



**Solicitation Information**  
**July 14, 2016**

**RFP# 7550788**

**TITLE: Medication Assisted Treatment (MAT) Expansion**

**SUBMISSION DEADLINE: August 12, 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](mailto:gail.walsh@purchasing.ri.gov) no later than **Monday, July 25, 2016 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**

**SURETY REQUIRED: NO**

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**

# TABLE OF CONTENTS

	PAGE
Section 1: Introduction.....	#3
Section 2: Background and Purpose.....	#6
Specific Requirements.....	#8
Section 3: Scope of Work.....	#10
Section 4: Technical Proposal.....	#11
Narrative and Format.....	#11
Section 5: Cost Proposal.....	#13
Detailed Budget and Budget Narrative.....	#13
Section 6: Evaluation and Selection.....	#15
Section 7: Proposal Submission.....	#17
Section 8: Concluding Statement.....	#19

## **RFP #7550788: Medication Assisted Treatment (MAT) Expansion**

### **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 Medication Assisted Treatment and Substance Use Disorder treatment services to offenders who have been found appropriate based on initial screening and assessment. This project is contingent upon funding and if approved will be funded for one year. Subsequent contract renewal will be based on further funding approval* 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.

**RFP #7550788: Medication Assisted Treatment (MAT) Expansion**

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.
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).

**RFP #7550788: Medication Assisted Treatment (MAT) Expansion**

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) 574-8253 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, 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>

## **RFP #7550788: Medication Assisted Treatment (MAT) Expansion**

### **SECTION 2 -- BACKGROUND AND PURPOSE**

#### **BACKGROUND:**

The Rhode Island Department of Corrections (RIDOC) is seeking vendors to expand evidence-based medication-assisted treatment (MAT) services for inmates with opioid use disorder. The goals of these expanded services are to improve the continuum of care for addicted inmates and reduce the incidence of opioid overdoses and overdose deaths both in prison and jail, and following release.

#### **Rhode Island's Strategic Plan on Addiction and Overdose**

Addiction and overdose are claiming lives, destroying families, and undermining the quality of life across Rhode Island. In 2014, 239 people in the state lost their lives to overdose, more than the number of homicides, motor vehicle accidents, and suicides combined.<sup>1</sup>

In the United States, the primary response to battling opioid addiction, and drug use in general, has been through the criminal justice system. This has resulted in the highest incarceration rate in the world, with the number of adults involved in the criminal justice system soaring from an estimated 1.8 million in 1980 to 7.2 million in 2009. One half to two-thirds of inmates in jails and State and Federal prisons meet standard diagnostic criteria (DSM-IV) for alcohol/drug dependence or abuse. (National Institute on Drug Abuse (NIDA), 2011), yet it is widely known that incarceration is an ineffective means of reducing drug use, with high rates of relapse to drug use, crime and re-incarceration for this population.<sup>2</sup>

To fight this epidemic, Governor Gina Raimondo issued Executive Order 15-14 on August 4, 2015, which established a broadly representative Task Force to develop strategies to address the overdose epidemic in Rhode Island. On November 4, 2015, the Governor's Overdose Prevention and Intervention Task Force submitted a strategic plan on addiction and overdose with four strategies to alter the course of this epidemic: Treatment, overdose rescue, prevention, and recovery.

The Task Force's plan outlines the need for extraordinary, evidence-based approaches to fight the opioid epidemic, with the long-term goal of reducing opioid overdose deaths by one-third within 3 years. Movement toward this goal will be measured not just based on the number of individuals treated for addiction, but also on long-term changes in overdose incidents and deaths. Outcomes will be reported on a publicly visible online "dashboard" that will provide the public and policy makers with real-time data to gauge progress in addressing this epidemic.

#### **The Department of Correction's Role in Reform**

The core of the Governor's initiative recommends the development of a system of medication-assisted treatment at every location where opioid users are primarily found, including the

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<sup>1</sup> November 10, 2015, *Rhode Island's Strategic Plan on Addiction and Overdose*. Rhode Island Governor's Overdose Prevention and Intervention Task Force.

<http://www.health.ri.gov/news/temp/RhodeIslandsStrategicPlanOnAddictionAndOverdose.pdf>.

<sup>2</sup> Id.

