



**SOLICITATION INFORMATION**  
**May 7, 2014**

**RFP# 7548736**

**TITLE: Core Correctional Practices/Motivational Interviewing Training (CCP/MI)**  
**Subcomponent Training: CCP/MI Training of Trainers**

**Submission Deadline: Thursday, June 5, 2014 at 2:00 PM (ET)**

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

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 **Monday, May 19, 2014 at 5:00 PM (ET)**. Please reference the RFP# 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 ([www.purchasing.ri.gov](http://www.purchasing.ri.gov)). It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: NO**

**BOND REQUIRED: NO**

**GAIL WALSH**  
**CHIEF BUYER**

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

**NOTE TO VENDORS:**

**Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.**

**THIS PAGE 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/individuals to provide training on Core Correctional Practices (CCP) and Motivational Interviewing (MI), as well as CCP/MI Training of Trainers 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: <http://www.purchasing.ri.gov>. Funding for this initiative is contingent upon approval of the Grant Adjustment Notice.

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:**

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- 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.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other state locations, or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases.

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- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- Proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
- The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
- 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.
- 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.
- 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 Employment Opportunity Office, at 222-3090 or via email [raymond.lambert@hr.ri.gov](mailto:raymond.lambert@hr.ri.gov).
- 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).*
- Vendors 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 State MBE Administrator at (401) 574-8253 or e-mail [charles.newton@doa.ri.gov](mailto:charles.newton@doa.ri.gov). Visit the website <http://www.mbe.ri.gov>.

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- 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, Limited English Proficiency, 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 RIDOC's Office of Financial Resources (phone: 401-462-2555 or email: [FinRes@doc.ri.gov](mailto:FinRes@doc.ri.gov)) or by visiting the U.S. Department of Justice Civil Rights website: [www.ojp.usdoj.gov/ocr/assistance.htm](http://www.ojp.usdoj.gov/ocr/assistance.htm).

**SECTION 2 – OVERVIEW AND BACKGROUND**

**OVERVIEW:** The Rhode Island Department of Corrections (RIDOC) is seeking proposals from qualified firms/individuals to administer training on Core Correctional Practices and Motivational Interviewing (CCP/MI). Training will be provided to approximately 120 RIDOC staff on-site through a coordinated series of 3-day trainings (30 participants per training session) consisting of selected facility Wardens and Deputy Wardens, Correctional Officers, Adult Counselors, Community Confinement Counselors/Officers, and Probation & Parole Supervisors and Officers. The Training of Trainers subcomponent shall consist of a 5-day on-site training and will be provided to approximately twelve (12) selected RIDOC staff members who completed the 3-day training.

**BACKGROUND:** The RIDOC has been awarded funding under the Department of Justice, Second Chance Act Adult Offender Comprehensive Statewide Recidivism Reduction Demonstration Program. The goal of the Recidivism Reduction Demonstration Program is to improve its service delivery system in order to improve offender outcomes and reduce recidivism.

The RIDOC recognizes the value in training correctional staff on “what works” in regard to correctional rehabilitation, and believes appropriate training will fill a gap for RIDOC that has been lacking for some time. RIDOC believes that training staff who directly manage offenders on the importance of serving as role models and change agents in their routine dealings with offenders will promote pro-social behavior and provide for better outcomes after release for inmates in custody. Core Correctional Practices and Motivational Interviewing Training is the first step towards this change in RIDOC’s culture, as research indicates that staff members who utilize specific skills with offenders, rather than conventional methods, are more likely to contribute to lower recidivism rates, increased public safety, and fewer instances of victimization.<sup>1</sup> A separate Training of Trainers subcomponent for selected RIDOC staff is also necessary to create an in-house training capability to expand training to all staff and to provide ongoing training to departmental staff to permeate these teachings in the RIDOC culture.

Although the original five Core Correctional Practices were first introduced by Andrews and Kiessling (1980), Gendreau and Andrews further developed the list through the creation of the Correctional Program Assessment Inventory (CPAI) in 1989. The eight service delivery skills consist of: anticriminal modeling, effective reinforcement, effective disapproval, effective use of authority, structured learning, problem solving, cognitive restructuring, and relationship skills.<sup>2</sup> RIDOC would like to combine the training on Core Correctional Practices with motivational interviewing (MI), as MI has been demonstrated to encourage motivation for change in offender behavior.

