469: Substance Use Disorder Treatment and Recovery Services –Minimum Security

SECTION 2 -- BACKGROUND AND PURPOSE

BACKGROUND:

The average daily population at the RIDOC for FY 2012 was approximately 3,191 offenders in seven facilities (5 male and 2 female) at the Adult Correctional Institutions (ACI). It is estimated that 70-90% of the population has a significant history of substance use disorders. The provision of community health focused recovery services for individuals with substance use disorders is a high priority for the RIDOC. As a matter of public safety, the Department hopes to make every effort to begin to treat individuals with substance use disorders while they are incarcerated with a focus on recovery. Linkage to follow-up care and recovery support is also deemed to be an essential aspect of the Department's treatment approach. The Department's goal is to be an integral part of statewide efforts to develop a community health response to substance use disorder and behavioral health needs of offenders. The proposals in this RFP are designed to create a comprehensive plan for the provision of Substance Use Disorder Treatment and Recovery services at Men's Minimum Security that has a focus on Criminogenic Risk Factors and that is consistent with the model that is being provided at three other facilities for the purpose of continuity of care for offenders as they move from one security to another.

The RIDOC's substance use disorder treatment has been ongoing since 1989. During this time, utilizing both Federal and State dollars, the RIDOC has contracted with external vendors for the provision of treatment and recovery services. The earliest programs emphasized group counseling in an outpatient format. In 1992, the RIDOC refocused its treatment programs to include a residential treatment model. Currently RIDOC utilizes a four-tier model, the highest being a modified residential therapeutic community, the second is a day-treatment model, the third is counseling groups, and the fourth is recovery services and support.

In keeping with best practices and evidenced-based treatment, substance use disorder treatment and recovery services within the RIDOC must be comprehensive, stressing cognitive behavioral change and social learning to promote public safety and reduce recidivism. Treatment should be individualized and directed at offenders' accepting responsibility for both their crimes and their recovery, with the dual goal of relapse prevention and the reduction of criminal recidivism. Historically, treatment has ranged along a continuum from modified residential therapeutic communities (since 1992) through group and individual treatment. Some of this was based upon federal funding sources.

The RIDOC is aware that the field of substance use disorder treatment has advanced and addictions treatment is evolving into a scientifically validated health care field. Today's client population has multiple needs, including major additional health and mental health issues. As Rhode Island's population has grown more culturally and ethnically diverse, treatment and recovery services has to be culturally aware to effectively address Rhode Island's emerging populations.

It is absolutely essential that this proposal provides treatment and recovery services that are consistent with the model and curriculum that is currently being provided in all other facilities. As offenders move from one facility to another it is important that treatment and recovery services not be interrupted and/or delayed by having to have an offender assessed all over again. In addition a change in curriculum from one facility to another will circumvent what has already been learned and may lead to confusion on the part of the offender. Currently as offenders transition from Men's Medium Security to Men's Minimum a simple email message is sent to the receiving facility indicating the phase and level of treatment/recovery that the offender is receiving. This information is then used to arrange the same level of treatment for this offender

RFP #7548469: Substance Use Disorder Treatment and Recovery Services –Minimum Security

in the receiving agency thereby providing continuity of care and allowing for immediate acceptance into the new program

Authority to Bill for Services:

Pursuant to Chapter 23 of the General Laws of the State of Rhode Island, the Department of Corrections is authorized to provide substance use disorder treatment and recovery services to approximately 230 offenders annually at Men's Minimum Security.

Specific Requirements:

The vendor must possess extensive prior experience in the delivery of substance use disorder treatment and recovery services based on a ROSC model of care. Additionally cognitive-behavioral and social learning models will form the structure and content of services provided. A single vendor will be selected and this vendor must provide services that are consistent with those that are currently being offered at both Women's Facilities, and Men' Medium, Maximum and Intake. This curriculum and model must be evidenced based and it is essential that it provides continuity of care for offenders who move from one security level to another.

PROGRAM GOALS:

1. To promote public safety through the effective community health oriented, recovery focused treatment of individuals with substance use disorders who are incarcerated at Men's Minimum Security.
2. Provide continuity of care for offenders who move from one security level to another by utilizing the same treatment and recovery model and evidence based curriculum that is currently being provided at all other facilities.
3. Provide services that assess and address offender Risk, Need and Responsivity.
4. Place offenders into the correct level of care based on Risk, Need, and Responsivity.
5. Offer appropriate levels of care to accommodate the varying needs of the offender population.
6. Matches offenders to groups that are homogeneous with respect the level of risk insuring that low risk offenders are not mixed with moderate or high risk offenders.
7. Initiate evidence based recovery support services for offenders while in prison with strong re-entry plans for on-going recovery efforts upon release.
8. Coordinate activities with ACI facility based corrections professionals, community corrections (Probation and Parole), and other appropriate agencies.
9. Assist program participants in a smooth transition from one security level to another without a gap in service.
10. Assist program participants in a smooth and safe transition to the community with linkage to follow-up care/services as appropriate.