## **RFP #7550788: Medication Assisted Treatment (MAT) Expansion**

criminal justice system. In 2014 and 2015, 21% of all overdose victims were incarcerated in the two years prior to death (up from 9% in 2009). Every year, over 250 individuals enter the Rhode Island Department of Corrections on MAT and are either detoxed with a taper (if on methadone) or immediately (if on buprenorphine). Evidence indicates that MAT has profound effects on people with an opioid use disorder– reducing treated individuals’ risk of death, relapse, and (re)incarceration, and improving their quality of life. While the Department of Corrections currently offers methadone maintenance services for many individuals who are committed for 60 days or less, there are not currently sufficient services for those with longer sentences nor individuals entering not currently on MAT (see Target Population for more details).

- Through this RFP, RIDOC, therefore, seeks a vendor who will expand the state’s MAT services by screening all commitments for opioid use disorders and conducting an evidence-based assessment to initiate a treatment plan on all screenings that indicate a need for such assessment. For those whom it is appropriate, and especially those already on treatment upon admission, RIDOC also seeks a vendor who will offer medication-assisted treatment in prison and jail for the first six months to one year of incarceration, and for others in whom it is indicated, start medication-assisted treatment prior to release with community referral for ongoing medication-assisted treatment.

In line with the state’s broader strategic plan, RIDOC intends to track and display data on key outcome metrics for those screened, assessed, and served by the chosen bidder (see Desired Outcomes and Metrics below).

### **Target Population**

A study of 419 individuals within 2 weeks of incarceration found that 75% screen positive for likely substance abuse disorder and 26% reported frequent opiate use. In FY 15 the Intake Service Center processed approximately 12,650 commitments, approximately 1,050 commitments per month.

### **These numbers break down into three sub-populations RIDOC expects a vendor to serve:**

1. Opioid users who are already receiving methadone maintenance or suboxone treatment services in the community and their continued treatment at RIDOC. Projected total annual population of 725.
2. Opioid users who are **not** receiving methadone or suboxone treatment in the community but who are determined, based on screening and assessment, to be appropriate candidates for MAT while incarcerated. Projected total annual population 700.
3. Opioid users who are not maintained on MAT while incarcerated but who would benefit from starting MAT pre-release. Projected total annual population 300.

Successful bidders will offer specific evidence-based treatment plans for each of these sub-populations that reflect their unique needs and paths through the system. Regardless of sub-population, vendors are expected to outline a full continuum of care for inmates, including how the vendor will ensure continuity of services in the community following release.

## **RFP #7550788: Medication Assisted Treatment (MAT) Expansion**

RIDOC currently addresses a portion of the first population by supporting the continuation of methadone maintenance services for offenders who were receiving these services in the community and who are sentenced to 60 days or less. Offenders serving more than 60 days are withdrawn from methadone. Offenders who are committed on suboxone are not treated but are provided with a medical protocol for comfort while withdrawing. RIDOC also currently supports pregnant women who are being treated in the community with methadone or suboxone to continue with this treatment upon commitment for the duration of their pregnancy or the expiration of their sentence whichever occurs first. These services may remain independent from this project. If that is the case this project will focus on the unmet needs as identified.

### **Desired Outcomes and Metrics**

RIDOC is seeking a vendor will who expand the targeted, evidence-based use of MAT for appropriate inmates, ensure continuity of MAT services following release, and reduce opioid overdoses and overdose deaths for inmates both in and out of RIDOC facilities. The ultimate goal of the state's Strategic Plan on Addiction and Overdose is to reduce opioid overdose deaths by one-third within 3 years. To measure RIDOC's contribution toward achieving that goal, the Vendor will track the following metrics:

- Number/percentage of inmates screened for substance use disorder as part of the commitment process or conducted as close to commitment as possible.
- Number/percentage of offenders who are screened and found appropriate for further assessment who are then given an evidence-based assessment.
- Number/percentage of assessed offenders who are eligible for MAT.
- Number/percentage of MAT-eligible offenders who received methadone maintenance treatment.
- Average length and type of MAT services eligible offenders receive.
- Number/percentage of individuals receiving MAT services who are compliant with MAT (medication, treatment groups, programs, etc.)
- Number/percentage of MAT-treated individuals with a coordinated referral to a licensed Opioid Treatment Program (OTP) in the community.<sup>3</sup>
- Number/percentage of inmates with clean post-release urine screens with probation and parole.
- Number/percentage of inmates experiencing overdoses and overdose death both in prison and jail and in the community up to 3 years post-release

Vendors are encouraged to suggest benchmarks for the above metrics, though final targets will be informed by historical performance, the Department's goals, and contract negotiations. Vendors are also welcome to suggest additional metrics that will help measure their effort's impact.