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<sup>1</sup> “National Institute of Corrections announces core correctional interventions training and coaching: pilot site selection.” (n.d.). Retrieved from <http://community.nicic.gov/blogs/nic/archive/2014/01/28/seeking-pilot-test-sites-for-core-correctional-interventions-training-and-coaching.aspx>.

<sup>2</sup> Labrecque, R., Schweitzer, M. & Smith, P. (2013). Probation and parole officer adherence to the core correctional practices: an evaluation of 755 offender-officer interactions. *Advancing Practice*, 20-24.

**SECTION 3 - SCOPE OF WORK**

**REQUIREMENTS:** Provide Core Correctional Practices/Motivational Interviewing (CCP/MI) training to 120 staff members at the RIDOC, as well as a Training of Trainers subcomponent to twelve staff members.

**TASKS:**

**Task 1: Core Correctional Practices / Motivational Interviewing Training**

The selected vendor shall provide training on Core Correctional Practices and Motivational Interviewing to the following RIDOC staff members (approximately 120 staff): facility Wardens and Deputy Wardens, Correctional Officers (to include Captains and Lieutenants), Adult Counselors, Community Confinement Counselors/Officers, and Probation & Parole Supervisors and Officers. The training may include, but is not limited to the following:

- A brief description of the principles of effective interventions
- An overview of the core correctional practices (relationships skills, effective use of reinforcement, effective use of disapproval, effective use of authority, prosocial modeling, cognitive restructuring, social skills training and problem solving skills)
- Practice of each of the core correctional practices and a discussion of implementation strategies
- Emphasis on principles of an effective behavior management system
- Discussion on the basics of motivational interviewing (MI), the practical guidelines in the applications of MI, and the specific skills related to MI

The training schedule will be coordinated through RIDOC's Planning and Research Unit to train the maximum number of staff per training while having a limited impact on departmental operations. The goal of this solicitation is to train 120 selected staff in CCP/MI training through 4 separate trainings of 30 staff each. These trainings shall occur in late fiscal year 2014/early fiscal year 2015,<sup>3</sup> due to overtime costs associated with Correctional Officers. Bidders shall propose a schedule in this regard.

**Task 2: Core Correctional Practices / Motivational Interviewing Training of Trainers**

The selected vendor shall provide a Core Correctional Practices/Motivational Interviewing Training of Trainers subcomponent to approximately twelve (12) staff members who have been previously trained in the 3-day CCP/MI training. The training will allow selected staff at RIDOC to serve as sustainable trainers in Core Correctional Practices and basic Motivational Interviewing within the provision of services. The training will be delivered over a 5-day period to eligible staff who meet the T for T criteria.

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<sup>3</sup> RIDOC operates on a State Fiscal Year which runs July 1 to June 30; thus FY14 ends on June 30, 2014 and FY15 begins on July 1, 2014.

**CONTRACTOR RESPONSIBILITIES:**

**Vendor Experience:** The successful bidder will have the requisite experience and resources to carry out the activities detailed in the Scope of Work portion of this LOI. More specifically, the successful bidder must:

- The applicant must ensure that the individual(s) providing the services/curriculum are certified to provide training on Core Correctional Practices (CCP) and Motivational Interviewing (MI). For independent applicants, it is the applicant's responsibility to provide names, credentials and certification
- The ideal vendor shall have at least three (3) years of demonstrated experience in providing CCP/MI training to a correctional/criminal justice clientele
- Indicate the ability to competently conduct CCP/MI training

**Vendor Responsibilities:** One vendor will be selected as a result of this RFP and will be responsible to the Rhode Island Department of Corrections for services to be provided.

The vendor shall comply with all applicable State and federal regulations and statutes

**Security Requirement:** Employees of contractors who must gain entrance into correctional facilities are subject to police record checks; the Department 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.

**RIDOC RESPONSIBILITIES:**

RIDOC will provide training space, equipment, and supplies necessary for training.

