



Solicitation Information
6/9/2014

RFP# 7548810

TITLE: Inspections of Funeral and Crematory Establishments

Submission Deadline: Thursday, July 17, 2014 at 10:00 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: No
MANDATORY:

If 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/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

DATE:

LOCATION:

Questions concerning this solicitation must be received by the Division of Purchases at David.Francis@purchasing.ri.gov no later than **Thursday, June 19, 2014 at 10:00 AM (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

BOND REQUIRED: No

David J. Francis
Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

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 Health (HEALTH), is soliciting proposals from qualified individuals to conduct sanitary inspections of funeral establishments and crematories, 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.

The Department of Health (HEALTH) is seeking an individual to conduct inspections of facilities licensed as Funeral Establishments and Crematories in the State of Rhode Island in accordance with the provisions of chapter 5-33.1-4, 5-33.2 (13) and (13.1) of the Rhode Island General Laws.

The initial 12-month contract period will begin approximately October 1st, 2014. Contracts may be renewed for up to five additional 12-month periods based on vendor performance and the availability of funds.

Inspections will be conducted in conjunction with all initial applications for facility licensure; routinely in accordance with an established inspection schedule; and as needed in response to complaints regarding the condition of licensed facilities. All inspections will be conducted to insure compliance with applicable statutes, rules and regulations and general conditions of public health, sanitation and safety.

Individuals that can demonstrate their knowledge, experience and accomplishments in these areas are encouraged to submit proposals in response to this request.

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 120 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.
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 W9, downloadable from the Division's website at 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.
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 visit the website www.mbe.ri.gov
15. Under HIPAA, a "business associate" is a person or entity, other than a member of the workforce of a HIPAA covered entity, who performs functions or activities on behalf of, or provides certain services to, a HIPAA covered entity that involves access by the business associate to HIPAA protected health information. A "business associate" also is a subcontractor that creates, receives, maintains, or transmits HIPAA protected health information on behalf of another business associate. The HIPAA rules generally require that HIPAA covered entities and business associates enter into contracts with their business associates to ensure that the business associates will appropriately safeguard HIPAA protected health information. Therefore, if a Contractor qualifies as a business associate, it will be required to sign a HIPAA business associate agreement
16. In order to perform the contemplated services related to the Rhode Island Health Benefits Exchange (HealthSourceRI), the vendor hereby certifies that it is an "eligible entity," as defined by 45 C.F.R. § 155.110, in order to carry out one or more of the responsibilities of a health insurance exchange. The vendor agrees to indemnify and hold the State of Rhode Island harmless for all expenses that are deemed to be unallowable by the Federal government because it is determined that the vendor is not an "eligible entity," as defined by 45 C.F.R. § 155.110.

SECTION 2: BACKGROUND

The Rhode Island Department of Health is required by law to inspect funeral establishments and crematories in accordance with the provisions of chapters 5-33.1-4, 5-33.2 (13) and (13.1) of the Rhode Island General Laws. The Department of Health does not have a funeral inspector FTE and the previous contract has recently ended. Therefore is seeking eligible vendors through this Request for Proposals.

Rhode Island currently licenses 92 funeral establishments and 13 crematories. All fall within the Scope of Work detailed below in Section 3.

The vendor selected as a result of this request will obtain scheduled inspection assignments from the Public Health Promotion Specialist who functions as the Board Manager to the Board of Examiners for Funeral Directors and Embalmers. The vendor will submit required reports and invoices for services to the same individual.

SECTION 3: SCOPE OF WORK

General Scope of Work

1. The vendor will be expected to conduct onsite sanitary inspections of all funeral establishments and crematories licensed by the State of Rhode Island.

Inspection types include but are not limited to:

- a. Inspection prior to initial license issuance
- b. Inspection upon receipt of complaint by Department of Health
- c. Re-inspection upon corrective action by licensed establishment
- d. Routine annual inspection of all establishments
- e. Audit of pre-need arrangement documentation

For Items a. -c., the vendor will be expected to provide the inspection within three (3) working days from the Department's request for inspection, or else the earliest day that the funeral establishment is open for business and can accommodate the inspection, whichever is sooner. If the selected vendor receives conflicting requests from the Department of Health, then the Public Health Promotion Specialist of the Board of Examiners of Funeral Establishments and Crematories will determine the priority.

