



**Solicitation Information**  
**September 25, 2014**

**RFP# 7549032**

**TITLE: Indigent Sex Offender Treatment Services**

**Submission Deadline: October 23, 2014 at 2:00 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, October 6, 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  
Division of Purchases  
RI Department of Administration

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**

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## **RFP #7549032: Indigent Sex Offender Treatment Services**

### **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 specialized outpatient treatment of adjudicated adult sex offenders who are under the supervision of RIDOC Adult Probation and Parole, who require such treatment, and who are unable to afford part or all of the service fees. In addition, the selected vendor shall develop and provide periodic training to Probation and Parole Officers who supervise sex offenders. It is expected that as part of the working relationship between the vendor and Probation and Parole, agency personnel shall be available for occasional case consultation. The proposed contract term is a 3 year term with option to renew for up to 2 additional years, not to exceed \$25,000 per year 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.

#### **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.

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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.
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 e-mail [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).

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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 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>

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### **SECTION 2 -- BACKGROUND AND PURPOSE**

#### **BACKGROUND:**

The Rhode Island Department of Corrections' Division of Rehabilitative Services Probation and Parole Unit has jurisdiction over approximately 24,000 individuals, with roughly 8,100 under active supervision. Of that number, there are approximately 700 sex offenders who are supervised within the specialized Sex Offender Specific Caseloads, many of whom are required to participate in sex offender treatment. A smaller number of sex offenders are assigned to other caseloads; most but not all of those offenders are not currently involved in treatment.

The focus of this contract is for a qualified agency to provide specialized outpatient treatment of adjudicated adult sex offenders who are under the supervision of RIDOC Adult Probation and Parole, who require such treatment, and who are unable to afford part or all of the service fees. In addition, the selected vendor shall develop and provide periodic training to Probation and Parole Officers who supervise sex offenders. It is expected that as part of the working relationship between the vendor and Probation and Parole, agency personnel shall be available for occasional case consultation.

#### **Specific Requirements:**

The vendor must possess extensive prior experience in development and implementation of outpatient sex offender treatment program. This is a three year contract with option to renew for two additional years. Vendor must keep and maintain a record of time spent in performing the services required and present such records upon request. Please refer to scope of work (section 3) for further requirements.

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### SECTION 3 -- SCOPE OF WORK

#### REQUIREMENTS:

The vendor shall develop and implement an outpatient sex offender treatment program targeting adjudicated adult sex offenders who are under the supervision of RIDOC Adult Probation and Parole.

Such a treatment program shall be designed to meet the specialized treatment needs of adult sex offenders residing in the community. The treatment approach must recognize the importance of community safety and criminal justice system interests, and incorporate a containment model that involves collaboration with the supervising authorities, victim services advocates, auxiliary service providers, and others as appropriate in particular cases. The program shall implement a mechanism for securing client consent for the exchange of information with the collaborative agencies and persons, and shall expect to work in partnership toward the offender's rehabilitation and risk reduction. The principles of community safety, awareness of victim impact, and offender accountability shall be integral to the sex offender treatment program.

Under this contract, services shall be provided for certain offenders who are referred by RIDOC Adult Probation and Parole, who need treatment for sexual offending and/or for component behaviors considered to be related to sexual offenses, and whose financial resources are such that the offenders are unable to pay for the services themselves, in whole or in part. The offenders whose treatment services are subsidized through this contract may comprise only a portion of total referrals to the agency from RIDOC Adult Probation and Parole. While the vendor may suggest consideration of a subsidy for particular RIDOC Adult Probation and Parole clients, the determination of which clients shall receive the subsidy – and the amount – shall rest with Adult Probation and Parole.

**The selected vendor must have at a minimum the following service components available, either in-house or through specified cooperative relationships with other providers:**

Specific Activities / Tasks: 1. ASSESSMENT AND GROUP TREATMENT:
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- Intake and assessment.
  - Referral from RIDOC Adult Probation and Parole shall include available information related to offense history (including police reports when feasible), conditions of probation or parole, contact information, family circumstances, and other relevant social, medical and mental health, and criminal justice information.
  - Intake by the vendor shall include basic information-gathering from the client and other sources.
  - Assessment for the purpose of determining client needs, risks, strengths and supports shall be conducted formally, including completion of recognized calibrated assessment instruments and updated, through interviews and ongoing evaluation.
  - Upon assessment that the client is appropriate for sex offender treatment services available through the vendor agency, the vendor shall complete a written contract for services with the client, provide agency rules and expectations, execute appropriate release of information forms, and determine fees.

