



**Solicitation Information
December 10, 2015**

RFP# 7550122

TITLE: Needs Assessment and Gap Analysis – Victims’ Services Programs

Submission Deadline: January 6, 2016 at 2:30 PM (ET)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **Monday, December 21, 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

BOND REQUIRED: NO

**GAIL WALSH
CHIEF BUYER**

Applicants must register on-line at the State Purchasing Website at 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

SECTION 1 - INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Public Safety Grant Administration Office (PSGAO), is soliciting proposals to conduct a needs assessment and gap analysis of direct services to victims of crime in the state of Rhode Island which have been funded under the Victims of Crime Act, Victims Assistance (VOCA) grant Program, as described elsewhere herein, and in accordance with the terms of this Request and the State's General Conditions of Purchase, which is available from the Internet 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:

- Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- 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.
- 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 offeror. The State assumes no responsibility for these costs.
- 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.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- 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.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

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- . 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.
 - . The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
 - . 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.
 - . 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.
 - . 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 Employment Opportunity Office, at (401) 222-3090 or via e-mail Raymond.lambert@doa.ri.gov.
 - . 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).*
 - . The vendor should be award 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 State MBE Administrator at (401) 574-8253 or Dorinda.keene@doa.ri.gov. Visit the website www.mbe.ri.gov.
 - . 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.

SECTION 2 - BACKGROUND AND PURPOSE

BACKGROUND:

1. The Public Safety Grant Administration Office (PSGAO), is the agency within the Executive Department of the State of Rhode Island governmental structure charged with planning, coordination, data collection, statistical analysis and grant administration and distribution for the adult and juvenile criminal justice systems. Through these efforts the PSGAO develops comprehensive programming for the purpose of improving the state's overall response to crime issues.
2. As Rhode Island's designated State Administering Agency (SAA) PSGAO's primary responsibility is to plan and apply for, receive and administer various federal grants including the Byrne/Justice Assistance Grant; the Juvenile Justice Delinquency Prevention Act Formula Grant; the Victims of Crime Act Victims Assistance Formula Grant (VOCA); the S.T.O.P. Violence Against Women Act Formula Grant.
3. The Office for Victims of Crime (OVC) makes annual VOCA crime victim assistance grants from the Victim's Fund to states. The primary purpose of these grants is to support the provision of services to victims of crime throughout the Nation. For the purpose of these Program Guidelines, services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security.
4. State grantees are encouraged to develop a VOCA funding strategy, which should consider the range of victim's services throughout the state and within communities, the unmet needs of crime victims, the demographic profile of crime victims, the availability of services to crime victims throughout the criminal justice process and the extent to which other sources of funding are available for services.
5. Through the Victims of Crime Act Victims Assistance (VOCA) Formula Grant, the PSGAO has funded various victim service initiatives which have included providing advocacy, helpline services, task forces for survivors, support groups, trainings, and outreach.
6. The Policy Board of the PSGAO believes that evaluations are important tools to improve program and project quality. Evaluations can determine the effectiveness of programs; document that objectives have been met; provide information about service delivery; enable programs to make necessary changes to remedy shortfalls; and to identify "model programs" to be showcased, publicized and offered for replication. Programs being evaluated are consulted through every step of the process, whether it be drafting the initial RFP or proofing the final report.

The Final Program Guidelines can be found at <http://www.ovc.gov/voca/vaguide.htm>

GENERAL PURPOSE:

The PSGAO seeks *consulting* services to conduct a comprehensive needs assessment and gap analysis of the various victim's services programs in Rhode Island.. In addition, the selected vendor will review the current PSGAO process for making VOCA subawards to ensure it meets the requirements outlined in the Victims of Crime Act and the federal Office of Management and Budget's (OMB) Uniform Grant Guidance (UGG). This project will serve to:

- Identify possible underserved populations or gaps in services provided to victims of crime within the parameters of the federal Victim's Assistance Grant Program statewide;
- determine whether the current procedure and RFP for allocating VOCA funds statewide is adequate or should be modified for future funding decisions; and
- assist in the development of a strategic plan for meeting the future goals of victim's services as provided within the parameters of the Victim's Assistance Grant program.

SECTION 3 - SCOPE OF WORK

PROJECT DESCRIPTION:

1. Review VOCA requirements;
2. Conduct victim needs assessment and gap analysis to include the following activities:
 - a. Formulate needs assessment questions;
 - b. Review any existing data sources, research or publications on victim services and victim needs in RI;
 - c. Research existing victim services by reviewing agency websites, publications, and existing RI government contracts with community service providers;
 - d. Collect and analyze data on the victim needs in RI through industry standard research methodologies such as surveys, focus groups, and/or interviews;
 - e. Collect and analyze data on existing victim services in RI through industry standard research practices such as surveys, focus groups, and/or interviews;
 - f. Identify gaps in victim services, underserved populations, and needs not currently met; and
 - g. Report findings and recommendations within a written report which outlines project goals, objectives, research methodologies (data collection and analysis), and findings.
3. Review current RFP and process for VOCA sub awards;
4. Review OMB's Uniform Grant Guidance (UGG) for sub award requirements;
5. Incorporate needs assessment and gap analysis findings as priority funding areas in RFP for VOCA sub awards;