2. The vendor is required to hold an active license as a Funeral Director/Embalmer in the State of Rhode Island and must maintain said licensure as a condition of contract compliance.

3. The vendor will be required to conduct inspections in accordance with a standard inspection worksheet and to prepare and submit reports of findings to the Department on a regular basis.

4. The vendor will be required to meet with the Board of Examiners of Funeral Directors and Embalmers as needed in order to discuss inspection results; to make recommendations as to the inspection process; and otherwise assist the Board in meeting its statutory obligations relations to licensure of facilities.

5. Inspection reports shall be delivered in no more than ten (10) days by the vendor to the funeral establishment or crematory inspected and to HEALTH. The inspection report must include areas where the funeral establishment or crematory is deficient. All prudent measures shall be taken to maintain the confidentiality of inspection reports.

6. Inspection reports for all funeral establishments and crematories shall be maintained in paper and electronic form by the vendor for a minimum of ten (10) years after the inspection date, at which time they may be destroyed.

7. The vendor shall audit a random sampling of pre-need arrangements on file with the funeral home or crematory in accordance with Funeral Service Contracts, Section 5-33.1-4 of the Rhode Island General Law. This audit will assure that escrow accounts have been properly established and maintained.

SECTION 4: TECHNICAL PROPOSAL

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

1. Demonstration of thorough knowledge of and full compliance with statutes, rules, regulations, policies, and procedures related to the funeral establishments and crematories, namely:

- §5-33.1-4 Escrow Accounts
- [§ 5-33.2-13 Funeral establishment and branch officer – Crematories – Inspections – Denial of access.](#)
- [§ 5-33.2-13.1 Crematories – License and inspection.](#)
- *Rules and Regulations Pertaining to Embalmers, funeral Directors and Funeral Service Establishments (R5-33.2-EMB)*

a. A mock-up of a sample inspection checklist and report narrative created by the vendor demonstrating his/her knowledge of requirements for licensure and sanitation in funeral establishments and crematories, based on his/her understanding of the statutes, rules and regulations governing said establishments.

b. Narrative description of the approach the vendor would based on his/her understanding of each of the following inspection types:

- i. Routine initial inspection
- ii. Inspection resulting from a complaint
- iii. Routine annual re-inspection
- iv. Re-inspection resulting from remedies to a complaint
- v. Audit of pre-need arrangement documents

c. Sample itinerary showing how the vendor would plan the annual inspections throughout the year using economical routes to minimize state mileage expenses.

2. Capability, capacity and qualifications of the offeror

- a. Resume or curriculum of vendor's education and work history focusing on management of funeral establishments and/or crematories
- b. A copy of active funeral director license issued by the State of Rhode Island
- c. Sanitation and hygiene policy that the vendor has written as part of a previous or current position in a funeral establishment or crematory that the vendor has worked

3. Cost Confirmation

- a. The selected individual shall agree to a rate of \$75.00 per establishment inspection.
- b. The Department of Health will reimburse mileage expense the current federally- approved rate (\$0.56 per mile at the time of this writing) from the Department of Health location to the establishment and return to the Department of Health. The vendor is expected to use his or her own vehicle for inspections and to be willing and able to drive to any funeral establishment or crematory licensed by the State of Rhode Island.

SECTION 5: EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. The Proposal must receive a minimum of 70 (70%) out of a maximum of 100 technical points to be considered responsive. Any technical proposals scoring less than 70 points will be dropped from further consideration.

The Department of Health 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
1. Demonstration of thorough knowledge of and full compliance with statutes, rules, regulations, policies, and procedures related to the funeral establishments and crematories	50 Points
2. Capability, capacity and qualifications of the offeror	50 points
3. Cost Confirmation*	Pass/Fail
Total Possible Technical 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.

***Proposal must include a written acceptance of the \$75.00 fee per establishment inspection and the federally-approved mileage rate at the time the expense is incurred. Vendors must comply in order to be considered for this award. Failure to accept the rate will result in your proposal being dropped from consideration.**

SECTION 6: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at David.Francis@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP # 7548810** 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) 574-9709.

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 plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP# 7548810 Inspections of Funeral and Crematory Establishments**" to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-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 shall include the following:

1. A completed and signed four-page R.I.V.I.P generated bidder certification cover sheet (include only one in the original proposal) downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed W-9 (include only one in the original proposal) downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar services 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.
4. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format** (CD-ROM 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.

The State’s General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State’s General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf> .