PROGRAM OBJECTIVES:

1. Provide all individuals incarcerated at Men's Minimum Security an opportunity to address their substance use disorder issues.
2. Inform, instruct, evaluate, and treat offenders with substance use disorders based on a ROSC model of care that incorporates cognitive-behavioral and social learning models as the structure and content of the curriculum.

RFP #7548469: Substance Use Disorder Treatment and Recovery Services –Minimum Security

3. To work closely with Adult Counselors to insure that an offender's individualized case plan includes appropriate information regarding an offender's treatment and recovery needs.
4. To utilize scores from the LSIR assessment, Texas Christian University (TCU) Drug Screening Instrument, responsivity assessment, and agency evidence based psychosocial assessment to inform decisions regarding appropriateness for services and level of care.

RFP #7548469: Substance Use Disorder Treatment and Recovery Services –Minimum Security

SECTION 3 -- SCOPE OF WORK

REQUIREMENTS:

General Scope of Work: Given the prevalence of substance use disorders among RIDOC offenders and the likelihood of relapse driven recidivism, the Department believes a coordinated community health, recovery focused response is a high priority. The offeror shall submit a proposal that includes a description of a ROSC model of care and provides a comprehensive description of the particular cognitive-behavioral and social learning models that will be utilized at Men’s Minimum Security.

Specific Activities / Tasks: Men’s Minimum Security currently houses 378 offenders. All offenders, unless medically certified as unable to work, are employed either within the institution, on public service projects through work release, or are seeking employment. As a result treatment and recovery services must be designed around participants’ work schedules. This most likely will require a late afternoon and evening schedule.

CURRENT LEVEL OF SERVICES AND CAPACITY

TREATMENT AND CRIMINAL THINKING

- 1 six month group;
- 1 four month group;
- 2 two month groups.

Each group has 20 participants. Approximately 230 offenders should be served annually.

- **THERE MUST BE ROLLING ADMISSION TO EACH PROGRAM AND LEVEL OF CARE.**
- **OFFENDERS WHO ARE TRANSITIONED FROM OTHER SECURITIES MUST RECEIVE PRIORITY FOR ADMISSION TO THE LEVEL OF CARE THEY WERE RECEIVING AT THE FACILITY OF ORIGIN.**

RECOVERY SERVICES

2 groups provided each week with open ended enrollment and no cap on number of participants.

GENERAL PROGRAM ELIGIBILITY

All offenders are sentenced. There may be no discrimination for acceptance based on age or on criminal history other than as it is described in the exclusionary criteria below. The population should reflect the inmate’s racial composition of the RIDOC (50% White, 28% Black, 20% Hispanic, and 2% other).

Exclusionary Criteria:

- Individuals with psychiatric problems whose level of functioning either interfere with their ability to participate in the program or present a danger to self, other participants or staff.
- Documented aggressive behavior that would put staff and other offenders at risk.

RFP #7548469: Substance Use Disorder Treatment and Recovery Services –Minimum Security

Referrals:

Referrals may only be made by the offender's Adult Counselor as part of their case plan.

Urinalysis Testing

The RIDOC supports zero tolerance for substance use in all facilities. In light of this philosophy, the Department has implemented an extensive urine-testing program. Testing will be required of all participants in the program and will be conducted according to Departmental policy guidelines. All urine testing is done at the expense of the RIDOC however vendor agencies are asked to cooperate in the selection and testing of offenders. Offeror's should include their policies regarding their program's response to participants who test positive for substance use.

Program Components

All substance use disorder programs have the following essential elements:

1. **Assessment:** Each individual will be assessed utilizing the scores and information contained in the LSIR assessment, the score from the TCU, the results of a responsivity assessment, and the outcome of an agency evidence based psychosocial assessment. An agency assessment must include health and mental health issues.
2. **Individualized Treatment Plan:** An individualized treatment plan will be developed utilizing information from the above referenced assessments.
3. **Recovery Support Services:** May include (but not limited to) Peer to Peer Support, Recovery Coaching, etc.
4. **Group Counseling/Education:** Each participant will receive a structured program of group and individual counseling as needed. The curriculum must be based on cognitive behavioral and social learning models that address the criminogenic needs of the offender. The model of treatment and recovery and the curriculum must be consistent with what is currently being offered in all other facilities.
5. **Relapse Prevention:** Each participant will receive relapse prevention services that are consistent with their needs.
6. **Discharge Planning:** Each participant will have a discharge plan. The vendor will provide coordination for this plan seeking assistance from other RIDOC and community resource as needed to develop a comprehensive plan.