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6. Ensure RFP solicitation outlines required, specific information that service providers must include in their respective proposals, such as:
 - a. identifying target population to serve;
 - b. indicating if and how program meets an underserved population or existing gap in services;
 - c. outlining program activities and services;
 - d. including measurable objectives, performance measures, and anticipated outcomes for proposed program;
 - e. demonstrating program conforms with “best practice;”
 - f. providing existing program evaluations and/or quantitative data to support program effectiveness;
 - g. identifying specific plan to collect, store and analyze data for mandatory reporting requirements, program evaluation, and performance measures; and
 - h. providing specific information demonstrating ability to comply with VOCA and UGG requirements.
 7. Review and recommend revisions to scoring sheet utilized to review proposals and make VOCA funding decisions by:
 - a. incorporating priority areas identified through needs assessment/gap analysis;
 - b. including service providers’ ability to comply with specific VOCA requirements; and
 - c. including service providers’ capacity to meet specific UGG requirements

DELIVERABLES:

The proposal must provide a tentative timetable, which includes progress reports, and an estimated timetable within which to complete the project. Upon completion of the needs assessment/gap analysis, the contractor shall provide one draft copy to the PSGAO for discussion and review. When a final copy is ready the contractor shall provide one electronic copy, one unbound copy and 20 bound copies to the PSGAO. The contractor must agree to all deliverables by the dates established in the final work plan and schedule and any resulting contract.

CONTRACTOR RESPONSIBILITIES:

The successful Vendor shall be solely responsible for meeting all terms and conditions specified in this RFP, their proposal and any resulting contract. Subcontracts must be approved by the state; however, it is the responsibility of the selected vendor to supervise and monitor work performed by the subcontractor.

The Vendor must agree to provide the contract deliverables by the dates established in the final work plan and schedule.

SECTION 4 - PROPOSAL CONFERENCE & 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 the RFP number on all correspondence. 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 five (5) copies**) should be mailed or hand-delivered in a sealed envelope **marked “RFP #7550122 - Needs Assessment and Gap Analysis – Victims’ Services Programs” 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 e-mailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

Proposals must include the following:

- 1) A completed and signed RIVIP bidder certification form, available from the internet at www.purchasing.ri.gov. For computer technical assistance, call the Helpline at 401 222-3766 or lynda.moore@doit.ri.gov.
- 2) A completed and signed W-9 downloaded from the RI Division of Purchases Internet homepage at www.purchasing.ri.gov. **Please include with original proposal only.**
- 3) A **separate sealed** detailed Cost Proposal including hourly rates, expenses and the maximum total cost (not to be exceeded in any event for the completion of the contract as proposed). The detailed cost proposal shall separate the cost for document retrieval and litigation support, including, but not limited to, scanning or otherwise storing documents electronically. The detailed cost proposal shall contain an official offer to undertake the contract at the cost quoted, including the dates during which the offer remains valid.

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- 4) A separate Technical Proposal describing the background, qualification, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement.
 - 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."

The Technical Proposal must contain the following sections:

- Executive Summary

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

- Offeror's Organization and Staffing

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). Include a detailed listing of relevant experience that the Contractor(s) has had in performing similar projects within the last five years, including the purpose of the project, the project dates, the names of the clients. For those previous projects that are most relevant to this RFP, please provide the name and phone number of a contact person who can provide recommendation(s).

- Workplan/Approach Proposed

This section shall describe the offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a workplan for accomplishing the results proposed. 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. The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each.

- Previous Experience and Background

This section shall include the following information:

- A comprehensive listing of similar projects undertaken 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, and

Additional Information and Assurances

Written assurances that the Contractor(s) will provide a final report to the Director of PSGAO no later than the earlier of (1) 45 calendar days from the date on which a contract is fully executed by all parties or (2) the sixty (60) days following the initiation of the review of the proposed transaction by PSGAO

Written agreement/assurance that the Contractor(s) will cooperate/coordinate with other agencies, contractors, or entities as directed by PSGAO.

Written agreement/assurances that all work products shall revert to and become the sole property of PSGAO upon payment of contractually agreed-to amounts.

SECTION 5 - EVALUATION AND SELECTION

The State will commission a Technical Review Sub-Committee, which will evaluate and score all proposals, using the following criteria:

Staff Qualifications	15	points
Capability, Capacity, and Qualifications of the Offeror	15	points
Quality of the Workplan	20	points
Suitability of Approach/Methodology	20	points
Cost	30	points

[calculated as (lowest responsive cost proposal ÷ this cost proposal) X 20 points]

Proposals must receive 56 out of 70 technical points to warrant further consideration. Proposals scoring less than 56 technical points will not have their accompanying cost proposals opened for evaluation.

Notwithstanding the foregoing, the State reserves the right to award on the basis of cost alone, to accept or reject any or all options, bids, proposals, and to act 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 Technical Review Sub-Committee will present written findings, including the results of all evaluations, to the State Purchasing Agent, or his designee, who will make the final selection for this requirement.

CONTRACT AWARD:

The PSGAO has allocated approximately \$60,000.00 for award and will consider all proposals received in response to this RFP. Criteria used to determine the successful bidder may include but not be limited to reasonableness of cost, as well as innovative methodological approaches, and implementation strategies.

Prior to the execution of a signed contract, the final budget, the final budget for each deliverable may be subject to negotiation in order to proceed with the project. The PSGAO reserves the right to approve or reject proposed components of each deliverable.