



**Solicitation Information  
February 23, 2016**

**RFP# 7550327**

**TITLE: On-Site Methadone Treatment Program, Rhode Island Department of Corrections**

**SUBMISSION DEADLINE: March 22, 2016 at 2:30 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>Friday, March 4, 2016 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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<b>SURETY REQUIRED: NO</b>
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**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](http://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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## **RFP: On-Site Methadone Program**

### **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 a Methadone Program, 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](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 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.
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.

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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](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. 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](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 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) 574-8670 or [Dorinda.Keene@doa.ri.gov](mailto:Dorinda.Keene@doa.ri.gov), or visit the website at [www.mbe.ri.gov](http://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,

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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 Department of Corrections intends to contract with a community vendor to provide on-site Methadone treatment to incarcerated male and female inmates.

#### **Specific Requirements:**

- The Methadone program will be conducted on-site in the men's Intake Service Center, the Women's Gloria McDonald facility, and other securities that inmates may be transferred to within the RIDOC.
- The selected vendor will provide services in an appropriate manner to treat inmates who have been identified by the Department to be in need of Methadone withdrawal/ maintenance services and counseling.
- The selected vendor must also possess necessary certification on a local, state, and federal level for providing a Methadone treatment program.
- The selected vendor must use an evidence based approach for all services.
- The estimated number of inmates that will be involved in this program at any one time is 30-35 per week.

**This will be a one year contract, commencing on, or about, October 1, 2016, renewable at the discretion of the state for three additional terms of 12 months each.**

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

**General Scope of Work:** On-site Methadone Treatment Program within the Rhode Island Department of Corrections.

**Deliverables:** The selected Methadone Treatment Program will provide Methadone withdrawal and/or maintenance at the Intake Service Center (Men) and the Gloria McDonald Building (Women) but may be required in other facilities. The freestanding Methadone Treatment Program will provide services in the following areas.

#### 1. Medical Component

The RIDOC Medical Program Director and the selected Methadone Treatment Program Medical Director will standardize pre-set protocols agreeable to both agencies that will address such issues as:

- a) Compliance with the standard practices outlined by the Center for Substance Abuse Treatment (CSAT) as discussed in the State Methadone Treatment Guidelines: Treatment Improvement Protocol (TIP).
- b) Inmate history and physical examinations relative to ordering of Methadone;
- c) RIDOC will be responsible for any lab testing which is necessary as agreed upon within the pre-set protocols;
- d) RIDOC physicians will see inmates for all medical issues including those related to Methadone withdrawal/maintenance as outlined in the pre-set protocols;
- e) A multidisciplinary treatment plan will be implemented by RIDOC in conjunction with the selected Methadone treatment program;
- f) The selected Methadone Treatment Program Medical Director will be available to the RIDOC regarding the Methadone Treatment Program or specific inmate case as necessary. Regular communication between the Medical Director for the selected Methadone Treatment Program and the Department of Corrections physicians will occur on a regular basis.

Note: Pre-set protocols agreed upon between the RIDOC Medical Program Director and selected Methadone Treatment Program Medical Director will be in conjunction and compliance with federal, State (including the CSAT State Methadone TIP)

#### 2. Pharmacy Component

The selected Methadone Treatment Program will provide Methadone to inmates designated by the Rhode Island Department of Corrections seven (7) days a week. The amount of Methadone will be ordered in conjunction with established protocols. The selected Methadone Treatment Program will be responsible for filling the medication order and delivering the Methadone to RIDOC where it will be administered to the inmates by RIDOC nursing staff.

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The RIDOC Medical Program Director and the selected Methadone Treatment Program Medical Director will collaborate on a standard protocol agreed to by the both agencies regarding the amount of dosage, actual dosing, and any medical examinations, follow-up, and/or testing which needs to be performed.

The selected Methadone Treatment Program will be responsible for the destruction of any discontinued Methadone orders once an inmate has been released from RIDOC on a weekly basis.

The RIDOC will convey Methadone withdrawal/maintenance orders to the selected Methadone Treatment Program on a daily basis.

