



**Solicitation Information**  
**January 21, 2015**

**RFP# 7549287**

**TITLE: Projects for Assistance in Transition from Homelessness-Outreach & Training**

**Submission Deadline: February 26, 2015 at 11:00 AM (Eastern Time)**

**PRE-BID/ PROPOSAL CONFERENCE: No**  
**MANDATORY: NA**

**DATE:**  
**LOCATION:**

Questions concerning this solicitation must be received by the Division of Purchases at [david.francis@purchasing.ri.gov](mailto:david.francis@purchasing.ri.gov) no later than **January 30, 2015 at 10:00 AM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**David J. Francis**  
**Interdepartmental Project Manager**

Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**Note to Applicants:**

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

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## **SECTION 1: INTRODUCTION**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (BHDDH) is soliciting proposals from qualified agencies to provide services in accordance with the SAMHSA Projects for Assistance in Transition from Homelessness (PATH) grant, in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at [www.purchasing.ri.us](http://www.purchasing.ri.us).

The initial contract period will begin approximately March 1, 2015 and last until June 30, 2016. Contracts may be renewed for up to three additional 12-month periods based on vendor performance and the availability of funds.

PATH is a SAMHSA-funded grant awarded to the states and administered in each state by a State PATH Contact (SPC). Rhode Island's SPC administers the grant for BHDDH.

This RFP seeks a vendor to perform two services: training for the homeless services community and coordination of homeless outreach services. The vendor must have extensive experience providing both services to a broad range of homeless services providers, consumers, advocates and others in the state of Rhode Island. It must also have expertise in fostering cooperation and coordinating the efforts of the full range of homeless service stakeholders in the state.

This program will be funded for \$30,000 using PATH grant funds from SAMHSA. A one-third match is required. The state is unable to pay for this match, so the Vendor will be required to provide at least \$10,000 as the match. The match may be in the form of services that are provided using the Vendor's funds or using funds provided by formal agreement with a partner agency. These funds may not be derived from federal revenues. The match may also be provided by in-kind contributions from the Vendor or by formal agreements with partner agencies or individuals. Only services described in this RFP may be considered towards the match.

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; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

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

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.

4. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at [www.purchasing.ri.gov](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.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by

MBE's in all State procurements. For further information visit the website [www.mbe.ri.gov](http://www.mbe.ri.gov)

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

## **SECTION 2: BACKGROUND**

**Outreach services.** The PATH program was created to meet the needs of chronically homeless adults with Severe Mental Illness (SMI) and Co-occurring Disorder (COD). This population is among the most at-risk and, at the same time most underserved, of those with behavioral health disorders. Because of their behavioral conditions and history of homelessness, they often have tenuous connections with "mainstream," mostly office-based, services such as behavioral and physical healthcare. Connecting them to these services often involves a great deal of effort to outreach and engage them in a trusting relationship and to use that relationship as a step toward engaging with "mainstream" services. Outreach and engagement are the first and most fundamental of the PATH services and the key to its success.

Rhode Island currently has a robust network of outreach services, but one that faces significant challenges. This RFP seeks a Vendor that can confront these challenges and build on these strengths.

Among the challenges are:

- The loss of funding for outreach services due to the expiration of Cooperative Agreements to Benefit Homeless Individuals (CABHI) funding and the diversion of private foundation funding to address other priorities
- The shortage of housing subsidies, which means that many chronically homeless remain homeless for long periods of time
- The increased behavioral health acuity among the chronically homeless. Housing-related programs have been successful in getting many chronically homeless people housed, but this has tended to leave behind those who are most difficult to engage. Among these are the most behaviorally disordered. Also, living "on the street" is often traumatizing to those with behavioral health issues, and the longer wait time for housing subsidies exacerbates existing behavioral health problems.
- The potential for disconnection in a system where outreach is delivered by so many different providers with different mandates and funding sources. Three federal grants (PATH and CABHI), several private foundations and several churches support

outreach work in Rhode Island. In addition to paid professional staff, volunteers from advocacy groups, religious institutions and students groups also provide outreach services. Without coordination, the risk is that each program will serve only those who live in its geographical area, who meet its eligibility criteria or who are perceived as being potentially successful in meeting its program's mandated outcomes, leaving others to fall between the cracks. In addition there is the possibility of duplication of services that can confuse recipients and make the limited resources available less efficient.