The Contractor will be required to document all services in the RIDOC Electronic Medical Record (EMR). All such documents become the property of RIDOC.

Deliverables: The selected contractor will be expected to provide evidence based substance use disorder treatment and recovery services to approximately 230 offenders annually. These services must be consistent with what is currently being provided in all other facilities.

A comprehensive program evaluation will be required. The reports will include process, performance and impact measures as developed with the RIDOC Planning and Research Division and RIDOC Division of Rehabilitative Services in consultation with the chosen contractor. RIDOC currently requires contractors to complete a Performance Measure Report that is submitted to the Governor's Office monthly. The successful contractor will be required to complete this report.

RFP #7548469: Substance Use Disorder Treatment and Recovery Services –Minimum Security

Additional Reports:

In addition to those mentioned above the contractor will provide the following reports:

1. Quarterly narrative reports on the status of the contract, including major accomplishments and any obstacles encountered.
2. A monthly summary of weekly time sheets of staff involved in the project to be submitted to the RIDOC Substance Abuse Coordinator. Monthly invoices submitted to the Substance Abuse Coordinator will include a Vendor Services Report containing summaries of clients served and services provided. It should also include the number of successful graduated, the number of those discharge unsatisfactorily, and the number of those with positive urines and the disposition of those cases with positive screens.
3. Individual client files will be kept on the RIDOC Electronic Medical Record. These files are subject to clinical review by designated RIDOC personnel.
4. A quarterly report summarizing discharge planning referrals and recidivism rates.

RIDOC Responsibilities: RIDOC will provide office space at Men's Minimum Security for staff and will provide classroom space for education and groups.

Contractor Responsibilities: The contractor will provide their own office supplies and all curriculum and other materials that may be needed to conduct a program.

In addition to the programmatic requirements previously described the successful applicant will be required to adhere to the following assurances and contractual requirement:

Security Requirement: Contract staff must complete the required RIDOC New Employee Orientation Security training and adhere to RIDOC Policies and Procedures. Contract staffs who must gain entrance into correctional facilities are subject to police record checks. The Department of Corrections retains the right to refuse entrance to contract 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 contract staff rests with the RIDOC.

Cultural Competency: The racial composition of staff for this program should be consistent with the diversity of the current offender population as much as is practical. Use of bilingual staff is highly desirable. Staff should be able to address the needs of individuals who have functional literacy and learning problems. Contractors should be able to demonstrate that their staff is appropriately qualified and experienced to provide treatment to an incarcerated population in a culturally sensitive and appropriate manner.

Contract Monitoring: The appropriate contract staff will participate in regularly scheduled meetings with RIDOC staff to monitor the status of the contract. The Substance Abuse Coordinator is responsible for providing program oversight.

RFP #7548469: Substance Use Disorder Treatment and Recovery Services –Minimum Security

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 along with the duties, responsibilities, and concentration of effort which applies to each. Applicants must include staff resumes, curricula vitae, or statement of prior experience and qualifications in the field of substance use disorders and prior experience with addressing the criminogenic needs of an offender population.
2. **Capability, Capacity, and Qualifications of the Offeror** – Provide a detailed description of the applicant’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** – This section shall describe the applicant’s understanding of the State’s requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed.
4. **Approach/Methodology** – The description of approach shall discuss and justify the proposed approach to be taken for each task, and the technical uses that will or may be confronted at each stage on the project. The work plan 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 attributed deliverable for each.

RFP #7548469: Substance Use Disorder Treatment and Recovery Services –Minimum Security

SECTION 5 -- COST PROPOSAL

Detailed Budget and Budget Narrative: Provide a detailed line item budget that includes salaries, payroll taxes, fringe benefits, and any other expenses related to personnel costs such as health insurance, dental insurance, workers compensation insurance, etc. Operating expenses should be listed to include administrative costs. In addition a list of staff positions, with names if know, and an indication of FTE status and hourly rate of pay should be included.

A detailed narrative of each line item is expected.

RFP #7548469: Substance Use Disorder Treatment and Recovery Services –Minimum Security

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).

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.

RFP #7548469: Substance Use Disorder Treatment and Recovery Services –Minimum Security

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 #7548469** 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#7548469**” 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.

RFP #7548469: Substance Use Disorder Treatment and Recovery Services –Minimum Security

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 that 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.