



REQUEST FOR PROPOSAL (RFP) – BID# 7548593

CERTIFIED PREA AUDITOR

SUBMISSION DEADLINE: Wednesday, April 16, 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 (**Wednesday, April 02, 2014, 5:00 PM (ET)**). Questions should be submitted in a *Microsoft Word attachment*. Please reference the bid number (**RFP #7548593**). This is a Request for Proposals (RFP), 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.

) 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

TABLE OF CONTENTS

Section 1:Introduction	page 3
Section 2: Background and Purpose	page 5
Section 3: Scope of Work.....	page 7
Section 4: Technical Proposal	page 9
Section 5: Cost Proposal	page 9
Section 6: Evaluation and Selection	page 10
Section 7: Proposal Submission	page 11

Certified PREA Auditor
RFP #7548593

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 individuals to conduct Prison Rape Elimination Act (PREA) audits in accordance with the terms of this Request for Proposals 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 (RFP), 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 LOI 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.

Certified PREA Auditor
RFP #7548593

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 attach to the 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 LOI.
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

**Certified PREA Auditor
RFP #7548593**

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:

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 a sum not to exceed \$20,000 for the cost of conducting two confinement audits.

The Prison Rape Elimination Act (PREA) is a federal law enacted in 2003. PREA was created to eliminate sexual abuse in confinement. Federal funds were provided for research, programs, training and technical assistance to address sexual abuse.

In addition, the legislation mandated the development of national standards. The National Prison Rape Elimination Commission developed recommended national standards for reducing prison rape. The final standards became effective on June 20, 2012 when they were published by the Department of Justice. PREA standards were developed to help confinement facilities to prevent, detect, and respond to sexual abuse and harassment of inmates. The standards are intended to:

- Assist agencies in establishing a zero tolerance policy of inmate sexual abuse or harassment
- Increase accountability for sexual safety of those in contact with inmates
- Afford agencies discretion and flexibility, to the extent feasible, in a way that meets the standards

The final PREA Standards include provisions that are specific to Audit and State Compliance:

- Standard 115.93 The agency shall conduct audits pursuant to Standard 115.401
- Standard 115.401 Frequency and scope of audits
 - The agency shall ensure that each facility operated by the agency, is audited at least once;
 - The agency shall ensure that at least one third of each facility type operated by the agency is audited

The two facilities to be audited will be the RIDOC Intake Service Center and RIDOC Women's Facility in FY 2015, Maximum Security and High Security in FY 2016 and Medium Security and Minimum Security in FY 2017.

**Certified PREA Auditor
RFP #7548593**

In regard to the audit that would be completed during FY 2015:

Intake Service Center (ISC)

The ISC is a maximum security level facility which serves Rhode Island's jail population and newly sentenced population for male offenders. The facility processed 12,570 commitments in FY 2013, approximately 1,047 commitments per month. The average facility population for FY 2013 was 1,030. The ISC opened in 1982 and has an operational capacity of 1,118.

Women's Facilities

The Women's Facilities house awaiting trial offenders and three classification levels (Medium, Minimum and Work Release). There are two building areas for the Women's Facilities. The Gloria McDonald Building was open in 2010 and had an average population of 128 in FY 2013. Women's Facility II opened in 2011 and had an average population of 44 in FY 2013.

Specific Requirements:

PREA standard 115.402 specifies that audits shall be conducted by a member of a correctional monitoring body that is not part of or under the authority of the agency; a member of an auditing entity such as an inspector general or ombudsman office that is external to the agency; or other outside individuals with relevant experience.

Specific requirements are that the vendor be a Certified PREA Auditor. As a Certified PREA Auditor the vendor shall show that they were accepted and enrolled in the PREA Certified Auditor Training and completed the 40 hour training session. The vendor shall show proof that they passed an examination at the end of the 40 hour training session and are now a Certified Auditor.

Certified PREA Auditors shall have completed training specific and passed the examination specific to Prisons and Jails. Beyond these requirements, qualifications in terms of preference include:

- At least three years of auditing, monitoring, quality assurance, investigations, or subsequent similar experience with the facility type or set of standards in which certification is sought.
- A bachelor's degree from an accredited college or university and equivalent career related experience defined as five years of contemporary full time public safety experience.
- At least two references for professionals in the field.
- Passing a criminal backgrounds record check

**Certified PREA Auditor
RFP #7548593**

SECTION 3 -- SCOPE OF WORK

REQUIREMENTS:

General Scope of Work: Certified PREA Auditors will perform the PREA Audit of Rhode Island Department of Corrections on an annual basis. The facilities to be audited will be the RIDOC Intake Service Center and Women's Facility during the first annual cycle.

