



**Solicitation Information**  
**August 3, 2016**

**RFP# 7550848**

**TITLE: Medical Discharge Planning for Offenders**

**SUBMISSION DEADLINE: August 31, 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, August 15, 2016 at 5:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# **7550848** 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**

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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**

## **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 medical discharge planning for inmates being released from the Department of Corrections for 1 year; renewable for 2 more years, 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.

## RFP #7550848: Medical Discharge Planning for Offenders

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W-9, downloadable from the Division of Purchases' website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Bidders are advised that all materials submitted to the State for consideration in response to this Request for Proposal will be considered to be Public Records, as defined in Title 38, Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP. It is the responsibility of all potential offerors to monitor the website and be familiar with any changes issued as part of an addendum.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090 or [Raymond.Lambert@doa.ri.gov](mailto:Raymond.Lambert@doa.ri.gov).
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the successful vendor(s).*
14. The respondent should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Compliance Officer at (401) 574-8670 or [Dorinda.Keene@doa.ri.gov](mailto:Dorinda.Keene@doa.ri.gov), or visit the website at [www.mbe.ri.gov](http://www.mbe.ri.gov).
15. It is the responsibility of the vendor to ensure that all subcontractors meet all Federal and State laws and regulations including Health Insurance Portability & Accountability Act (HIPAA) requirements and that the appropriate business agreements are in place.
16. Per the Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Part 200, Subpart D, §200.331 relating to the new risk assessment process, the successful offeror will be required to submit to the Rhode Island Department of Corrections, if applicable as determined by the Rhode Island Department of Corrections,

## **RFP #7550848: Medical Discharge Planning for Offenders**

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/eop.htm>

## **RFP #7550848: Medical Discharge Planning for Offenders**

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

#### **BACKGROUND:**

During the past decade the Rhode Island Department of Corrections (DOC) has sought, through the use of both Federal and State monies, to develop a continuum of rehabilitative programming to address the needs of offenders from commitment through discharge and aftercare support in the community after release. Discharge planning is a critical element in the continuum of rehabilitative programming. The quality of discharge planning, transitional services and aftercare often is the essential key to successful reintegration into the community. This LOI is intended to continue the Department's efforts to prepare offenders for safe transition to the community upon release.

#### **Specific Requirements:**

##### Medical Parole/ Medical Discharge: \$70,000:

The agency chosen for this award will provide discharge planning services for inmates designated for medical parole or whose release requires intensive coordination with medical providers and/or medical residential living settings and who require significant assistance with SSI or SSDI applications, long term care applications etc. The vendor chosen must offer to provide staff to the contract that have experience with placing individuals in hospice, nursing homes or assisted living facilities. They must also have successful experience with SSI, Long-term Care, Medicaid and Medicare application paperwork and the acquisition of State and Federal benefits.

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

#### **REQUIREMENTS: Reentry Medical Discharge Planning Process**

##### **Purpose:**

To maximize continuity of medical care services from prison to community, utilizing nursing judgment to determine appropriate follow-up care and to provide a benefits coordinator to execute State and Federal paperwork needed for inmates to access appropriate healthcare services in the community.

##### **Specific Activities / Tasks:**

###### **A. Cases designated as Medical Discharges:**

- The Medical Discharge Unit receives referrals from RIDOC medical, counseling and discharge planning units and from the RI Parole board. The referrals will include

## **RFP #7550848: Medical Discharge Planning for Offenders**

- specific information to support the referral. In the case of a medical parole request the referral will follow the RIGL 13-8-1-34 guidelines for medical parole and the corresponding RIDOC policy 20.08-2.
- General referrals including a condition report should be forwarded to the Discharge Planning Unit within 90 days of scheduled release, no less than 30-60 days pre-release.
  - The Medical Discharge Planner reviews the medical record of the client. This includes survey of Unresolved Diagnoses, Active Med Orders, and any relevant referrals and diagnostic studies pertinent to ongoing conditions requiring aftercare.
  - If full case management and specialty care appears to be required, the Medical Discharge Planner meets with the client to obtain releases and contact information about previous specialty care providers or present providers who will continue care or make referrals to appropriate providers in the client's community.
  - The Medical Discharge Planner schedules post-release specialty care appointments and assesses resources for payment and transportation to those appointments, including family support, Medicaid eligibility, and private insurance.
  - If the level of care requires a placement in a residential medical facility the medical discharge planner works with community providers to find a bed that is appropriate to that level of care.
  - A Medical Benefits Specialist assists with State and Federal benefits applications necessary to receive medical services post release including but not limited to Medicaid, long-term care and SSDI applications.
  - The Medical Discharge Planner and Benefits specialist update TPCDS (the RIDOC case management database) with all scheduled appointments, provider contact information (omitting diagnoses from TPCDS), financial arrangements and identified transportation resources.
  - If the client has meds, the Medical Discharge Planner will create a request for 30-day prescription if the release is to a residential facility.

