



**Solicitation Information**  
**May 7, 2014**

**RFP# 7548734**

**TITLE: Domestic Violence/Batterers Intervention Program**

**Submission Deadline: Wednesday, June 4, 2014 at 2:30 PM (ET)**

**PRE-BID/ PROPOSAL CONFERENCE: NO**

Questions concerning this solicitation must be received by the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than **Monday, May 19, 2014 at 5:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# 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.

**SURETY REQUIRED: NO**

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GAIL WALSH  
CHIEF BUYER

Applicants must register on line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**Note to Applicants:**

Offers received without the entire completed four-page R.I.V.I.P. Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

**TABLE OF CONTENTS**

Section 1: Introduction.....3

Section 2: Background and Purpose.....6  
Specific Requirements.....6

Section 3: Scope of Work.....7  
General Scope of Work.....7  
Specific Activities / Tasks.....9

Section 4: Technical Proposal.....11  
Narrative and Format.....11

Section 5: Cost Proposal.....12  
Detailed Budget and Budget Narrative.....12

Section 6: Evaluation and Selection.....13

Section 7: Proposal Submission.....14

## RFP# 7548734: Domestic Violence/Batterers Intervention Program

### 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 psycho-educational Batterer's Intervention programming to the offender population for an initial 3-year contract with an option to renew for two (2) additional 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](http://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. **One (1) award will be made from this RFP process. The total value of the award is \$50,000 for the initial year and proposals must include cost proposals that identify subsequent years' increases. The resulting 3-year contract will be renewable for two (2) additional years if funding and program performance permit.**

#### 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# 7548734: Domestic Violence/Batterers Intervention Program

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](http://www.purchasing.ri.gov).
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](mailto: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](http://www.mbe.ri.gov) or contact [Charles.newton@doa.ri.gov](mailto: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# 7548734: Domestic Violence/Batterers Intervention Program**

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# 7548734: Domestic Violence/Batterers Intervention Program**

**SECTION 2 -- BACKGROUND AND PURPOSE**

**BACKGROUND:**

The Rhode Island Department of Corrections (RIDOC) is a centralized, comprehensive correctional system for male and female adult offenders. The RIDOC is located on the Pastore Complex in Cranston, RI. There are approximately 3,191 sentenced and awaiting trial inmates housed in seven facilities on a one-mile square complex. Facilities include the State's only jail for pretrial detainees, four sentenced male facilities and two for women offenders. The Rhode Island Department of Corrections facilities in Cranston are Rhode Island's only jail and prison residential facilities for convicted State prisoners. The RIDOC Rehabilitative Services Division provides a comprehensive array of rehabilitative opportunities including but not limited to GED, Abe, and educational opportunities, job training, counseling services, parenting education and visitation, mental health programs, discharge planning services, infectious disease education and counseling, substance abuse education and residential treatment programs, religious services and a vendor operated counseling and group therapy sex offender program.

There are also over 20,000 individuals on some type of community corrections including probation, parole and home confinement.

In 1995 the Rhode Island Department of Corrections recognized the need to address the problem of domestic violence. The first RFP requesting programming for domestic violence was written to respond to this problem of women victims of domestic abuse. A private vendor was hired to establish educational and support groups in the Women's Division. These groups were expanded to men's and an attempt was made to offer group psycho-educational classes for male victims but attendance didn't warrant their continuance. Classes were then expanded to provide psycho-educational groups in the sentenced facilities for men who were perpetrators of domestic violence. Those classes continue and have long waiting lists.

**Specific Requirements:**

The vendor must possess extensive prior experience in Batterers Intervention Programming. The successful vendor will be required to provide a curriculum that prepares offenders to participate in Certified Batterer's Intervention community programs in accordance with all rules and regulations established by Rhode Island General Laws as amended and all applicable standards. Participants will be offenders charged with domestic violence or crimes related to a domestic violence situation. The chosen vendor must be certified by the Batterers Intervention Program Standards Oversight Committee, or be eligible for certification.