- The risks associated with having untrained, unsupported and/or unsupervised volunteers doing street outreach. This includes the risk to clients posed by outreach workers who may not understand their level of need, the resources available to them or their vulnerability to re-traumatization. It also includes the risk to workers untrained in the precautions necessary to undertake "street" outreach.

Among the strengths are:

- The possibility that the Medicaid expansion and work being done with Rhode Island's Executive Office of Health and Human Services (EOHHS) to increase reimbursement for homelessness-related services will increase the funds to pay for outreach.
- The variety and number of people doing homeless outreach and engagement. When well-coordinated, this variety provides a breadth of resources and perspectives, and the number of individuals allows for more outreach, than could be delivered only by the grant and foundation-funded programs.
- The level of personal commitment. Outreach requires work outside of the work hours and the security of typical office-based programs. It can be dangerous and emotionally draining. The fact that so many of those doing outreach in Rhode Island have a personal commitment as peers, members of religious organizations or for other reasons adds resilience to the network of outreach services.
- The influence of peers. Formerly homeless individuals, both volunteers and paid staff, provide much of the state's outreach and play a significant role in determining how services will be provided. This informs the system with a high level of realism about the needs of those who are chronically homeless and about the efficacy of service strategies. It also makes for more effective engagement with the clients.
- The formation of a voluntary collaboration of homeless outreach workers, the statewide Outreach Committee. This was initiated by the Rhode Island Homeless Advocacy Program (RIHAP), a group of homeless/formerly homeless individuals, and facilitated on a volunteer basis by the Rhode Island Coalition for the Homeless (RICH). The state's major homeless outreach providers participate in the Committee.
- The link between the homeless service providers and the state system. In the case of outreach, this is reflected in the Outreach Committee's ability to stimulate timely state program response to the problems it identifies. For example, within weeks of outreach workers confronting an increase in the number of chronically homeless elderly clients that they were seeing on the street, the Outreach Committee was able to meet with the Director of the Division of Elderly Affairs, who in turn involved the Directors of the Departments of Health and of Behavioral Healthcare, Developmental Disabilities and Hospitals in problem solving efforts.
- The collaborative nature of Rhode Island's homeless services system. Collaboration between consumers, advocates, public agencies, publicly and privately-funded providers and others has become the norm, which has supported the Outreach Committee as well as many other working partnerships and joint projects.

- The innovative orientation training developed by the Outreach Committee, the RICH/RIHAP Outreach training. This training was designed to prepare new workers, particularly those without formal training in outreach, for “street” outreach.

**Training Services.** Training is a necessary component of the PATH program. PATH is a unique service, designed for a unique population. PATH clients have intensive clinical and material support needs. At the same time, their life circumstances make it difficult for them to access largely office-based “mainstream” service systems and their clinical and treatment histories have alienated many of them from these systems. To do PATH work requires training in a unique mix of outreach and engagement strategies, clinical skills and recovery resources and strategies. Another reason that training is a necessary component of PATH is that the PATH programs are part of on a broader network of providers that serve the homeless service, from medical professionals to outreach volunteers to first responders to homeless shelter staff. Without a good understanding among all these service providers of the needs of those who are chronically homeless and have behavior disorders, PATH cannot succeed. Rhode Island is fortunate to have a statewide consensus about the importance of meeting the needs of the chronically homeless and a collaborative network of homeless services providers. Previous PATH contracts have contributed to this by supporting conferences for the broad homeless-serving community as well as specific skills trainings for homeless service providers. These conferences and trainings have been developed by a broad-based coalition of service providers, state agencies, advocates and consumers/peers, which has contributed to their effectiveness in building consensus around clients’ needs as well as expanding practice skills. This RFP seeks to continue to fund these training activities. It also intends to fund an additional training activity, The Outreach Training developed by the RICH and the RIHAP. By supporting this training, and the Outreach Committee which will continue to refine it and support its Train-the-Trainers model, this RFP seeks to enhance the practical skills of everyone doing homeless outreach/engagement in Rhode Island.