Specific Activities / Tasks:

The Prison Rape Elimination Act Audit Process consists of three phases: Pre Audit, Audit and Post Audit.

Pre Audit:

- Initial audit review of RIDOC Pre Audit Questionnaire: Adult Prisons and Jails. The Pre Audit Questionnaire will be forwarded by the RIDOC PREA Coordinator no less than six weeks prior to the first facility audit. The auditor will review the RIDOC responses to the Pre Audit Questionnaire and conduct follow up calls with PREA Coordinator as well as designated PREA Compliance Managers to get clarification and explain the audit process
- Auditor shall review the submitted RIDOC Questionnaire, Facility Specific Questionnaire and relevant policies and procedures specific to audit
- Auditor based on review of Pre Audit Questionnaire shall begin Auditor Compliance Tool

Audit:

- Auditor shall conduct facility tour, specific to PREA Audit. Each area of the facility should be observed as the PREA standards require. The auditor shall pay attention to:
 - How well the inmates are supervised
 - How cameras and/or other monitoring technologies are used
 - Blind spots and other indicators that an area of the facility is not monitored in a way that keeps inmates safe from sexual abuse
 - It may be necessary to go back and look at areas of the facility after the tour if a review of investigative files, other documentation, interviews lead the auditor to have questions about safety and/or supervision
- Additional review of documents
- Staff interviews utilizing PREA Interview Questions specific to the following positions:
 - Director
 - PREA Coordinator
 - PREA Compliance Managers
 - Warden
 - Random selection of staff
 - Specialized staff
 - Example: Investigators, Medical/Mental Health, Training

Certified PREA Auditor
RFP #7548593

- Inmate interviews
 - Auditor shall interview a minimum of 10 inmates during the audit visit. The inmates will be randomly chosen by the auditor from a list of all the inmates in the facility.

Post Audit:

- Completion and submission of Auditor Compliance Tool. Response for each measure based upon:
 - Review of policy and procedure
 - Review of documentation
 - Review of data
 - Interviews with staff and inmates
 - Tour of facility
- Auditor will upload additional documentation gathered from the outside
- Determination of compliance for each standard. The auditor shall provide commentary with justification for decisions
- Issuance of Auditor Report
- If the RIDOC is found to have not met one or more PREA standards, a 180 day corrective action period begins. The auditor and the RIDOC will work together to develop a plan to achieve compliance with those standards that were not met. The auditor is responsible for verifying the implementation of the corrective action plan, such as reviewing updated policies and procedures and/or re-inspecting portions of the facility. After the 180 day period, the auditor will issue a final determination as to whether the facility has achieved compliance

Deliverables: The Auditor shall complete the PREA Audit: Auditor's Summary Report Adult Prisons and Jails.

RIDOC Responsibilities:

The RIDOC PREA Coordinator shall forward the PREA Audit: Pre Audit Questionnaire Adult Prisons and Jails and relevant policy, procedure and support documents to the PREA Auditor no less than six weeks prior to the first audit.

The RIDOC PREA Coordinator and PREA Compliance Managers shall be available for any follow up calls during the pre audit phase to provide clarification and explanation of the audit process an Pre Audit Questionnaire and support documents by the PREA Auditor.

The RIDOC PREA Coordinator and/or PREA Compliance Manager shall provide any additional documents relevant to the audit process.

The RIDOC PREA Coordinator and PREA Compliance Manager for the specific facilities will coordinate with the PREA Auditor the RIDOC site visit and facility tour.

Provide listing of inmates so that the PREA Auditor may randomly select inmates to be interviewed.

**Certified PREA Auditor
RFP #7548593**

Contractor Responsibilities: Contractor provides all associated clerical work – anything that may not be clear from the Specific Activities / Tasks section above.

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 – Provide staff resumes / core values and describe qualifications and experience of key staff who will be involved in this project, including their experience. Please provide experience that is specific to PREA Audits that you have performed and/or audit experience that is specific to adult corrections
2. Capability, Capacity, and Qualifications of the Offeror – Provide a detailed description of the Vendor’s experience. A list of relevant client references (at least two) 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 consistent with General Scope of Work and Specific Tasks and Responsibilities
4. Approach/Methodology –Define the methodology and procedures to be used.

SECTION 5 -- 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.

**Certified PREA Auditor
RFP #7548593**

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 56 (80%) 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 56 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	20 Points
Capability, Capacity, and Qualifications of the Offeror	20 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.

**Certified PREA Auditor
RFP #7548593**

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 #7548593** 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 #7548593" 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 attach to 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.

**Certified PREA Auditor
RFP #7548593**

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.