



SOLICITATION INFORMATION
April 8, 2016

RFP #7550497

TITLE: Inmate Clinical Service Providers

SUBMISSION DEADLINE: May 6, 2016 at 2:30 PM (ET)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **Monday, April 18, 2016 at 5:00 PM (ET)**. Please reference the RFP# 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 at www.purchasing.ri.gov. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

GAIL WALSH
CHIEF BUYER

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 RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1 - INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Corrections, is soliciting proposals from qualified clinical service providers to conduct interviews with incarcerated inmates at the Adult Correctional Institutions and complete psychosocial evaluations in accordance with the terms of this solicitation and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page 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.
- The State reserves the right to award to one or more offerors.
- 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 Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. The "official" time clock is located in the Reception Area of the Division of Purchases One Capitol Hill, Providence, RI.

- 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.
- 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.
- 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.
- The offeror should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website at www.mbe.ri.gov.
- 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.
- Offerors are advised that all materials submitted to the State for consideration in response to this Request for Proposals 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.
- 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).

- The successful offeror(s) 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, Limited English Proficiency, 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 may be obtained upon request from RIDOC's Office of Financial Resources (phone: 401-462-2555 or email: FinRes@doc.ri.gov) or by visiting the U.S. Department of Justice Civil Rights website: www.ojp.usdoj.gov/ocr/assistance.htm.

SECTION 2- OVERVIEW AND BACKGROUND

- **OVERVIEW:** Parole Board when deemed necessary will ask for psychological evaluations on inmates who are scheduled by the Parole Board for parole hearings. There are eight facilities and you will be required to go into all the facilities to interview the inmates. This is a two (2) year contract with an option to renew beyond the initial two years for an additional one (1) year. Services will be authorized on an as needed basis. Placement on the approved provider list is not a guarantee of referral or income

SECTION 3 – SCOPE OF WORK

The department seeks clinician(s) with a strong emphasis on correctional or mental health institutional settings. Individuals with clinical experience and education and a psychological testing/assessment background are encouraged to submit proposals in response to this Request.

REQUIREMENTS

TASKS: Services covered by the Request relate to in-person, face-to-face interviews with and assessments of parole eligible inmates (as designated by the Parole Board) and include, but are not limited to:

- Review of case files, police reports, risk assessments and other related materials
- Report on criminal, social, substance abuse, psychological and psychiatric history
- Report on medical and mental status and needs
- Conduct substance abuse assessments including prior history, current status, and future needs
- Examine and assess proposed parole plan, including employment and/or educational plans and potential home plan
- Assess family and social supports
- Identify and recommend community based services necessary to address the criminogenic needs and risks for the inmate's safe and successful re-entry into the community
- Clinical Summary and Recommendations for treatment or other conditions of parole impacting the inmate's safe and successful re-entry to the community

KNOWLEDGE, SKILL AND ABILITY

- Pertinent federal and state codes, regulations and guidelines.
- Ethical practices of the mental health professions (i.e., American Psychological Association, Association of Clinical Social Workers, American Association of Marriage and Family Therapists, Professional Counselor Association, etc.)
- Current research and best practices of adult offender risk assessment, psychopathy and mental health research.
- Maintain appropriate records and logs.
- Communicate clearly and concisely, both orally and in writing.
- Attend meetings and consult with Parole Board upon request.

DELIVERABLES: To be delivered electronically. (E-mail) The contractor(s) selected as a result of the Request will submit typed written reports on a monthly basis, which will be transmitted to the Parole Board by e-mail. Contractor(s) must possess the ability to travel to the various prison securities located in Cranston, Rhode Island to conduct in-person, face-to-face interviews with the identified offenders.

EDUCATION/OTHER REQUIREMENTS:

1. Minimum of a Master's degree from an accredited college or university with major coursework in mental health or a related field. Doctorate level preferred.
2. Minimum two years' experience performing and writing clinical assessments and evaluations. Knowledge and experience with comprehensive risk/needs assessments (e.g. LSI-R, ORAS) is preferred.
3. Valid and current licensure in Rhode Island in mental health or social work.

**CONTRACTOR
RESPONSIBILITIES:**

Security Requirement: Contractors who must gain entrance into correctional facilities are subject to police record checks; the Department 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.

SECTION 4- PROPOSAL SUBMISSION

Interested offerors may submit proposals to provide the services covered by this Request on or before the date listed on the cover page. Proposals received after this time and date will not be considered.

Interested individuals should submit Letters of Interest containing the following information:

- A resume
- An all-inclusive hourly rate for services in each of the four proposed contract years.
If only one rate is offered it will remain constant throughout the maximum contract term.
- Three letters of recommendation which address the candidate's qualifications and experience under Section 3, above.
- Any other information the individual feels is relevant to selection.

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 #7550497** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the website as an addendum to this solicitation at www.purchasing.ri.gov. 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 #7550497 – Inmate Clinical Service Providers”** to:

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

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

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed three-page R.I.V.I.P. generated bidder certification cover sheet downloaded from the RI Division of Purchases website at www.purchasing.ri.gov.
2. A completed and signed W-9 downloaded from the RI Division of Purchases website at www.purchasing.ri.gov.
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices). As appropriate, resumes of key staff that will provide services covered by this request.
4. **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.
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."

LOI: INMATE CLINICAL SERVICE PROVIDERS

SECTION 5- EVALUATION AND SELECTION

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

Criteria	Percentage Points
Capability and education qualifications of the Offeror	25%
Clinical experience with institutionalized individuals	25%
Letters of recommendation	20%
Cost, as evidenced by hourly rate	30%
Total Possible Points	100%

All offerors scoring a minimum of 70% (out of 100) total points will be placed on the approved provider list. *Placement on the approved provider list is not a guarantee of income or referral.*

Notwithstanding the foregoing the State reserves the right to accept or reject any of all offers. The State also reserves the right to make one or more awards as a result of this solicitation.

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 reserves the right to reject any or all proposals submitted and to waive any informalities in any vendor's proposal.

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

LOI: INMATE CLINICAL SERVICE PROVIDERS

COST PROPOSAL SUMMARY

Offeror: _____

Address _____

:	_____
Taxpayer	_____
ID#:	_____
Authorized Agent:	_____
Title:	_____
Telephone	_____
& Fax#:	_____
E-Mail:	_____

COST PROPOSAL- HOURLY RATE

Year 1	Year2	Year3	Year4

Signature of Authorized Agent: _____

Date: _____