### **SECTION 3: SCOPE OF WORK**

**GENERAL SCOPE OF WORK:** This RFP seeks a single Vendor to coordinate the activities of the statewide Outreach Committee and to serve as the primary training coordinator for the homeless serving community.

**SPECIFIC ACTIVITIES AND TASKS:** The Vendor must undertake the following tasks:

**Coordination of statewide Outreach Committee:** The Vendor will be expected to coordinate the state’s Outreach Committee and to help it to maintain and expand on its current strengths. The Outreach Committee has been able to coordinate homeless outreach across the state. Rhode Island’s homeless outreach is done by a patchwork of provider types with a variety of funding sources and mandates. The Outreach Committee, which is currently facilitated by an organization with broad support among the homeless-serving community, has been able to develop an effective, voluntary collaboration between many of those who are providing homeless outreach in Rhode Island. This collaboration has been able to:

- Share resources and outreach workers’ time
- Develop more effective peer-informed outreach/engagement strategies
- Reciprocate referrals to each other’s programs, enhancing access to the homeless services network
- Focus coordinated responses to crises (eg a shelter closing)
- Enhance access to outreach in the different geographical areas of the state

- Develop outreach/engagement expertise among new outreach providers
- Identify emerging needs/at risk populations “on the street”, bring these to the attention of state agencies and the rest of the homeless system and assist the agencies to resolve the problems
- Provide a “street level” perspective to the homeless serving network
- Provide peer support.

The Vendor will be required to build on the successes of the existing Outreach Committee. It must dedicate an Outreach Coordinator position which will have primary responsibility for the contract’s outreach functions. The Vendor may combine the duties of the Outreach Coordinator with that of the Training Coordinator. The **Outreach Coordinator’s duties** include:

- Convening and facilitating a monthly Outreach Committee (OC) meeting
- Assisting the OC to identify concerns that emerge from outreach work and to bring them to the State PATH Contact and appropriate state agencies or others in a position to address them
- Assisting the OC to prioritize outreach activities to meet the needs of those who are most at risk
- Facilitating and providing administrative support to OC projects/presentations
- Generating meeting notes, reports and other documents related to the OC.
- Facilitating the refinement and presentation of the RICH/RIHAP Outreach training. This training is free and available to all.
- Identifying any additional training needed to enhance outreach practice.
- Working with all the state’s outreach service providers to maximize participation in the OC, bringing their concerns and perspectives into the work of the OC and supporting the work of outreach workers’ supervisors and administrators
- Providing the OC with information as to best practices and emerging issues in homeless outreach
- Facilitating any other efforts to enhance statewide outreach practice (e.g. federal technical assistance, statewide meetings related to outreach)
- Providing stipends to individuals participating in the Outreach Committee whose primary activity is homeless outreach and whose outreach activities are not funded by other organizations.

**Statewide training:** The Vendor must develop a Training Plan and deliver or insure the delivery of the trainings in the plan. These activities will be under the direction of a Training Coordinator.

Trainings may be presented by a variety of providers in a number of different ways, and it will be up to the Vendor to propose the most appropriate topics, training strategies and providers based on its assessment of training needs. Training providers may be Vendor staff, subcontracted Vendors/staff, or others. They may be Vendor staff who are PATH funded, Vendor staff providing in-kind services, PATH-funded contractors or others who are donating in-kind services.