**RFP# 7548734: Domestic Violence/Batterers Intervention Program**

**SECTION 3 -- SCOPE OF WORK**

**REQUIREMENTS:**

**General Scope of Work:**

1.) **RIDOC Domestic Violence Classes as related to Certified Batterers Intervention Programs**

The Domestic Violence Prevention Act, Title 12, Chapter 29 of the Rhode Island General Laws (RIGL 12-29-2) as amended in 1997, states:

Every person convicted of or placed on probation for a crime involving domestic violence of whose case is filed pursuant to §12-10-12 where the defendant pleads nolo contendere, in addition to any other sentence imposed or counseling ordered, shall be ordered by the judge to attend, at his or her own expense, appropriate to address his or her violent behavior, a batterers intervention program.

In consultation with the Batterers Intervention Program Standards Oversight Committee (BIPSOC), the RIDOC domestic violence program is designed not to satisfy the sentencing requirements contained in the RIGL for participation in a Certified Batterers program, but some participation credit may be offered to the offender, as determined in accordance with standards established and implemented by the BIPSOC. The goals of domestic violence classes offered at the RIDOC are to introduce the concepts and skills that will be further developed in community-based Batterers Intervention classes. Participation in the certified courses in the community is essential to the protection of potential victims because the released offender is most at risk while living in day-to-day situations that build up pressures that may lead to domestic violence. The released offender who is actively participating in a batterer's intervention group is being taught how to handle present problems and can be given immediate support and referral in actual domestic life situations. The prison program does not offer the perpetrator those same real time situations in which to apply the concepts presented in the certified course.

The primary goal of batterers intervention is to stop abuse in order to enhance the safety of known and potential victims. As a result, program principles, practices and organization must incorporate awareness of and sensitivity to the needs of victims and hold batterers accountable for their own behavior.

Vendors will be responsible for a psycho-educational or informational program related to domestic violence in the men's Maximum, Medium and Minimum/Work Release facilities and if resources are available, at the Intake Service Center and High Security Facility. The educational initiative at the Intake Service Center and at the High Security Center should be focused on the provision of information regarding the availability of community based resources so that offenders awaiting trial and/or being released from High Security can be made aware of current services. In all other facilities, the vendor must provide a psycho-

## **RFP# 7548734: Domestic Violence/Batterers Intervention Program**

educational program with a curriculum that will be presented in a minimum 8-12 week course (once a week) or 16-24 hours (if taught every day as opposed to once a week) depending on time availability of staff and facility schedules. The vendor must also be available, on a need only basis, to deliver Batterer's Intervention programming at both women's facilities.

The vendor will offer programming to offenders by use of vendor staff. The vendor will work in consultation with each facility counseling staff to establish a mechanism for reviewing offender eligibility for the program and make decisions about participation based on the offender's criminal history and release date. Men's psycho-educational program is a readiness program for the certified programs in the community. The Batterer's Intervention Program in the community is described as follows:

**Batterers Intervention Program** is a program that is designed specifically to address issues of abuse, power and control, with domestic violence offenders, as defined in RIGL §12-29-5. Programs offered for mandated offenders must be certified by the Batterers Intervention Program Standards Oversight Committee as meeting certain minimum standards. The term intervention connotes an interruption in the learned behavior of the batterer with an opportunity to change this behavior and the underlying values. Batterer's intervention programs can either stand alone or be part of a larger multi-service agency.

### **BATTERERS INTERVENTION PROGRAM COMPREHENSIVE STANDARDS**

Among the principles and goals at the core of programs certified by the Batterers Intervention Program Standards Oversight Committee are the following:

*-Batterers are responsible for their own behavior, and must be held accountable for that behavior.*

- **Violent, threatening, and abusive behavior is purposeful, serving to exercise power and control over another individual.**
- **Abusive behavior is a choice; individuals can learn alternatives to abusive behavior, and can behave non-abusively.**
- **Batterers intervention differs from and is not replaceable by substance abuse treatment, mental health services, family/ marital/ couples or other counseling.**
- **Becoming and remaining non-violent and non-abusive requires a sustained commitment by the abusive person.**
- **Those who have been victimized by an abusive person, or who could be victimized, have no legal, moral, ethical, or personal responsibility for the abuser's behavior.**

**Psycho-Educational Group** is the identified model for conducting batterer's intervention. This model suggests that the optimal opportunity for abusive persons to learn new behaviors, to "unlearn" abusive behaviors, and to re-examine their own underlying beliefs and values is in the context of a group of peers, led by one or more professional facilitators trained and experienced in such work. The learning that occurs is the result of the interactive and observational experiences among group members and facilitators, as well as modeling, values clarification,

## **RFP# 7548734: Domestic Violence/Batterers Intervention Program**

skill building, and other interpersonal and intra-personal dynamics, all of which help to convey and give meaning to the didactic instruction that also takes place.

