



**Solicitation Information  
January 12, 2015**

**RFP# 7549261**

**TITLE: Parenting Education and Visitation for Incarcerated Men and Women**

**Submission Deadline: Monday, February 9, 2015 at 2:00 PM (ET)**

<b>PRE-BID/ PROPOSAL CONFERENCE: NO</b>
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Questions concerning this solicitation must be received by the Division of Purchases at <a href="mailto:gail.walsh@purchasing.ri.gov">gail.walsh@purchasing.ri.gov</a> no later than <b>Thursday, January 22, 2015 at 5:00 PM (ET)</b> . Questions should be submitted in a <i>Microsoft Word attachment</i> . 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.
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<b>SURETY REQUIRED: NO</b>
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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 three-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: Parenting Education and Visitation for Incarcerated Men and Women**

### **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 parenting education and visitation programming and services to incarcerated men and women. There will be one or two contract(s) awarded depending on the suitability for gender related work of the applicants. The contract(s) will be for three years; renewable for two more, subject to annual assessment and availability of funds, 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.
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.

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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 [Raymond.lambert@doa.ri.gov](mailto:Raymond.lambert@doa.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.

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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 (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, 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.

The department has provided a Parenting Education and Visitations program since 1992. The programs were first offered only in the Women's Division, but were expanded to the Men's Division in 1997.

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

#### **Specific Requirements:**

This Request for Proposals is asking for qualified agencies to submit proposals describing their ability to provide parenting education classes and visitation programs in RIDOC facilities and to provide case management services to a select group of incarcerated parents and their families. Vendors are encouraged to submit proposals for both men's and women's programs. Using the criteria in section 6, the technical review committee will grade each proposal that includes both men and women twice, once for appropriateness for men's programming and once for appropriateness of women's programming. The proposal determined to be most appropriate to each gender will be awarded a contract. If a single agency is judged best for both men and women, one contract will be awarded. As stated in section 1, the contract(s) will be for three years; renewable for two more, subject to annual assessment and availability of funds.

The vendor must include in the proposal a detailed description of the curriculum to be used. There must be a separate curriculum for men addressing fathering issues and one for women addressing mother-child issues. The RIDOC also intends to train the chosen vendor's staff in the delivery of programming unique to the department.

The parenting education classes should include information on the following topics:

- Impact of Incarceration.

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- Communication Skills in relationship to being an absent parent.
- The re-unification process following incarceration.

The Parent/Child Visitation Programs will provide a 2-4 hour block of time for the incarcerated parent to visit with his/her child, without other extended family present. The vendor will monitor the visit in coordination with security personnel and plan activities that are appropriate for the limitations of a secure institutional setting.

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

#### **REQUIREMENTS:**

**General Scope of Work:** The chosen vendor will be responsible to provide six (6) parenting education classes per week; two (2) in the women's facilities, Gloria McDonald/GM and Bernadette Buildings, and four (4) in the men's facilities (Maximum, Medium Moran, Minimum and Intake) as well as five (5) visitation programs, conducted on Saturdays, three (3) at the men's facilities (Minimum, Medium Moran and Intake) and two (2) at the women's facilities (GM and Bernadette). The above schedule may be revised as needed.

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

Programs for Men:

The chosen vendor will provide eight (8) hours of programming for male offenders per week:

4 Parenting Education classes in the Men's Division each week. Each class will be held once a week for a minimum of 1 and ½ hours per class. Class times are scheduled to conform to the facilities schedules. Each class will have no more than 15 participants. Each education group will last for at least 15 weeks.

Classes will be held in the following facilities:

- Maximum Security Facility
- John Moran Medium Security Facility
- Minimum/Work Release Facility
- Intake Service Center

Father-Child Visitation:

There will be a Father-Child Visitation Program conducted in three of the above-named facilities.

Visitation will take place every Saturday morning and last at least two hours and will involve approximately 10 offenders and their children. If additional funding becomes available, visitation may expand to other facilities through contract addendum.

Programs for Women:

The chosen vendor will provide at least eight (8) hours of programming per week for female offenders:

Parent Education Classes will be held for 1 hour in each building.

The Women's facilities will have two (2) Saturday Visitation Programs as follow:

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- Women's Minimum/Work Release offenders housed in the Bernadette Building for 20-30 children for 4 hours per week; and
- Women offenders housed in the Gloria McDonald building (GM) for 15-20 children for 2 hours per week.

One hour additional for parenting education will occur on Saturday or at a time agreeable to vendor and facility schedule as arranged through the RIDOC Parenting Coordinator.

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(s) will maintain all program, inmate, and case records in the department's Transition from Prison to Community Data System (TPCDS).

**RIDOC Responsibilities:** RIDOC will provide classroom space for the educational groups and visitation programs and access and training on the department's computer systems. The RIDOC will also provide training to the chosen vendor on the various parenting tools and programs that may be used by the vendor.

### **Contractor Responsibilities:**

The vendor is responsible for assisting in the recruitment of participants. 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.

The vendor shall keep records of participation and will participate in program review with the facility and institutional program staff on a quarterly basis. The content of group curriculums is subject to review by designated RIDOC personnel with prior notification to the vendor.

The Interdepartmental Project Manager for Institutional Programs, RIDOC Parenting Coordinator and facility wardens or designees will coordinate with the selected vendor(s) 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.

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.

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

### REPORTS

The contractor shall provide the following reports:

1. Monthly statistical reports in a form agreeable to the RIDOC and the contractor.
2. Quarterly and yearly 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 of Institutional Programs with the monthly invoice.

All offender records are subject to the confidentiality guidelines provided by the HIPPA. Individual offender files will be the property of the contractor and the information contained within the files will be shared with RIDOC in accordance with the confidentiality policy of the contractor, RIDOC policy and security standards. These files are subject to clinical review 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.

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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** – 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** – This section shall include the following:
  - A comprehensive listing of similar projects undertaken especially in the area of criminal justice programs and/or similar clients served, including a brief description of the projects.
  - A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position.
  - 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 services with appropriate community based parenting programs. (Letters 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.

The programming offered must include gender specific offerings for the men's and women's programs. An outline of each curriculum must be submitted with this proposal.

Include a description of any additional services to be provided beyond the scope of work within the Request, and resources to be used for these services.

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 \$103,700 for the first year of the contract but include anticipated cost increases for subsequent years not to exceed 2.5% per year. A detailed budget should be included within the proposal that includes a description of the number of service hours per week/per month.

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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	15 Points
Capability, Capacity, and Qualifications of the Offeror	25 Points
Quality of the Work plan	15 Points
Suitability of 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.

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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 #7549261** 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#7549261**" 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 three-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)
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).

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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.