The Vendor will plan and deliver training to two different constituencies, one at a systems level and the other at a program level.

- The *systems level* training will address the broad network of individuals and agencies that provide service to, or who are themselves, homeless individuals. These may include staff in homeless-serving agencies, police, medical personnel, housing providers, consumers and formerly homeless peers, students interested in homeless

issues, volunteers from church-affiliated and other charitable groups, advocates, staff from governmental agencies and private foundations, clergy, civic and political leaders and others.

The training emphasis for this group is on concerns that are common to the network of people who have a stake in services to the homeless. The awareness, skills and knowledge to be presented should advance the overall ability of the state to meet the needs of the homeless. Such trainings should address broad areas of concern, such as common areas of need (e.g. chronic illness), emerging concerns (e.g. drug overdoses among the homeless), best practices (e.g. trauma informed care) and resources (e.g. SOAR benefits).

To insure that that the Vendor meets the needs of this group, it must conduct a survey of as broad a group of stakeholders as possible prior to developing the Training Plan. The Vendor's **Training Committee** (see below) should prioritize the content of the trainings based on the responses. In its proposal, the Vendor should be as specific as possible about how it will conduct these surveys, who will be asked to participate and how it will evaluate the results.

- The *program level* training will address the individuals and agencies whose primary task is to work with those who are chronically homeless and behaviorally disordered. These may be staff or contract employees of agencies that work with the homeless, members of volunteer organizations, peers/consumers or others who serve chronically homeless, behaviorally disordered individuals. These trainings should focus on best practices in working with this population. Where there are Evidence Based Practices such as Motivational Interviewing, Housing First, etc., these should be presented. Promising practices that may not yet have risen to the level of EBPs should be presented if the Training Committee and Training Coordinator believe that they have merit. In addition, the Vendor must present the RICH/RIHAP Outreach training as often as needed by new outreach workers/volunteers.

PATH funds for program-level training should supplement, not supplant, trainings provided by the PATH Services Provider. The state will award a new contract in March, 2015 to a provider of PATH services based on a separate RFP. That RFP requires that the PATH Services Provider develop a training plan and provide training for its PATH staff. Funds from this RFP should not be used to provide any of the trainings in the PATH Services Provider's training plan without permission of the State Path Contact (SPC). The PATH Training Provider should propose a training plan based on its best understanding of *program level* training needs. If the SPC determines that there is duplication once the two PATH contracts are awarded, he will determine training responsibilities during the contracting process.

A **Training Plan** must be completed within two months of award and within two months of the beginning of each subsequent SFY that a contract is in effect. The Vendor's proposal must contain as specific a provisional Training Plan as possible, with the understanding that the provisional plan will be developed into a finalized Training Plan with the help of the Training Committee.

Once the PATH Training Contract is awarded, the Provider must establish a **Training Committee** which will be responsible for finalizing the Training Plan and for monitoring and revising it over the life of the contract. The Vendor should propose the group's composition. The group should include, at a minimum, the State PATH Contact, an

Outreach Committee member who is a peer, a representative of the PATH Services provider agency and the Vendor's Training Coordinator, as well as any others it believes to be essential to the process.

In developing the *systems level* trainings, the Training Committee must do its best to address the priorities identified by the broad-based survey described above. In designing the *program level* trainings, the Training Committee should give priority to needs identified by practitioners in PATH and other programs that serve this population, peers and consumers.

The Training Plan should be as specific as possible in describing:

- The trainings to be offered
- The modalities to be used for the trainings. The Vendor should specify which modalities it plans to use for what trainings (e.g. a broad subject such as the impact of Medicaid Expansion on homeless services might be best presented at a conference with a lecture on the theme followed by breakout sessions exploring how the broad theme impacts specific stakeholder groups. A topic with a practice focus, such as Motivational Interviewing might require a series of interactional workshops with a limited class size.
- The nature of the audience for the different topics and modalities
- The presenters. If possible, the proposal should indicate who the individual presenters will be
- The number of training hours it proposes over the course of the year following the award.