In consideration of the short time inmates who are awaiting trial status and the availability of resources an open entry/open exit educational support group will be delivered to the awaiting trial inmates at least once per week.

The chosen vendor will also be required to offer individual support to those victims of domestic violence as needed.

In regards to female offenders, vendors should plan their programs with the knowledge that most women offenders have very short sentences. The average length of stay in the awaiting trial section is under two weeks. The vast majority of women receive sentences of 6 months or under. Many of the women also return for other short sentences during the year and may be in and out one, two or more times in the space of a year. The programs proposed must be able to be delivered in a short period of time with some amount of flexibility.

### **Specific Activities / Tasks:**

The organization(s) selected to provide the services must coordinate schedules and services with the managers of each facility. The vendor is expected to receive minimal supervision from the Department. Administrative supervision will be provided by the Department through periodic program meetings and monthly written reporting requirements

### **Deliverables:**

1. The chosen organization will design a vehicle to provide information to offenders about the dynamics of domestic abuse and the resources available in prison and in the community to Men in Intake and in High Security. ( Examples: flyer, posters, video presentations, occasional one time group sessions to give general information about domestic violence)
2. A psycho-educational intervention will be designed to impact the offenders who are perpetrators of domestic violence in all its forms. These groups will be of 8-12 weeks in length, have a minimum of 12 and a maximum of 15 participants and will meet at least once a week.
3. Curriculum materials must be submitted to the contract administrator at the beginning of each program and updated as changes are made.

**RFP# 7548734: Domestic Violence/Batterers Intervention Program**

**RIDOC Responsibilities:** RIDOC will provide classroom space for education and groups.

**Contractor Responsibilities:**

**RESULTS/REPORTS:**

1. The agency will provide a monthly bill to the contract administrator, the Interdepartmental Project Manager – Institutional Programs.
2. Reports/Records: The contractor shall provide the following:
  - A. Statistical reports quarterly and annually in a form agreeable to the RIDOC and the vendor. These quarterly narratives will report on the status of the contract, including major accomplishments and any obstacles encountered.
  - B. Monthly Vendor Services Reports will be submitted to the contract manager. This report includes a monthly summary of time sheets of staff involved in the project to be submitted with the monthly bill.
  - C. Records relating to each program, group and session will be maintained in the DOC's Transition from Prison to Community Data System.

**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.

**RFP# 7548734: Domestic Violence/Batterers Intervention Program**

**SECTION 4 -- TECHNICAL PROPOSAL**

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

1. **Staff Qualifications** – This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualification).
2. **Capability, Capacity, and Qualifications of the Offeror** – {Example: 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** – This section will be subdivided into two parts. It shall describe the offerer’s understanding of the State’s requirement, including the result(s) intended and desired, and a work plan for accomplishing the results proposed. The work plan description shall include a detailed proposed project schedule (by task and 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 attributable deliverables for each.
4. **Approach/Methodology** – The description of approach shall discuss and justify the approach proposed to be taken for each task, and the technical issues that will or may be confronted at each stage on the project.

**RFP# 7548734: Domestic Violence/Batterers Intervention Program**

5.

**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. This rate should not exceed \$50,000.00 for the first year of the contract but include anticipated cost increases for subsequent years. A detailed budget should be included within the proposal that includes a description of the number of service hours per week/per month.

**RFP# 7548734: Domestic Violence/Batterers Intervention Program**

**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:

<b>Criteria</b>	<b>Possible Points</b>
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
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]	30 Points
<b>Total Possible Points</b>	<b>100 Points</b>

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# 7548734: Domestic Violence/Batterers Intervention Program

### SECTION 7 -- PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7548734** 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](mailto: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#7548734**" 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](http://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](http://www.purchasing.ri.gov) **Please include with original proposal only.**
3. A ***letter of transmittal*** signed by the owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the State.
4. A separate ***Technical Proposal*** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices).

## **RFP# 7548734: Domestic Violence/Batterers Intervention Program**

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.