



**Solicitation Information
May 9, 2016**

RFP# 7550586

TITLE: Hair Salon Management and Barbering Education

SUBMISSION DEADLINE: Friday, June 3, 2016 at 2:00 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 Thursday, May 19, 2016 at 5:00 PM (ET) . 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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SURETY REQUIRED: No

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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

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 award a three (3) year contract that will be renewable for two (2) additional years, subject to annual assessment and availability of funds, to continue the Hair Salon Management and Barbering Education 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).

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.

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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.
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, or visit the website at www.mbe.ri.gov.

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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 seeking letters of interests from prospective vendors to manage Hair Salon/Barbershop services and the Barbering Education and Apprentice program for inmates. The chosen vendor will be responsible for maintaining hair cutting shops and services within seven (7) correctional facilities – all in the same complex, and the training, supervision, and record keeping for a minimum of 50 inmate apprentices at any given time. There are set hours of operation, established by the facilities, covering a six day work week. The vendor must also provide coverage in the event of their absence.

Specific Requirements:

The RIDOC is looking to award a contract for the term of three (3) years, which will have the option to renew for two (2) additional years, subject to annual assessment and availability of funds, to continue the Hair Salon/Barbershop Management and Barbering Education program. It is anticipated that the initial contract should begin October 1, 2016. The vendor will be selected on the basis of ability, credentials, and price.

As of 3/11/2016 the RIDOC has an institutional population of 3,025 inmates – 130 women and 2,895 men and is subject to daily increases or decreases. Population is distributed amongst seven facilities, all of which are located at the Adult Correctional Institution (ACI) on the John O. Pastore Center in Cranston, RI. Each of the facilities has a barbershop staffed by inmate apprentice barbers, collectively under professional supervision of a licensed barber/instructor. The inmate barbers have a range of formal and informal training and experience up to a current barber's license.

The barbershops at the ACI are collectively licensed as a single shop by the RI Department of Health, and fall under the rules and regulations for the licensure of barbers as promulgated by the department. The regulations allow for the barber of record to supervise up to the 50 inmates as registered apprentice barbers. This number may increase as regulations allow. The barber program at the ACI accomplishes two goals: 1) provision of basic hair cutting services for all inmates at the ACI, and 2) vocational training for inmates registered as apprentice barbers leading to a barber's license or to continuation of training in the community upon release from prison.

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SECTION 3 -- SCOPE OF WORK

REQUIREMENTS:

General Scope of Work: To manage the barber/hair cutting program which provides education, training and supervision of a minimum of 50 inmate apprentices at any given time and to manage the seven barber/hair cutting shops in the facilities.

Specific Activities / Tasks:

Deliverables:

- A. The contractor will serve as the barber/manager of all hair cutting facilities at the ACI.
- B. The contractor will provide one or more licensed barbers to be on site (i.e. on the John O. Pastore Center, generally at one of the hair cutting shops) for a minimum of 40 hours per week, such hours to be at times during which one or more hair cutting shops are open. Hours in which one or more hair cutting shops are open include: Monday thru Saturday: 8:30am – 11:00am, 12:30pm – 3:00pm, and 6:00pm – 9:00pm.
- C. In cooperation with the contract manager, the contractor will select apprentice barbers. The contractor will assist prospective apprentices in the obtaining of apprentice's licenses (the cost of such license which will not be the responsibility of the chosen vendor).
- D. The contractor will make rounds of all hair cutting shops, offering training and advice to apprentices on proper hair cutting techniques. It is expected that the contractor will vary his/her hours from week to week to insure that each shop and each apprentice receives an equitable amount of oversight.
- E. The contractor will promulgate procedures for sanitation and operations specific to each hair cutting facility and in compliance with the RI Department of Health's regulations for barbershops. The contractor will update such regulations as needed for each facility.
- F. The contractor will prepare requisitions for the purchase of supplies and replacement equipment as needed, submitting such requisitions to the contract manager, or designee.
- G. The contractor will maintain records of hours and training accomplishments completed by each apprentice. The contractor will provide appropriate certification of apprenticeship completion as required by the RI Department of Health, and will assist the apprentice in obtaining a barber license or will provide certification of partial completion of apprenticeship, which a released inmate can present to a community barbershop for completion of apprenticeship.
- H. The contractor will provide the practicum examination required in obtaining a barber license and work with the contract manager on the implementation and delivery of the written exam in accordance with applicable licensure rules and regulations, as amended.