**Coordination of Training** The Vendor must dedicate a Training Coordinator position which will have primary responsibility for the contract's training functions. The Vendor's training coordination functions include:

- Insuring the timely production of the Training Plan
- Convening and facilitating the Training Committee, including generating minutes, reports and other materials, providing meeting space, etc.
- Conducting the stakeholder survey that will determine the focus of the system-level trainings
- Arranging training events, including securing sites, contracting and scheduling and paying presenters, evaluating trainings, etc.
- Provide trainings on topics with which the Vendor has expertise
- Researching emerging issues and best practices in homelessness. The Training Coordinator should be the key person to inform the Training Committee on developments in homeless services. He/she should attempt to secure TA where needed by the Training Committee. He/she should be able to advise other sectors of the homeless serving network about these resources and about sources of information about emerging issues and practices.

In-kind and non-federally funded monetary contributions to any of the trainings by the Vendor or by other providers may be considered part of the Vendor's match. Contributions by other providers may be in the form of donations of trainer time, space, etc. or in the form of fees paid to the Vendor for relevant training, as long as the fees are not paid out of federal funds. The amount and sources of match resources should be included as part of the Vendor's proposed budget. Proposed contributions from outside of the Vendor agency should, whenever possible, be documented by MOUs, letters of commitment, etc.

**Support for grant activities:** The Vendor must provide support for the Outreach Committee and for the training activities under this grant. The Vendor must have both an Outreach

Coordinator and a Training Coordinator, although one individual may fill both roles. If the same individual will hold both positions, the proposal must specify which of his/her hours will be dedicated to each of the positions.

**Reporting:** The Vendor must provide the State PATH Contact with three quarterly reports:

- A brief narrative describing the activities of the Outreach Committee, issues and emerging needs identified by the Committee members and attendance at meetings.
- A list of trainings provided, numbers trained and quality measures (such as pre- and post tests, participant evaluations and comments, etc.)
- A detailed breakdown of the type, use and sources of match funds/in-kind services

**Non-lobbying requirement:** PATH funds may not be used for lobbying activities. The Outreach Committee currently plays a significant role in bringing the needs of chronically homeless individuals to the attention of state agencies and elected officials. The Vendor's proposal must clearly demonstrate how it will separate lobbying activities from PATH-funded activities.

**Peer input/consumer input to Vendor:** The Vendor must demonstrate that there is significant participation by homeless and formerly homeless individuals in its governance, program design and oversight.

#### **SECTION 4: TECHNICAL PROPOSAL (Total of 100 Points)**

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

1. **Staff Qualifications (20 points)** – Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project. Provide names and resumes of anyone anticipated to fill any of the positions. The individual(s) acting as Outreach Coordinator and Training Coordinator should have extensive experience related to these two roles.
2. **Capability, Capacity, and Qualifications of the Offeror (20 points)** - Provide a detailed description of the Vendor's experience coordinating and providing training on homelessness-related topics, specifying the training topics, training methods, training providers and audiences. Briefly describe why and how decisions were made to provide these trainings to these audiences in these ways. Provide a detailed description of the Vendor's experience coordinating outreach services across provider agencies. Provide a description of the Vendor's role and activities in the state's homelessness system. Describe any working agreements or MOUs with other homeless service organizations and particularly collaborations around homeless outreach. Provide a description of the roles of homeless/formerly homeless individuals in governance, program development and oversight of the Vendor's operations.
3. **Work plan (30 points)** – Describe the plan to carry out the activities under the grant that covers all of the activities described in the scope of work above. This work plan must include an implementation timeline. Activities must be broken down into the categories of Outreach Coordination and Training Coordination. Describe the positions to be funded and indicate the FTE equivalent hours to be dedicated to each of the two main categories of work.