### **Specific Requirements:**

- **Vendors must provide evidence of appropriate Federal and State licenses for the dispensing of methadone and buprenorphine.**

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<sup>3</sup> (A Memorandum of Understanding) MOU will be established with all licensed OTP's in RI. It should be noted that RIDOC has already established MOU's with two OTP's in support of our Vivitrol Project.

## **RFP #7550788: Medication Assisted Treatment (MAT) Expansion**

- Medical and Behavioral Health staff must provide evidence of appropriate professional certifications/licensing.

Proposed interventions should be:

**Locally derived, data-driven, evidence based:** Strategic components should be informed by data – especially clear data indicating benefit or harm, and local data – to communicate a higher confidence that they will accomplish measurable change.

**Sustainable:** Proposal components need to be sustainable, economically and politically.

**Responsive:** The epidemic of drug addiction and overdose is ever changing. Interventions should be able to be implemented quickly, and be flexible enough to respond to changes in the epidemic's nature.

**Extraordinary:** This approach should be different from what has been implemented to date in Rhode Island, either in scale or in content.

**Measurable:** Efforts should be able to be measured, to track progress and impact.

### Supporting Resources for Respondents

- November 10, 2015, *Rhode Island's Strategic Plan on Addiction and Overdose*.
- Rhode Island Governor's Overdose Prevention and Intervention Task Force.
- <http://www.health.ri.gov/news/temp/RhodeIslandsStrategicPlanOnAddictionAndOverdose.pdf>.

**RFP #7550788: Medication Assisted Treatment (MAT) Expansion**

Below is a facility-specific breakdown of RIDOC’s average daily census for FY 15

<b>Facility</b>	<b>Average Daily Census (FY 15)</b>
<b>Women’s GM</b>	102
<b>Women’s Bernadette</b>	33
<b>Men’s Minimum</b>	710
<b>Men’s Medium</b>	1,062
<b>Men’s Maximum</b>	441
<b>High Security</b>	96
<b>Intake Service Center</b>	1,026

**SECTION 3 -- SCOPE OF WORK**

**REQUIREMENTS:**

- The Vivitrol program that RIDOC already has will not be included in this RFP however, the expectation is that the vendor will interface with this program. Vendor staff will be required to attend a training on the RIDOC program and on Vivitrol. The Vivitrol program will be discussed as an option for detainees/inmates who are involved in the MAT expansion program.
- The vendor will assume responsibility for courtesy dosing for offenders who leave on MAT and who must wait for an appointment with their community provider.
- The vendor will provide courtesy dosing for offenders who leave on methadone for placement in a community based residential substance use disorder treatment program. Courtesy dosing will continue until arrangements are made with a community based Opioid Treatment Program for on-going treatment.

**RIDOC Responsibilities:** RIDOC will provide office and classroom space as needed and available. Office equipment such as copy/print/scan machines are typically available in certain areas of each facility. If this equipment is not available the vendor will assume responsibility for addressing their equipment needs.

**Contractor Responsibilities:** Vendor will assume responsibility for providing office supplies such as copy paper, pens, etc. Vendor will provide their own clerical support.

## **RFP #7550788: Medication Assisted Treatment (MAT) Expansion**

**Security Requirement:** Employees of vendors who must gain entrance into correctional facilities are subject to police record and Special Investigation Unit (SIU) checks; the RIDOC 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, dress code, etc.

Vendor employees will be required to attend a two day New Employee Orientation (NEO) training.

### **SECTION 4 -- TECHNICAL PROPOSAL**

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

1. **Staff Qualifications** – Behavioral health staff should have training and direct experience with MAT and substance use disorder treatment. It is also essential that staff are familiar with criminogenic factors and have an understanding of cognitive restructuring. 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
  - What criminogenic experience does your staff have?
2. **Capability, Capacity, and Qualifications of the Offeror** – Provide a detailed description of the Vendor’s experience. A list of relevant community based partnerships/relationships/collaborations must be provided, to include names of agencies, addresses, phone numbers and letters of support.
  - Provide brief background on Bidder organization(s)’ history, mission, core values and goals, areas served, and target demographic. Note if your organization has gone through significant changes in leadership, size, mission, or practice.
  - Provide staff resumes/core values and briefly describe qualifications and experience of key staff who will be involved in this project
  - Describe Bidder(s)’ organizational infrastructure as it relates to its capacity to deliver the services, including information on the expertise and experience of key executives, staff, and directors.
  - What, if any, aspects of the requested continuum of care will your organization not be able to supply on its own? How you will you address these gaps? Identify any other organizations that will have a significant role in the delivery of services.
3. **Approach/Methodology** –Define the methodology and procedures to be used. Describe your understanding of the developmental, support and service needs of the project’s target population that will need to be addressed in order to achieve sustainable positive program outcomes.