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- I. The contractor must provide a replacement barber during periods of extended absences (to be interpreted as absences greater than ten (10) working days).

RIDOC Responsibilities: RIDOC will provide office space, barbershops and classroom space and access to the department's computer systems. The RIDOC is responsible for the costs associated with the operation of the barbershops (i.e., clippers, talc, scissors, etc.) and all education materials required for the apprentice program.

Contractor Responsibilities: Contractor provides all associated clerical work, keeping records of participation, providing monthly invoices and reports, and awarding all associated program earned time.

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

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

1. **Staff Qualifications** –This section shall include identification of all staff and/or subcontractors proposed as part of the work plan, and the duties, responsibilities, and concentration of effort which apply to each as well as resumes, curricula vitae, statements of prior experience, qualification, certifications and required licenses.
2. **Capability, Capacity, and Qualifications of the Offeror** –Provide a detailed description of the applicant’s experience in proving similar services including references related to the applicant’s ability to successfully provide the requested services. Reference should include names, addresses, and phone numbers.
3. **Work Plan** –This section shall contain a thorough explanation of all programmatic aspects and services required to complete the Scope of Work section. This will include a demonstration of the knowledge and ability to coordinate and provide the required services. The work plan description shall include a detailed, but tentative, proposed work schedule, a description of the applicants ability to provide flexible coverage, a timeline (by task and subtask) to begin services, a list of tasks, activities, and/or milestones that will be employed to administer in order to begin services, and if applicable, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each.
4. **Approach/Methodology** –The description of approach shall discuss and justify the approach proposed to be taken for each task identified in the deliverables, and the applicant’s understanding, including examples, of the technical issues that will or may occur while providing the requested services.

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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. **This rate should not exceed \$85,855.85 for the first year of the contract but include anticipated cost increases for subsequent years not to exceed 2.5% per year.** A detailed budget should be included within the proposal that includes a description of the number of service hours per week/per month.

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.

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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 This section shall include identification of all staff and/or subcontractors proposed as part of the work plan, and the duties, responsibilities, and concentration of effort which apply to each as well as resumes, curricula vitae, statements of prior experience, qualification, certifications and required licenses.	15 Points
Capability, Capacity, and Qualifications of the Offeror Provide a detailed description of the applicant's experience in providing similar services related to barbershop management and delivery of barbering apprentice programs including experience working with regulatory authorities and references related to the applicant's ability to successfully provide the requested services. Reference should include names, addresses, and phone numbers.	25 Points
Quality of the Work plan This section shall contain a thorough explanation of all programmatic aspects and services required to complete the Scope of Work section. This will include a demonstration of the knowledge and ability to coordinate and provide the required services. The work plan description shall include a detailed, but tentative, proposed work schedule, a description of the applicants ability to provide flexible coverage, a timeline (by task and subtask) to begin services, a list of tasks, activities, and/or milestones that will be employed to administer in order to begin services, and if applicable, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each.	15 Points

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Suitability of Approach/Methodology The description of approach shall discuss and justify the approach proposed to be taken for each task identified in the deliverables, and the applicant’s understanding, including examples, of the technical issues that will or may occur while providing the requested services.	15 Points
Total Possible Technical Points	70 Points
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.

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 #7550586** 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 (1) plus four (4) copies**} should be mailed or hand-delivered in a sealed envelope marked “**RFP#7550586 Hair Salon Management and Barbering Education**” 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.

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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
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)***. 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>