



**Solicitation Information  
September 29, 2014**

**RFP# 7549041**

**TITLE: Cognitive Restructuring/Anger Management Programming**

**Submission Deadline: Tuesday, October 28, 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 **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**

**BOND 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](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 #7549041: Cognitive Restructuring/Anger Management programming**

### **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 **Cognitive Restructuring/Anger Management Programming** to adult offenders under the supervision of the DOC, in accordance with the terms of this Request for Proposals (RFP) and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals. **One (1) award will be made from this RFP process. The total value of the award is \$150,000 for the initial year and proposals must include cost proposals that identify subsequent years' increases. The resulting 3-year contract will be renewable for two (2) additional years if funding and program performance permit.**

#### **INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of State Purchases.
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.

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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 by 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).
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

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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>

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

### **BACKGROUND:**

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

There are also over 20,000 individuals under community corrections supervision including probation, parole and home confinement.

### **Specific Requirements:**

In order to support the RIDOC's Recidivism Reduction Initiative the chosen vendor will possess a high level of competency and experience in providing cognitive restructuring programming to groups of individuals identified through the use of a validated risk/needs assessment as having moderate to high levels of criminogenic risk factors. The RIDOC defines Cognitive Restructuring as a psychotherapeutic process of learning to identify and dispute irrational or maladaptive thoughts known as cognitive distortions.

## **SECTION 3 -- SCOPE OF WORK**

### **REQUIREMENTS:**

**General Scope of Work:** The successful vendor will be required to provide evidence-based Cognitive Restructuring programming to groups of 12 to 15 inmates within the RIDOC facilities. An evidence based cognitive restructuring program to include an anger management component will be delivered to inmates that addresses the offenders' criminogenic factors and other issues that give the ex-offender the ability to live crime free in the community. The proposed curriculum

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and program design should allow inmates the ability to start and complete the program regardless of their movement within the different facilities of the RIDOC.

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

The chosen vendor will coordinate schedules and services with the managers of each RIDOC facility. The vendor is expected to receive minimal supervision from the Department. Administrative supervision will be provided by the Department through periodic program meetings and monthly written reporting requirements.

### **Deliverables:**

The chosen Vendor will provide the following services:

1. Delivery of an evidence based cognitive restructuring curriculum that includes an anger management component to 12- 15 inmates per session.
2. The chosen vendor will conduct groups that meet at a minimum one day per week for at least 1.5 hours per session in each of the following facilities: Men's High Security, men's Maximum Security, men's Medium Security, men's Minimum Security/Work Release, women's Gloria McDonald Medium Security and women's Bernadette Minimum Security/Work Release.
3. The chosen vendor will provide a community based follow-up group for released offenders who participated in the program while incarcerated.

**RIDOC Responsibilities:** RIDOC will provide classroom space for education and groups and training and access to the department's computer systems.

### **Contractor Responsibilities:**

The contractor is responsible for assisting in the recruitment of participants. The contractor shall keep records of participation and will participate in program review with facility and institutional program staff on a regular basis. The content of curriculums are subject to review by designated RIDOC personnel with prior notification to the vendor.

### **RESULTS : EVALUATION/COORDINATION OF SERVICES/PERFORMANCE MEASURES**

The Interdepartmental Project Manager for Institutional Programs & Services or designees, will coordinate with the selected vendor in order to provide general supervision of the programs. In order to facilitate offender attendance at group treatment sessions, the vendor will provide lists of participating offenders to designated personnel.

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The vendor shall include in the work plan proposal a description of a tool that will measure program effectiveness according to the goals and objectives of the program and the course curriculum.

A detailed listing of performance measures must be provided in the proposal.

The proposed curriculum must be evidence based and proposals must include the documented evidence and contact information for verification of such evidence. Any and all modifications and/or delivery of the proposed curriculum that deviates from the evidence provided must be identified in the proposal. In addition, the proposals must include supporting information stating that any deviation from the original evidence based curriculum does not impact the effectiveness of the overall program.

Proposals must identify a curriculum that is gender-responsive or how the proposed program adheres to gender responsive principals for the female population and any documentation that supports such claim.

The facility wardens or designees will coordinate the on-site details of the program. The contractor will be responsible for all requirements related to the Scope of Work. The contractor will be responsible for all clerical work associated with the treatment program. Those services associated with travel will be borne by the contractor.

The contractor will be responsible for maintaining all program records in the RIDOC's Transition from Prison to Community Data System (TPCDS) and ensure that all monthly and completion program earned time is accurately entered into the system.