The Vendor will be required to provide training and outreach coordination services as well as to pay stipends to volunteer outreach workers who are participating in the outreach Committee. The Work Plan should reflect how much effort and resources the Vendor will commit to each of these activities and how it will leverage its resources in collaboration with partners in the homelessness community. This description should reflect its vision for how these activities will enhance the homelessness system.

The Outreach Coordination plan must include activities to transition from the present coordination of the Outreach Committee, including steps the Vendor will take to secure agreement by outreach workers and their agencies to participate in the Committee. It must describe how it will continue with the present activities of the Outreach Committee and what additional activities it will undertake within the first year of the award. The Vendor must provide an inventory of all agencies, organizations and individuals that it knows to be providing outreach/engagement services to literally homeless individuals in the state. It must indicate those that it believes will participate in the Outreach Committee immediately after the award of the contract (e.g. those who currently attend Outreach Committee meetings). Where possible, it must include letters of support from those individuals and organizations. It must present a plan for engaging those who are not currently participating in the Outreach Committee. The Outreach Coordinator must be hired, and the Outreach Committee must meet, within one month of the award.

The Training Coordinator must be hired within one month of the award. The proposal must describe the composition of a Training Committee. If possible, the members should be contacted and indicate their agreement to serve on the committee prior to the submission of the Vendor's proposal. The Training Committee must have an initial meeting within one month of the award. The Vendor must develop a final Training Plan within two months of the contract award. The Training Plan must project a first training event within three months of the award.

The Vendor's proposal must include a provisional Training Plan. The provisional plan must reflect the Vendor's assessment of the training needs of the state's homeless services network and of the providers who serve chronically homeless individuals with behavior disorders. The Vendor must provide a brief explanation of the source of this assessment. Any documentation of the identified training needs must be included with the proposal. The provisional plan must be as specific as possible about training topics, methods of presentation (single classes, series, conferences, webinars, etc.), number of hours of training, presenters and audiences. The Vendor must be as specific as possible about the sources of support for the trainings. For example, it might propose to give five hours classes on evidence based practices, two by Vendor staff, using PATH funds, two by contract staff using PATH funds and one by partner agency staff as in-kind contribution. It must project the numbers it intends to train, differentiating between the systems-wide trainings and the trainings directed at those who provide PATH-like services to chronically homeless, behaviorally disordered individuals.

4. **Budget Proposal (30 points):** The annual amount of this contract will be \$30,000. The Vendor must match this with an annual match of at least \$10,000. The match may be in the form of PATH training or Outreach Committee coordination-related services that are provided using the Vendor's funds or using funds provided by formal agreement with a partner agency or private funding source. These funds may

not be derived from federal revenues. The match may also be provided by in-kind contributions from the Vendor or by formal agreements with partner agencies or individuals. Failure to meet the required match will result in the proposal being dropped from further consideration.

Vendors **must** provide a detailed, line-item budget for the total amount of PATH grant and match using **APPENDIX A: 12 MONTH PATH PROGRAM BUDGET**. APPENDIX A provides a format for budget tables. The Vendor should supplement these tables with additional budget narrative and detail if needed to clarify its proposal.

The proposed budget should be for a twelve month period. Depending on the contract start date, there will be some additional number of months beyond the twelve months covered by the Provider’s proposed budget in SFY 2016. The Provider will bill for PATH services up to the total amount of the PATH grant (\$30,000) for the first twelve months of the contract. For the remaining months of SFY 2016, the Provider will bill for services up to monthly amount equal to 1/12<sup>th</sup> of the \$30,000 annual amount. Budgets must include a table of what will be charged to the grant itself, and what will be offered to meet the match. This will include in-kind and fund contributions from the Vendor as well as contributions from agency partners who are donating resources by formal agreement with the Vendor. The source and type of match must be detailed. Appendix A provides a format for budget tables. The Vendor should supplement these tables with additional details as needed.

