



**Solicitation Information
September 29, 2014**

RFP# 7549038

TITLE: Mental Health Discharge Planning for Corrections

Submission Deadline: Monday, October 27, 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 no later than **Friday, October 10, 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

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

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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SECTION 1 -- INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Departments of Corrections and Behavioral Healthcare, Developmental Disabilities, and Hospitals are soliciting proposals from qualified firms seeking independent contractors and/or organizations to provide discharge planning services in the mental health care area for the Department of Corrections seriously mentally ill institutionalized offenders 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>.

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.
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

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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.
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.
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).

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14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or contact Charles.newton@doa.ri.gov.
15. It is the responsibility of the vendor to ensure that all subcontractors meet all Federal and State laws and regulations including Health Insurance Portability & Accountability Act (HIPAA) requirements and that the appropriate business agreements are in place.
16. The successful offeror may be required to certify to the Rhode Island Department of Corrections that it is in compliance with applicable civil rights laws and regulations. These laws and regulations relate to issues concerning Equal Employment Opportunity (EEO), Limited English Proficiency (LEP), and other anti-discrimination laws. The successful offeror may also be required to prepare an 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

The Rhode Island Department of Administration / Division of Purchases, on behalf of the Departments of Corrections and Behavioral Healthcare, Developmental Disabilities and Behavioral Healthcare are seeking independent contractors and/or organizations to provide discharge planning services in the mental health care area for the Departments seriously mentally ill institutionalized offenders. This solicitation is issued in accordance with the State's General Conditions of Purchase, which is available on the Internet at www.purchasing.ri.gov.

It is the intention of the state to create an Agency Price Agreement that will be in effect for one year, with the option to renew for 2 additional years.

BACKGROUND: The Rhode Island Department of Corrections is located on the Howard Complex in Cranston, R.I. There are currently 3500 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, five male facilities and two for women offenders.

SECTION 3 - SCOPE OF WORK

REQUIREMENTS: To screen and assess the risk and needs of mentally ill offenders being released from the Adult Correctional Institutions.

1. PROGRAM COMPONENTS:

Tasks Include:

- a. To clinically screen and evaluate the risk and needs of the chronically and persistently mentally ill offenders scheduled for release/reentry to the community from the Adult Correctional Institutions.
- b. To develop an individualized discharge plan for each offender assigned that addresses the individual service needs of the offender which also addresses the offender's applicable responsibilities for probation requirements, parole requirements, fines, restitution, program participation that was included in the original sentence and all program participation compliance as described in the Individualized Program Plan (IPP) that was included in the original sentence or is detected in a needs assessment.
- c. To design written plans for offenders to include referrals for services. The written plans address especially mental health follow-up, but may also include: housing, employment, child and family responsibilities, health counseling, substance abuse counseling, educational needs, vocational training, victim safety and /or any combination of these services based on appropriate and available

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resources and on individual needs. The written plans are designed with the offenders in collaboration with their families and/or significant others and service providers.

- d. To provide follow-up in the community with offenders for up to one (1) year post release from a correctional facility.
- e. To provide resources that is both gender and time specific. Services for the awaiting trial population, which will be abbreviated, are to provide as comprehensive a referral plan as possible.

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SECTION 4 -- TECHNICAL PROPOSAL

Narrative & format:

1. **Staff Qualifications** – This section shall include identification of all staff along with the duties, responsibilities, and concentration of effort which applies to each. Applicants must include staff resumes, curricula vitae, or statement of prior experience and qualifications in the field of mental health and discharge planning and prior experience with addressing the criminogenic needs of an offender population.

One Master's level clinician is required to work a 40 hour work week at the Rhode Island Department of Corrections. The clinical staff must have at least two years of post graduate experience in the area of behavioral health working with the community support population (i.e. severe and persistent mental illness, emergency certifications, discharge planning, etc.). Candidates with a certificate as a Qualified Mental Health Professional (QMHP) preferred.

2. **Capability, Capacity, and Qualifications of the Offeror** – Provide a detailed description of the applicant'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 shall describe the applicant'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.

Approach/Methodology – The description of approach shall discuss and justify the proposed approach to be taken for each task, and the technical uses 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 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 attributed deliverable for each.

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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.

COST PROPOSAL SUMMARY

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

Cost Proposal:

Please specify, in detail:

- Personnel assigned under the contract and number of hours per week offered under the contract.
- Detailed hourly rate for all personnel identified
- Other costs incorporated into the contract.

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Cost Proposal	Year 1	Year 2	Year 3
Total Cost			

Signature of Authorized Agent: _____

Date: _____

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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:

Criteria	Possible Points
Staff Qualifications: Staff experience in mental health services; clinical staff education levels; staff experience working with community support population; two years of post graduate clinical experience for clinicians. QMHP clinicians preferred	15 Points
Capability, Capacity, and Qualifications of the Offeror: Number of staff provided; number of post-graduate mental health clinicians; prior experience w/ staff making treatment recommendations; capability to support residential settings with serious mental illness ranging from restrictive to independent placements.	25 Points
Quality of the Work plan: Clinicians are provided to assess/consult with DOC, BHDDH, behavioral health resources and community systems; provides recommendations for those being assessed; provides a discharge plan that includes education to offenders regarding the nature/purpose of activities and potential outcomes; creates process and documentation for follow-up for the next year.	15 Points

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Suitability of Approach/Methodology: Mental Health Discharge planner tasks include assessment; development of a discharge plan; liaison with DOC/BHDDH, parole board and Courts; outlines a process for written referrals for psychiatric services; tracks and measures progress; provides follow-up post release services.	15 Points
Total Possible Technical Points	70 Points
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]	30 Points
Total Possible Points	100 Points

Points will be assigned based on the offeror’s clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

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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 #7549038** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or lynda.moore@doit.ri.gov.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses {**an original (1) plus four (4) copies**} should be mailed or hand-delivered in a sealed envelope marked "**RFP#7549038 Mental Health Discharge Planning for Corrections**" 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.

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RESPONSE CONTENTS

Responses should include the following:

1. A completed and signed four-page R.I.V.I.P generated ***bidder certification*** cover sheet -- downloaded from the RI Division of Purchases Internet home page at: www.purchasing.ri.gov
2. A completed and signed ***W-9*** downloaded from the RI Division of Purchases Internet home page at: www.purchasing.ri.gov **Please 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). 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.