### Reports/Records

The contractor shall provide the following reports:

1. Monthly statistical reports in a form agreeable to the RIDOC and the contractor. Records relating to each program, group and session will be maintained in the DOC's Transition from Prison to Community Data System.
2. Narrative reports containing participant evaluations; narrative evaluations of the program, including the status of the contract; program accomplishments and obstacles encountered; and on-going suggestions for improvement.
3. A monthly summary of weekly time sheets of staff involved in the project to be submitted to the RIDOC Interdepartmental Project Manager, Institutional Programs & Services, with the monthly bill.
4. All offender records are subject to the confidentiality guidelines provided by HIPPA. Individual offender files will be the property of the contractor and the information contained within the files will be shared with the RIDOC in accordance with the

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confidentiality policy of the contractor, RIDOC policy and security standards. These files were subject to review by designated RIDOC personnel.

### **OTHER REQUIREMENTS**

1. The appropriate contractor staff will participate in regularly scheduled meetings with RIDOC staff to monitor the status of the contract.
2. Appropriate contractor staff will participate in scheduled meetings to determine if screened individuals are appropriate for placement in the program. The screening committee will consist of program and correctional staff. The contractor will give individuals not accepted written reasons for non-acceptance. These written reasons will be reviewed by designated RIDOC personnel prior to being forwarded to the screened individual. Individuals will not be placed in the program until approved by designated RIDOC personnel.

**Security Requirement:** Employees of contractors who must gain entrance into correctional facilities are subject to police record checks; the Department of Corrections retains the right to refuse entrance to contractor employees with felony convictions. Access to correctional facilities also requires adherence to rigid security rules as far as property search, contact with inmates, etc.

### **SECTION 4 -- TECHNICAL PROPOSAL**

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

1. **Staff Qualifications** – This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each as well as resumes, curricula vitae, or statements of prior experience and qualification.
2. **Capability, Capacity, and Qualifications of the Offeror** – Provide a detailed description of the Vendor's experience. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.
3. **Work Plan** – This section shall contain a thorough explanation of all programmatic aspects and services required to complete the Scope of Work section. This will include a demonstration of the knowledge and ability to coordinate and provide the required services. (Letter of agreement, affiliation or support describing relationship and extent of coordination should be appended.) The work plan description shall include a detailed proposed project schedule, timeline (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each.

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4. **Approach/Methodology** –The description of approach shall discuss and justify the approach proposed to be taken for each task, and the technical issues that will or may be confronted at each stage on the project.

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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. This rate should not exceed \$150,000.00 for the first year of the contract but include anticipated cost increases for subsequent years. A detailed budget should be included within the proposal that includes a description of the number of service hours per week/per month.

**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 *Identifies all staff or proposed titles of project team. *On-site lead clinician has a BSW or better and has experience in a prison setting. *Clearly describes duties and responsibilities of each position. *Resumes, education attainment and qualifications for each staff member and/or position are identified.	15 Points
Capability, Capacity, and Qualifications of the Offeror *Clearly describes agency's experience in providing similar programs to incarcerated individuals. *Applicant provides references from correctional department(s). *Proposal clearly identifies applicant's prior trainings, certifications and/or subject matter expertise in proposed program(s).	25 Points

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Quality of the Work plan *Demonstrates knowledge and ability to provide services within a correctional setting. *Applicant provided a realistic proposed project schedule/timeline. *Assignment of staff and deliverables for each is clearly defined. *A minimum of 1.5 FTE staff that provide direct services are identified.	15 Points
Suitability of Approach/Methodology *Applicant clearly demonstrates knowledge of correctional evidence-based practices. *Applicant clearly describes the delivery of the proposed curriculum. *The proposal contains the research/evidence of the proposed program's effectiveness *The intended outcomes of the program are clearly defined and attainable using the proposed approach/methodology.	15 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]	30 Points
<b>Total Possible Points</b>	<b>100 Points</b>

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

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

**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 #7549041** 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.

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Responses {**an original (1) plus four (4) copies**} should be mailed or hand-delivered in a sealed envelope marked “**RFP#7549041 – Cognitive Restructuring/Anger Mgmt. Program**” to:

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

**NOTE:** Proposals received after the previously referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

### **RESPONSE CONTENTS**

Responses should include the following:

1. A completed and signed four-page R.I.V.I.P generated ***bidder certification*** cover sheet -- downloaded from the RI Division of Purchases Internet home page at: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
2. A completed and signed ***W-9*** downloaded from the RI Division of Purchases Internet home page at: [www.purchasing.ri.gov](http://www.purchasing.ri.gov) **Please include with original proposal only.**
3. A ***letter of transmittal*** signed by the owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the State.
4. A **separate *Technical Proposal*** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices). 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.

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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.