### **B. Cases who require only a specialty referral not a residential placement:**

- If the client is not eligible for medically managed release, the medical discharge planner will still update TPCDS Reentry Plan to reflect that the client can appropriately seek follow-up or preventive care from community resources including their established Primary Care Provider (PCP), the local Federally Qualified Health Center (FQHC) and the local Community Mental Health Organization (CMHO).
- If no specialty care is required, but the client is prescribed medications which should be continued in the community, the Regional Resource Coordinator schedules follow-up appointments with the recommended community agencies. If a limited amount of specialty care appears to be required but the release is not managed by the medical discharge unit the Medical Discharge Planner meets with the client to obtain releases and contact information about previous specialty care providers or present providers

## **RFP #7550848: Medical Discharge Planning for Offenders**

- who will continue care or make referrals to appropriate providers in the client's community.
- The Medical Discharge Planner may assist the regional planner with Medicaid and SSDI applications for clients requiring specialty follow-up, or make a referral to the appropriate benefits specialist to do so.
  - The Medical Discharge Planner updates TPCDS with all scheduled appointments, provider contact information (omitting diagnoses from TPCDS), and identified transportation resources.

### **Deliverables:**

The Medical Discharge Unit will continue to follow the medical discharges and case manage the client into the community to assure that the planned medical services have been initiated according to the release plan. At that point the case will be closed.

The chosen vendor will report monthly on the progress of all active cases and submit that report with each request for reimbursement of services.

**RIDOC Responsibilities:** RIDOC supplies office space, office supplies, telephone, fax and computer access.

**Contractor Responsibilities:** Contractor provides all requirements associated with medical licensure or training on State Federal regulation, policy, benefit application changes. The Contractor produces and collects for reporting purposed all information on case progress and case notes. The RIDOC will be given permission to review those notes upon request and may ask for sections to be included in RIDOC medical record.

**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.

## RFP #7550848: Medical Discharge Planning for Offenders

### SECTION 4 -- TECHNICAL PROPOSAL

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

1. **Staff Qualifications** – Staff hired for this contract should be qualified by licensure to have access to medical records and who are able to communicate with community medical facilities about individual cases. A benefit specialist may also be hired who is trained in being able to assist in applying for federal and state benefits. Experienced staff; not just classroom trained staff will be preferred. Both roles/positions can be hired as part time staff or as full time and part time staff.
2. **Capability, Capacity, and Qualifications of the Offeror** – The chosen vendor should have experience in placing individuals in hospitals and the range of medical facilities; hospice, assisted living, nursing homes and group homes. Vendor should attach relevant references for their ability to provide such services including names, phone numbers, and e-mail addresses.
3. **Work Plan** – The work for this award includes two different skill sets; nursing related placement experience and benefits coordination. The vendor may choose to have one staff person part time or two part time to accomplish the scope of work. The work would entail both work inside the ACI and in the community. Applicants would be expected to provide at least 35 hours a week inclusive of both types of work.
4. **Approach/Methodology** – The chosen vendor is expected to coordinate work with RIDOC medical, counseling, discharge planning and probation and parole units. Vendor staff must also be able to coordinate case plans with the Parole Board if it is a medical parole. Vendor should expect that not all individuals medically eligible for medical release will be released if there are overriding security and community safety concerns that cannot be mitigated. Vendor should expect sometimes extended negotiations concerning placement given the complex nature of the individuals being placed. Priority in award will be given to vendors who have experience with correctional populations.

**RFP #7550848: Medical Discharge Planning for Offenders**

**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. If vendors expect expenses/ payrolls to rise during a possible 3 year contract, increased rate structures must be included within the original proposal. The State is under no obligation to increase the total amount of funding available if vendor rates are increased. The State reserves then the right to not re-new the contract if increases in rates don't provide a sufficient level of service.

**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.

## RFP #7550848: Medical Discharge Planning for Offenders

### SECTION 6 -- EVALUATION AND SELECTION

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

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

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

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

Criteria	Possible Points
Staff Qualifications (Provide staff resumes / core values and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field).	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.

## **RFP #7550848: Medical Discharge Planning for Offenders**

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 #7550848: Medical Discharge Planning for Offenders

### 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 #7550848** 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 plus four (4) copies**} should be mailed or hand-delivered in a sealed envelope marked “**RFP#7550848 Medical Discharge Planning**” to:

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

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

### RESPONSE CONTENTS

Responses should include the following:

1. A completed and signed three-page R.I.V.I.P generated ***bidder certification*** cover sheet -- downloaded from the RI Division of Purchases Internet home page at: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
2. A completed and signed ***W-9*** downloaded from the RI Division of Purchases Internet home page at: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
3. A ***letter of transmittal*** signed by the owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the State.
4. A **separate *Technical Proposal*** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this

## **RFP #7550848: Medical Discharge Planning for Offenders**

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>