



**Solicitation Information**  
**March 3, 2016**

**RFP# 7550374**

**TITLE: Counseling Incarcerated Offenders who are Victims of Sexual Violence**

**SUBMISSION DEADLINE: April 1, 2016 at 2:00 PM (ET)**

<b>PRE-BID/ PROPOSAL CONFERENCE: NO</b> <b>[Date &amp; Time] [Location]</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>Monday, March 14, 2016 at 5:00 PM.</b> Questions should be submitted in a <i>Microsoft Word attachment</i> . Please reference RFP# <b>7550374</b> on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.
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<b>SURETY REQUIRED: NO</b>
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**Gail Walsh**  
**Chief Buyer**  
Division of Purchases  
RI Department of Administration

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 #7550374: Counseling Incarcerated Offenders who are Victims of Sexual Violence**

### **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 educational and group counseling programs to address the psychological and emotional sequelae of offenders who are victims of sexual violence**, 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.

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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 is located on the Howard Complex in Cranston, R.I. There are currently 3200 sentenced and awaiting trial inmates housed in six facilities on a one-mile square complex. Facilities include the State's only jail for pretrial detainees, four male facilities and two for women offenders. The Women's Division current population is approximately 135 and the population of the Medium Security male population is approximately 1100.

**SECTION 3 -- SCOPE OF WORK**

**REQUIREMENTS:**

**General Scope of Work:** The intention of the state is to solicit a vendor who will provide services for the amount of \$43,200 per year. This solicitation is to begin 07/01/2016 through 06/30/2017, with the option to renew for 4 years in accordance with the State's General Conditions of Purchase, which is available on the Internet at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us).

**Specific Activities / Tasks:**

1. Program Components:
  - a. Programs for inmates should be based on a formal written curriculum and be led by experienced clinicians, with at least an MSW or equivalent degree, with experience facilitating groups. Counseling groups should be with a minimum of 5 and a maximum of 15 offenders. Educational classes may be larger. Schedules may vary from facility to facility, but each counseling group should meet weekly for at least two hours. The minimum number of groups to be provided shall be 4. Four groups must be provided to Medium Security level male offenders. The vendor may propose other types of programming in those facilities or for other facilities. However, any of these additional programs must be done within the limited funding for the project.
  - b. Programs must be able to address, in policy and procedures, issues that insure that group counseling meetings, records, and all related activities are protected by a strict code of confidentiality.

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- c. The vendor is responsible for assisting in the recruitment of participants. The vendor shall keep records of participation. The vendor will participate in program review with facility and institutional program staff on at least a quarterly basis. The content of group counseling curriculums are subject to clinical review by designated RIDOC clinical personnel with prior notification to the vendor.

### **2. COORDINATION OF SERVICES:**

- a. The RIDOC's Clinical Director of Behavioral Health and facility Wardens or their designees will coordinate with the selected vendor in order to provide general supervision of the programs. In order to facilitate offender attendance at programs, the vendor will provide lists of participating offenders to designated facility personnel.

### **3. RESULTS/PROGRAM EVALUATION:**

- a. The vendor shall include in the work plan a proposed measurement of program effectiveness according to the goals and objectives of the program and the course curricula.

**Deliverables: REPORTS:** The vendor shall provide the following reports:

- a. Quarterly statistical reports quarterly in a form agreeable to the RIDOC and the vendor. These reports should include narratives on the status of the contract, including major accomplishments and any obstacles encountered.
- b. Monthly Vendor Services Reports to the RIDOC's Clinical Director of Behavioral Health and to Wardens or their designees, for inclusion in the departmental reporting requirements. This report, submitted with a monthly bill for services rendered, shall include a monthly summary of time sheets of staff involved in the project.

### **RIDOC Responsibilities:**

- RIDOC supplies office space.

### **Contractor Responsibilities:**

- The vendor will be responsible for all requirements related to the Service Categories and all clerical work associated with the treatment programs. Costs for services associated with travel will be borne by the vendor.
- The contractor is responsible for compliance with Federal, State, and HIPAA Regulations.
- Submit a monthly invoice for services, with required back-up information as noted in the RFP.

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**Security Requirement:** Employees of contractors who must gain entrance into correctional facilities are subject to police record and other background checks; the Department of Corrections retains the right to refuse entrance to contractor employees with felony convictions. Access to correctional facilities also requires adherence to rigid security rules as far as property search, contact with inmates, etc.

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**SECTION 4 -- TECHNICAL PROPOSAL**

**Narrative & format:** *The separate technical proposal should address specifically each of the required elements:*

1. **Staff Qualifications** –Provide staff resumes / core values and describe qualifications and experience of key staff who will be involved in this project. Staff must have an MSW or equivalent with experience in facilitating groups.
2. **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, 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.

**Cost Proposal:**

\$ \_\_\_\_\_ Annual Amount, including all back-up information requested above

Cost Proposal	Year 1	Year 2	Year 3	Year 4	Year 5

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**SECTION 6 -- EVALUATION AND SELECTION**

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

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

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

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

<b>Criteria</b>	<b>Possible Points</b>
Staff Qualifications (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).	20 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).	20 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 #7550374** 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#7550374 Counseling for Victims of Sexual Assault**" 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.

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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".

### **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>