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- Ongoing counseling and treatment.
  - For most sex offender clients, the treatment format of choice is a group of same-gender sex offenders, preferably of similar cognitive ability.
  - The group shall be led by one or more experienced and skilled clinician(s) trained specifically in the provision of sex offender treatment, and having earned professional credentials recognized within the field of outpatient clinical treatment for adult sex offenders as being appropriate.
  - Components of the long-term treatment process shall include at a minimum the in-depth identification of individual risks and triggers, learning of strategies and skills designed to interrupt the offense cycle, development of victim empathy, stress management, relapse prevention, and aftercare.
  - Treatment content, methodology, and principles shall conform to standards for outpatient clinical treatment for adult sex offenders as established by recognized professional organizations. Such treatment components shall be considered routine for the purpose of this contract.

### 2. SPECIALIZED ASSESSMENT AND TREATMENT SERVICES:

In addition to routine treatment groups as delineated above, it can be expected that a small number of clients referred for group treatment may be determined to need specialized evaluation and/or specialized intervention for problems related to offense behavior or interfering with the ability to benefit from treatment. The vendor shall have the capacity to provide in-house or to arrange through cooperative relationships with other agencies for such specialized evaluation and/or specialized intervention for a limited number of clients (estimated at six or fewer in a given year). All such specialized services to be subsidized in whole or in part through this contract must be approved in advance by the RIDOC contract manager.

Examples might include recommendations for:

- One-on-one treatment for individual clients who are incapable of functioning within a group setting;
- Short-term individual treatment to supplement group treatment;
- In-depth formalized assessment of risk, needs, and treatment issues;
- Psychopharmacological evaluation and (if appropriate) medication and/or monitoring medical visits;
- Polygraph examination for purposes of evaluation and/or treatment; etc.

### 3. TRAINING:

Ongoing training of Probation and Parole staff who have responsibilities for supervising sex offenders is considered to be a vital component in developing and maintaining a professional level of community supervision. As part of this contract, the vendor shall work cooperatively with Adult Probation and Parole staff to identify particular training needs, to develop training sessions, and to deliver such training throughout the course of the contract period.

It is anticipated that the vendor could provide four to six (4 to 6) separate training sessions of three to four (3 to 4) hours each during each contract year. Some training sessions will be focused on the specific needs of the Sex Offender Specific caseloads/officers, and others may incorporate cross-training with other units of Probation and Parole, other RIDOC staff, other service providers, and/or other members of the criminal justice community. The vendor should be prepared to provide most of the training sessions for a group of

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approximately 12 to 20 staff. Occasionally, a larger training may be requested for a group up to approximately 35 to 40. RIDOC will provide the training site.

Training topics will be developed jointly between the vendor and RIDOC. For reference purposes, sample topics might include:

- Sex offender dynamics and issues.
- Sex offender typologies.
- The containment approach to supervising and treating sex offenders.
- Relapse prevention.
- Assessing risk to re-offend.
- Staff stress in working with sex offenders.
- Awareness of victim issues.
- Caseload management issues in working with sex offenders.
- Making home and community visits.
- Psychopharmacological basics.

#### 4. CASE CONSULTATION:

On an occasional basis (estimated at once per month) Adult Probation and Parole staff working with sex offenders may request an informal consultation with vendor staff. This is envisioned as being akin to joint problem-solving or seeking feedback on staff perceptions, strategies, or plans with respect to particular cases. This would not constitute formal evaluation or assessment (as described under SPECIALIZED ASSESSMENT AND TREATMENT SERVICES), and would be separate from any collaborative exchange of information and progress reporting that is expected to occur between Probation and Parole officer and therapist about shared clients. The case consultation would be a brief review of case circumstances and suggestions for interventions, referrals, or case management strategies, either by telephone or in conjunction with an otherwise planned in-person meeting. It is expected that such case consultation will be provided as a professional courtesy.

#### 5. ADDITIONAL CONTRACT SERVICE COMPONENTS:

- Fee Determination: Fees for service are recognized as an important responsibility on the part of the client who is receiving services. In addition, private agencies are entitled to seek fair compensation for their services. At the same time, the RIDOC seeks to reduce obstacles that might restrict sex offenders' access to needed treatment. A fair evaluation of the client's ability to pay should consider available income and resources, financial responsibilities and reasonable expenses as determined by the Probation and Parole Officer.

For clients referred by RIDOC Adult Probation and Parole who are unable to pay even an adjusted fee, or for whom such fees would create an unreasonable burden that is likely to increase the risk of sexual re-offending or of dropping out of necessary sex offender treatment, a subsidy of part or all of the adjusted fee may be considered. No subsidies of client fees shall be provided except with the explicit approval of RIDOC.