## **RFP #7550788: Medication Assisted Treatment (MAT) Expansion**

- Describe the data-driven, evidence based screening and assessment tool you propose using to identify those in need of MAT.
- Describe the treatment delivery model, including which services would be delivered, how frequently services will be delivered, where the services will be delivered, and by whom services will be delivered for the three target populations described in Section 2. Include the number of clients your organization intends to serve at different points in time.
- Describe the evidence base underlying the recommended program model as well as any proof of concept for the proposed programming. Explain how your programming differs from the state's current approach.
- Provide a clear and specific process for determining the type, level, and duration of MAT services for each program participant and the expected average benefits to be provided to eligible participants.
- How will you engage community services and Centers of Excellence to ensure continued treatment post-release? Please name any community partners, additional entities, or other state resources/programs you will engage to ensure continued treatment post-release.
- Demonstrate the ability and flexibility of your approach to adapt or refine to changing needs of the population and to meet outcome targets while maintaining fidelity to a program model. Describe specific experiences where possible.
- How will you track the progress and impact of your services in keeping with the metrics described in Section 2? What additional metrics, if any, do you propose using to measure the effectiveness of your intervention?
- Explain any modifications to current or ongoing processes that may be necessary to implement your proposed model.
- **Work Plan** – Describe in detail, the framework within which requested services will be performed. The following elements must be included: Provide a detailed operating model that shows how the program delivery model will operate, including referral points and any screening, assessment or triage tools. Explain the evidence-base supporting this operating model.
- Explain how many individuals will be served at each point in the operating model. Describe any barriers you foresee to achieving RIDOC's goal of screening all commitments and how your organization will address these barriers.
- Describe any required linkages the treatment population and project will need to make to current programs or entities (such as Centers of Excellence) during the service period, including whether those linkages are pre-existing or would form as a result of this intervention. If required linkages do not yet exist, describe how and when bidder(s) will create necessary linkages. Bidders are encouraged to include commitment letters from planned partners– especially employers. Bidders are also encouraged to identify current resource constraints of planned partners and

**RFP #7550788: Medication Assisted Treatment (MAT) Expansion**

strategies for working within or overcoming such constraints.

**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:**

<b>Please specify in detail:</b>
--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.

As noted earlier in this RFP there are three distinct sub-populations to be served each requiring a different level of care. These sub-populations are outlined below. Please provide a cost proposal for each group based on the cost of medication utilized, amount of time required for: ordering; dispensing; and transporting, along with the cost for the provision of ancillary services such as consultation with DOC Medical and Behavioral Health staff. This cost proposal should be based on a rate per day per sub-population to be served.

## **RFP #7550788: Medication Assisted Treatment (MAT) Expansion**

### Populations to Be Served

1. Opioid users who are already receiving methadone maintenance or suboxone treatment services in the community and their continued treatment at RIDOC. Projected total annual population of 725.
2. Opioid users who are **not** receiving methadone or suboxone treatment in the community but who are determined, based on screening and assessment, to be appropriate candidates for MAT while incarcerated. Projected total annual population 700.
3. Opioid users who are not maintained on MAT while incarcerated but who would benefit from starting MAT pre-release. Projected total annual population 300.

Successful bidders will offer specific evidence-based treatment plans for these sub-populations that reflect their unique needs and paths through the system. For each sub-population vendors are expected to outline a full continuum of care for inmates with all associated costs.

**RFP #7550788: Medication Assisted Treatment (MAT) Expansion**

**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).	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>

**RFP #7550788: Medication Assisted Treatment (MAT) Expansion**

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.

**RFP #7550788: Medication Assisted Treatment (MAT) Expansion**

**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 #7550788** 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#7550788 Medication Assisted Treatment**” 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)

**RFP #7550788: Medication Assisted Treatment (MAT) Expansion**

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, 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”.

## **RFP #7550788: Medication Assisted Treatment (MAT) Expansion**

### **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>