The Budget Proposal will be evaluated based on its efficient use of PATH funds, both PATH grant funds and matching contributions, and of leveraged resources to carry out the activities detailed in the Work Plan.

**SECTION 5: EVALUATION AND SELECTION**

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

The Department of Behavioral Healthcare, Developmental Disabilities and Hospitals 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	20 Points
Capability, Capacity, and Qualifications of the Offerer	20 Points
Quality of the Work plan	30 Points
Budget Proposal	30 Points
<b>Total Possible Points</b>	<b>100 Points</b>

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 6: PROPOSAL SUBMISSION**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [david.francis@purchasing.ri.gov](mailto:david.francis@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. Please reference **RFP # 7549287** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

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

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP# 7549287 Projects for Assistance in Transition from Homelessness -Outreach & Training**" to:

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

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

## **RESPONSE CONTENTS**

Responses shall include the following:

1. One completed and signed three-page R.I.V.I.P generated bidder certification cover sheet (included in the original proposal only) downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. One completed and signed W-9 (included in the original proposal only) downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
3. **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. As appropriate, resumes of key staff that will provide services covered by this request.
4. **A separate, signed and sealed Cost Proposal** using APPENDIX A: 12 MONTH PATH PROGRAM BUDGET, to include a program budget and a proposal for the amount of in-kind contributions and salaries that will be dedicated to the PATH activities described in Section 3.

5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked “original”.

## **CONCLUDING STATEMENTS**

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State’s General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State’s General Conditions of Purchases/General Terms and Conditions can be found at the following URL:

<https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

## APPENDIX A: 12 MONTH PATH PROGRAM BUDGET

### OVERALL PATH AND MATCHING FUNDING SUMMARY

(1 of 3 pages)

Category/Item	PATH budget	Matching funds/in-kind	Total budget
1) Salaries			
2) Fringe			
3) Contractual Services			
4) Travel			
5) Training materials			
6) Telephone			
7) Rent			
8) Heat/utilities			
9) Postage/Supplies/Equipment			
10) Other			
11) Stipends			
12) Agency overhead/indirect			
<b>Total</b>			

# PATH PROGRAM BUDGET

## BUDGET DETAIL

(2 of 3 pages)

### 1) SALARIES

Position: Name, Position Title, Brief description of grant duties	Total annual salary	Percentage of time devoted to PATH duties (FTE)	Annual PATH funded salary	Annual match funded salary	Sources of match
1)					
2)					
3)					
4)					
<b>Total</b>					

### 2) FRINGE

Position:	Total annual fringe	Annual PATH fringe	Annual match funded fringe	Sources of match
1)				
2)				
3)				
4)				
<b>Total</b>				

### 3) CONTRACTUAL SERVICES

Position: Name, brief description of job duties	Total annual contract amount	Time devoted to PATH activities (total annual hours)	PATH funded	Match funded/in kind	Sources of match
<b>Total</b>					

**PATH PROGRAM BUDGET**

**BUDGET DETAIL**

(3 of 3 pages)

**4-10) EXPLANATION OF OTHER DIRECT EXPENSES (Please provide separate descriptions/costs for each item included in "Other" expense categories)**

Expense Category	Description	PATH funded	Match/in-kind	Sources of match	Cost
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10a)					
10b)					
<b>Total</b>					

**11) EXPLANATION OF STIPENDS (It is not necessary to identify individuals in this proposal. These will be identified during the contracting process and going forward. The proposal should identify the number of individuals to be receive stipends and the rates)**

Individuals receiving stipends	Stipend rate per month	PATH funded	Match/In-kind	Sources of match	Total cost
11a)					
11b)					
11c)					
<b>Total</b>					

**12) EXPLANATION OF INDIRECT EXPENSES (Please specify)**

Expense Category	Descriptions	PATH funded	Match/in-kind	Sources of match	Total Cost
12a					
12b					
12c					
<b>Total</b>					