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- Collaborative work.
  - The Sex Offender Specific Caseload Probation & Parole Officers are currently working directly with a victim service advocate. The vendor will be expected to incorporate the advocate into trainings, consultation, case staffings, and other activities as appropriate.
  - The vendor will coordinate discharge planning with RIDOC and with other vendors for clients who are transitioning from incarceration status to community supervision, as well as provide reports to prison officials for sex offenders who have been in community treatment and are being incarcerated.
  - With all legal and ethical consideration for confidentiality, the vendor will be expected to work cooperatively and collaboratively with RIDOC staff and with ancillary service providers to promote community safety and offender rehabilitation.

<b>6. DATA MAINTENANCE AND REPORTS:</b>
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- Monthly invoices. The vendor will provide monthly reports to RIDOC Adult Probation and Parole that summarize all services provided under the contract during the course of any given calendar month and indicating the charge for each service. Invoices will be due by the end of the third week following the month to which they apply.
- Progress reports.
  - For all clients served through this contract, an individualized written progress report shall be prepared by vendor staff and forwarded to the assigned Probation and Parole Officer and/or Supervisor no less frequently than once per month.
  - Written progress reports shall include as a minimum the client name/ identifier, therapist(s) name(s), date(s) of service, nature of service, brief reference to goals and objectives or stage of treatment, client attendance/ excused absence/ unexcused absence, client participation, client progress, assignments/ working objectives if any, unusual incidents or developments if any.
  - All “no shows” shall be reported by fax, telephone or email within two (2) working days to the assigned Probation and Parole Officer and/or Supervisor.
  - Interim verbal or written updates shall be provided as appropriate: immediately if any individual is considered to be in imminent danger (after notifying police); and at reasonable time intervals to relay routine or non-pressing information.
  - Assigned Probation and Parole Officers shall be expected in similar fashion to keep vendor staff updated on significant developments regarding shared clients.
  - As appropriate and feasible, vendor staff and RIDOC staff may arrange meetings to share information and conduct case planning concerning one or more shared clients.
  - Written termination reports shall be provide upon the successful or unsuccessful discharge of any client served through this contract.
- Annual reports and research.
  - The vendor will aggregate the monthly invoice reports (as defined above) and provide an annual summary report to RIDOC Adult Probation and Parole.
  - The vendor agrees to cooperate with the Department on any research initiatives relating to this project.

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### SECTION 4 -- TECHNICAL PROPOSAL

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

1. **Staff Qualifications** – qualified staff with relevant professional credentials recognized in the field of outpatient clinical treatment for adult sex offenders and experience having been trained in the provision of sex offender treatment.
2. **Capability, Capacity, and Qualifications of the Offeror** – demonstration of work that is closely related to the RFP, citing examples of prior work of similar nature, detailed description of relevant experience, and exhibition of effective management and support for the sex offender treatment program.
3. **Work Plan** – clear and detailed framework within which services will be performed meeting the requirements of the RFP, specify services to be provided to the offender population and to the staff in the form of trainings to be offered and case consult).
4. **Approach/Methodology** – demonstrate approach and methodology to effectively meet the RFP requirements and conform to standards for outpatient clinical treatment for adult sex offenders as established by recognized professional organizations, ability to provide services in accordance with commonly accepted practice services either in-house or through specified cooperative relationships with other providers.

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**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.

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**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 ( <i>qualified staff with relevant professional credentials recognized in the field of outpatient clinical treatment for adult sex offenders and experience having been trained in the provision of sex offender treatment</i> )	15 Points
Capability, Capacity, and Qualifications of the Offeror ( <i>demonstration of work that is closely related to the RFP, citing examples of prior work of similar nature, detailed description of relevant experience, and exhibition of effective management and support for the sex offender treatment program</i> )	25 Points
Quality of the Work plan ( <i>clear and detailed framework within which services will be performed meeting the requirements of the RFP, specify services to be provided to the offender population and to the staff in the form of trainings to be offered and case consult</i> ).	15 Points
Suitability of Approach/Methodology ( <i>demonstrate approach and methodology to effectively meet the RFP requirements and conform to standards for outpatient clinical treatment for adult sex offenders as established by recognized professional organizations, ability to provide services in accordance with commonly accepted practices either in-house or through specified cooperative relationships with other providers</i> )	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>

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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.

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### 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 #7549032** 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#7549032 Sex Offender Treatment Services**" 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 your 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

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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.