



Solicitation Information
November 2, 2015

RFP# 7550020

TITLE: Dialectical Behavior Therapy (DBT) for incarcerated male offenders diagnosed with Borderline Personality Disorder (BPD).

SUBMISSION DEADLINE: November 30, 2015 at 2:30 PM (ET)

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **Friday, November 13, 2015 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
SURETY REQUIRED: NO

Gail Walsh
Chief Buyer
Division of Purchases
RI Department of Administration

Vendors must register on line at the State Purchasing Website at www.purchasing.ri.gov

NOTE TO VENDORS:

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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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 Dialectical Behavior Therapy for male offenders who are diagnosed with Borderline Personality Disorder. This contract will be for one year with the option to renew for 3 additional years based on findings, in accordance with the terms of this Request for Proposals (RFP) and the State's General Conditions of Purchase (available at: 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 respondents are advised to review all sections of this solicitation 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 Request will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the respondent. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

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6. Proposals misdirected to other state locations, or which are otherwise not present in the Office of Purchases 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 Purchases.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor 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 of Purchases' website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Bidders are advised that all materials submitted to the State for consideration in response to this Request for Proposal will be considered to be Public Records, as defined in Title 38, Chapter 2 of the Rhode Island General Laws, 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. It is the responsibility of all potential offerors to monitor the website and be familiar with any changes issued as part of an addendum.
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 in 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.

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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 respondent 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 Compliance Officer at (401) 574-8253 or Dorinda.Keene@doa.ri.gov, or visit the website at www.mbe.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. Per the Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Part 200, Subpart D, §200.331 relating to the new risk assessment process, the successful offeror will be required to submit to the Rhode Island Department of Corrections, if applicable as determined by the Rhode Island Department of Corrections, any material weakness findings against the vendor and/or subcontractor(s) with an approved corrective action plan(s), in order for a submission to be considered. An updated/current status report on the corrective action plan(s) must also accompany the submittal.
17. 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 can be found 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, located on the Howard Complex in Cranston, R.I. There are approximately 3300 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 Rhode Island Department of Corrections facilities in Cranston are Rhode Island's only jail and prison residential facilities for convicted State prisoners. There are approximately 3150 male and 150 female offenders. The DOC Rehabilitative Services Division provides a comprehensive array of rehabilitative opportunities including, but not limited to: GED, ABE, and educational opportunities; job training; mental health programs; domestic violence education; discharge planning programs; infectious disease education and counseling; substance abuse education and residential treatment programs; religious services and counseling; and a sex offender treatment and management program.

The male offender population housed within the Adult Correctional Institutions of the Rhode Island Department of Corrections (RIDOC) that has a psychiatric disorder recognized by the American Psychiatric Association as Borderline Personality Disorder (BPD) is of substantial risk to recidivate once released. These individuals have a disorder that is characterized by an exhibited pattern of impulsive, maladaptive behaviors which if left untreated, results in adversely impacting the individual's daily quality of living. The disorder is associated with substantial psychological stress and interpersonal turmoil that oftentimes manifests as anxiety, depression, anger and limited self control. Five major daily levels of functioning are adversely impacted - difficulties in emotion (irritability, anger), difficulties in relationships (chaotic, intense), difficulties with sense of self (empty, hollow), difficulties with behavior (impulsive) and difficulties with thinking (paranoid, dissociation, concrete). These levels of impaired personal functioning coincide with similar criminogenic risk factors that have been determined to lead an ex-offender to recidivate if not adequately addressed pre and post release.

Specific Requirements:

This Request for Proposals is asking for qualified agencies to submit proposals describing their ability to implement four iterations per year of a 12 week Dialectical Behavior Therapy (DBT) program to groups of soon to be released male inmates diagnosed with Borderline Personality Disorder within RIDOC facilities. Each offender will receive weekly, one to one individual counseling as related to DBT skill development and weekly group therapy. No less than 60 offenders will receive treatment per year. In addition, qualified agencies will describe their ability to initiate discharge planning services for these same offenders 90 days prior to their release as well as follow-up supportive services, 90 days post release. The qualified agency will

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ensure its clinicians, as well as select, designated RIDOC mental health professionals (3) receive ongoing training in Dialectical Behavior Therapy.