### **3. Counseling Component**

The selected Methadone Treatment Program will be responsible for providing counseling to any inmate who is either on a Methadone withdrawal or on a Methadone maintenance program. These sessions will be provided on-site and will be conducted within five (5) days but as soon as practical from the time the patient is committed to the RIDOC.

- a) The initial counseling sessions will be based on patient need and may include a screening, assessment, ASAM placement criteria, and a discharge plan.
- b) A follow-up counseling session will follow within ten days of the initial counseling session for all patients placed on Methadone for withdrawal or maintenance.
- c) The selected Methadone Treatment Program will also provide weekly counseling for patients on withdrawal protocol and monthly counseling to all inmates placed on Methadone maintenance. This counseling may be provided in a group format. If a group format is used please provide the evidence based approach/curriculum that will be used.
- d) The selected vendor will have a staff counselor present Monday through Friday on-site. An office furnished with a computer and phone will be provided by RIDOC.
- e) The above information will be entered into the RIDOC EMR.

### **4. Discharge Planning**

The selected Methadone Treatment Program will provide a formal discharge plan for incarcerated individuals who are placed on Methadone withdrawal or maintenance. This plan will include contact with the community agency to which the inmate will be referred. As part of the discharge plan the agency receiving the referral will be contacted immediately and invited in to begin working with inmates while still incarcerated. Health Home services should be requested for all inmates who meet eligibility criteria.

### **5. Electronic Medical Record/Keeping**

The RIDOC will keep the original orders, which will be conveyed, to the selected Methadone Treatment Program on a daily basis. The selected Methadone Treatment Program will enter all records and assessments pertaining to specific inmates in the RIDOC Electronic Medical Record (EMR) (in accordance with Federal, State, and Local Rules and Regulations). These records will

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be maintained in the RIDOC Electronic Medical Record in compliance with RIDOC Policy 18.59-1.

The RIDOC reserves the right to photocopy the records upon written authorization from the incarcerated individual in compliance with Federal, State, and Local laws (including CSTAT State Methadone Tips).

**RIDOC Responsibilities:** RIDOC supplies office space; and necessary equipment and supplies.

**Contractor Responsibilities:**

- The selected Methadone Treatment Program will comply with Federal, State, and Local rules and regulations for licensure for a substance abuse program. This will include State Rules and Regulations for Licensing Substance Abuse, Section 24, dated October 1999 to secure all necessary state and local licenses as required by law.
- The selected Methadone Treatment Program must be able to demonstrate the ability to comply with Federal Regulations 42 CFR Part 8, effective May 18, 2001. Federal licenses as required by law and by HIPAA rules and repetition.

**Security Requirement:** Employees of contractors who must gain entrance into the correctional facilities are subject to police record checks; the Department retains the rights to refuse entrance to contractor employees with felony convictions. Access to correctional facilities requires adherence to rigid security rules as far as property search, contact with inmates, etc. The selected Methadone Treatment Program must adhere to all applicable DOC security requirements for multiple sites.

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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** – 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 Substance Abuse and Methadone Maintenance.
2. **Capability, Capacity, and Qualifications of the Offeror** - Provide a detailed description of the Vendor's experience. A list of relevant references must be provided, to include names, addresses, and phone numbers.
3. **Work Plan** – Describe in detail, the framework within which requested services will be performed.
4. **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:**

- 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.
- All-Inclusive Dosage Rate/Inmate

**Cost Proposal:**

- \$ \_\_\_\_\_ /Dose (including the cost of all associated requirements). Year 1
- \$ \_\_\_\_\_ /Dose (including the cost of all associated requirements). Year 2
- \$ \_\_\_\_\_ /Dose (including the cost of all associated requirements). Year 3
- \$ \_\_\_\_\_ /Dose (including the cost of all associated requirements). Year 4

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<b>Cost Proposal</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
Element 1				
Element 2				

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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
<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.

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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 #7550327** 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#7550327 Methadone Treatment Program**" to:

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

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

### **RESPONSE CONTENTS**

Responses should include the following:

1. A completed and signed 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

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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, all-inclusive dosage rate, or other fee structure, proposed to complete all of the requirements of this project.
6. In addition to the four 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".

### **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>