RIDOC provides separately for hotel and airfare adhering to State travel procedures.

**SECTION 4 - PROPOSAL SUBMISSION**

**Interested offerors may submit proposals** to provide the services covered by this Request on or before the date listed on the cover page. Proposals received after this time and date will not be considered.

Proposals must include the following:

1. A completed and signed *R.I.V.I.P. generated bidder certification cover form* (downloaded from the R.I. Division of Purchases Internet home page at: <http://www.purchasing.ri.gov>).
2. 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;
3. **A separate signed and sealed Cost Proposal** reflecting the fee structure proposed for this scope of service, including completion of the *Cost Proposal Summary* form, enclosed; and;
4. **Separately package**, The *Technical Proposal(s)* and the *Price Proposal(s)* must be separately packaged. All copies of the Technical Proposal and all copies of the Price Proposal should contain a completed and signed RIVIP Bidder Certification Form. A *Technical Proposal* describing the background, qualification, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement. *The Technical Proposal must contain the following sections:*
  - a. Executive Summary – The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the Contractor's technical approach and ability.
  - b. Offeror's Organization and Staffing – 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).
  - c. Work Plan/Approach Proposed – This section shall describe the Contractor'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. 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. The work plan description shall include a detailed proposed project schedule (by task and sub-task), 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.

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- d. Previous Experience and Background, including the following information:
  - 01) A comprehensive listing of CCP/MI trainings provided. Comprehensive listing should indicate number of training of trainers provided, number of participants trained, and when training was provided
  - 02) A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position.
- e. Core Correctional Practices/Motivational Interviewing Certified Facilitator. Completion of CCP/MI credential training program that demonstrates competency and commitment to the curriculum.
- f. Price Proposal. The Scope of Work shall bid on one fixed price basis. Within this fixed price, fully loaded cost will not exceed \$68,000.00. Cost shall include four 3-day trainings on site for up to 30 staff members per session, consistent with the training structure explained on page six (6). Additionally, cost shall include a 5-day Training of Trainers event on site for approximately twelve (12) staff members, and training materials for all sessions. Cost shall include no more than 1.5 days travel time per training. Cost shall include travel time, flight (if applicable), rental car (if applicable) meals, and lodging.
  - 01) Hourly pay rate for services shall not exceed \$56.25 per hour (\$450.00 per day /8 hours per day).

**PROPOSALS** - An original plus two (2) copies of the Technical component and an original plus two (2) copies of the Cost component should be mailed or hand-delivered in a sealed envelope marked with the RFP # and Title as listed in the cover sheet of this RFP.

<p><b>Mailing Address:</b></p> <p><b>RI Department of Administration</b> <b>Division of Purchases (2<sup>nd</sup> Floor)</b> <b>One Capitol Hill</b> <b>Providence, RI 02908-5855</b></p>
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**NOTE:** Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases by the scheduled due date and time of opening will be determined to be late and will *not* be considered. Proposals faxed or e-mailed to the Division of Purchases will *not* be considered. **For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases.**

**SECTION 5 - EVALUATION AND SELECTION**

The State will commission a Technical Review Committee, which will evaluate and score all proposals, using the following criteria:

<b>Criteria</b>	<b>Possible Points</b>
Staff Qualifications	25 Points
Capability, Capacity, and Qualifications of the Offeror	20 Points
Quality of the Work plan	10 Points
Suitability of Approach/Methodology	10 Points
Minority Business Enterprise Consideration [Offeror is a registered Minority Business Enterprise, or proposal includes workable plan for use of MBE in subcontracts]	5 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost [calculated as (lowest responsive cost proposal	30 Points
<b>Total Possible Points</b>	<b>100 Points</b>

Notwithstanding the foregoing, the State reserves the right to award on the basis of cost alone, accept or reject any or all bids, and to act 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.

**COST PROPOSAL SUMMARY**

Offeror:	_____
Address:	_____ _____
Taxpayer ID#:	_____
Authorized Agent:	_____
Title:	_____
Telephone & Fax#:	_____
E-Mail:	

<b>Cost Proposal:</b>
\$

Signature of Authorized Agent: \_\_\_\_\_

Date: \_\_\_\_\_