The evidence based Dialectical Behavior Therapy program will be delivered to address the offenders' Axis II (principle diagnosis) Borderline Personality Disorder (BPD) as well as other criminogenic factors that will provide the soon to be released ex-offender the ability to live crime free in the community. The proposed curriculum and program design should be modified to allow inmates the ability start and complete the program regardless of their movement within the different facilities of the RIDOC. A technical review committee will grade each LOI. The vendor must include in the proposal a detailed description to include the specific curriculum to be used.

The desired outcome is to reduce the likelihood of recidivism within this population as well as reducing self-injurious behaviors within the facility. This will be funded by a federal grant. (Byrne-Jag).

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SECTION 3 -- SCOPE OF WORK

REQUIREMENTS:

General Scope of Work:

- Proposals must describe the ability to implement four iterations per year of a 12 week Dialectical Behavior Therapy (DBT) program to groups of soon to be released inmates diagnosed with Borderline Personality Disorder within the RIDOC facilities.
- The proposed curriculum must be based on the DBT principles of practice 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, proposals must include supporting information stating that any deviation from the original evidence based curriculum does not impact the effectiveness of the overall program.
- The qualified agency will ensure its clinicians, as well as select, designated RIDOC mental health professionals (3) receive ongoing training in Dialectical Behavior Therapy.
- 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.

Specific Activities / Tasks:

- Total target group will be 64 offenders per year.
- Discharge planning services for these same offenders 90 days prior to their release and follow-up supportive services, 90 days post release.
- Each offender will receive weekly, one to one individual counseling as related to DBT skill development and weekly group therapy. No less than 60 offenders will receive treatment each year.
- The vendor must include in the proposal a detailed description to include the specific curriculum to be used.

Deliverables:

- Delivery of the evidence based, Dialectical Behavior Therapy (DBT) cognitive restructuring group curriculum for male offenders diagnosed with BPD within the institutions. The chosen vendor will conduct weekly groups for a minimum of 1.0 hrs each session in each of the following facilities: High Security, and Minimum Security.
- Delivery of weekly, individual DBT sessions for each participant in the group.
- Describe the ability to initiate discharge planning services for these same offenders 90 days prior to their release as well as follow-up supportive services, 90 days post release.

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RIDOC Responsibilities: The Rhode Island Department of Corrections will not absorb indirect costs per the Public Safety Grant Administration Office.

Contractor Responsibilities: Contractor provides all programs and associated clerical work.

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

Staff Qualifications –Provide staff resumes / core values and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field of Dialectical Behavior Therapy.

1. **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.
2. **Work Plan** – Describe in detail, the framework within which requested services will be performed.
3. **Approach/Methodology** – Define the methodology and procedures to be used.

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SECTION 5 -- COST PROPOSAL

Detailed Budget and Budget Narrative: Provide a proposal for fees charged reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project. Explain the basis and rationale of your fee structure. Alternative fee schedule proposals will be considered; however, you must provide an understandable fee structure and explain the benefits of the alternative approach.

COST PROPOSAL SUMMARY

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

Cost Proposal:

Please specify in detail:
--The United States Department of Justice Financial Guide states that any consultant rate cannot exceed \$650/day. The hourly rate for an 8 hour day cannot exceed \$81.25/hour
--Personnel assigned under the contract and number of hours per week offered under the contract.
--Detailed hourly rate for all personnel identified.
--Other costs incorporated into the contract.

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SECTION 6 -- EVALUATION AND SELECTION

Proposals will be reviewed and scored by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or more will be evaluated for cost and assigned up to a maximum of 30 points in that category, bringing the potential maximum score to 100 points.

The Department of Corrections reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications (Provide staff resumes / core values and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field).	15 Points
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).	25 Points
Quality of the Work plan (Describe in detail, the framework within which requested services will be performed).	15 Points
Suitability of Approach/Methodology (Define the methodology and procedures to be used).	15 Points
Total Possible Technical Points	70 Points

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Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]	30 Points
Total Possible Points	100 Points

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

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

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SECTION 7 -- PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7550020** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or lynda.moore@doit.ri.gov.

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

Responses {**an original plus four (4) copies**} should be mailed or hand-delivered in a sealed envelope marked “**RFP#xxx**” 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
2. A completed and signed **W-9** downloaded from the RI Division of Purchases Internet home page at: www.purchasing.ri.gov **Please attach to original proposal only.**

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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".

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SECTION 8 - 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 Purchases / General Terms and Conditions can be found at the following URL:

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