



Solicitation Information

November 14, 2016

RFP# 7551136

TITLE: Evaluation Services for the Department of Children, Youth and Families

Submission Deadline: December 12, 2016 at 10:00 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at david.francis@purchasing.ri.gov no later than **November 23, 2016 at 10:00 AM (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
BOND REQUIRED: No

David J. Francis
Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

Note to Applicants:

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 Children, Youth and Families (DCYF), is soliciting proposals for Evaluation Services from qualified Offerors in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.gov .

The initial contract period will begin approximately on February 1, 2017 and shall be for a period of three years (3). Contracts may be renewed for up to two (2) additional 12-month periods based on vendor performance and the availability of funds.

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 vendors are advised to review all sections of this RFP 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 RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 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 Division 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.

7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, 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 W9, downloadable from the Division's 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. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, 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.
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 to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.
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 vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%)

participation by MBEs in all State procurements. For further information visit the website www.mbe.ri.gov

15. Under HIPAA, a “business associate” is a person or entity, other than a member of the workforce of a HIPAA covered entity, who performs functions or activities on behalf of, or provides certain services to, a HIPAA covered entity that involves access by the business associate to HIPAA protected health information. A “business associate” also is a subcontractor that creates, receives, maintains, or transmits HIPAA protected health information on behalf of another business associate. The HIPAA rules generally require that HIPAA covered entities and business associates enter into contracts with their business associates to ensure that the business associates will appropriately safeguard HIPAA protected health information. Therefore, if a Contractor qualifies as a business associate, it will be required to sign a HIPAA business associate agreement.
16. In order to perform the contemplated services related to the Rhode Island Health Benefits Exchange (HealthSourceRI), the vendor hereby certifies that it is an “eligible entity,” as defined by 45 C.F.R. § 155.110, in order to carry out one or more of the responsibilities of a health insurance exchange. The vendor agrees to indemnify and hold the State of Rhode Island harmless for all expenses that are deemed to be unallowable by the Federal government because it is determined that the vendor is not an “eligible entity,” as defined by 45 C.F.R. § 155.110.

SECTION 2: BACKGROUND AND PURPOSE

The Rhode Island Department of Children, Youth and Families (“DCYF” or “Department”), an agency within the Executive Office of Health and Human Services (“EOHHS”), is the unified state agency with combined responsibility for child welfare, children’s behavioral health and juvenile corrections. The Department is statutorily designated (R.I. Gen. Law §42-72-5) as “the principal agency of the state to mobilize the human, physical, and financial resources available to plan, develop, and evaluate a comprehensive and integrated statewide program of services designed to ensure the opportunity for children to reach their full potential. Such services shall include prevention, early intervention, outreach, placement, care and treatment and aftercare programs.”

In partnership with families, communities and government, the Department is committed to promoting and protecting the overall wellbeing of the culturally diverse children and youth of Rhode Island. The Department strongly believes that all children and youth require a safe and nurturing family environment to reach their full potential. The Department strives to utilize inclusive, team-based planning to ensure that services, interventions and supports are integrated and coordinated across providers and categorical systems, including child welfare, behavioral health, juvenile justice and education.

The Department is committed to and has implemented a data driven decision making framework to ensure practice, policy, interventions, and system decisions are based on data. The Department

has committed resources to ensure that data is collected in a manner for data analysis, surveillance, evaluation and research purposes. Toward this end, the Department is committed to improve child, family, organizational, community and system level outcomes for all children and families in Rhode Island.

SECTION 3: SCOPE OF WORK

The purpose of this Request for Proposal (RFP) is to solicit proposals in order for the Department of Children, Youth and Families (“Department”) to establish a contract(s) with a qualified Evaluator in order to provide comprehensive analytical, evaluation and research services to guide the development and to ensure the quality of programs and services developed across all divisions of the Department, including Children’s Behavioral Health, Child Welfare, and Juvenile Justice. This evaluator will work with the DCYF’s senior leadership and staff, consumers and community providers to enhance capacity for data-driven decision making throughout the system of care supported by the DCYF. The successful Offeror will work closely with department staff, consumers, and community providers to refine performance standards and indicators for all critical system functions will assist the Department’s Management Information System administrators in developing greater access by staff to real-time data. The successful offer will work closely with RI DCYF Data and Evaluation Unit. Finally, the successful Offeror will assist the Department, consumers and community providers in understanding the data and evaluation findings so that these findings may inform the Department’s work and further system development.

Specific Requirements – The successful Offeror will be an organization with no less than three years of documented experience in evaluating complex, public systems of care in child welfare, juvenile justice and children’s behavioral health. In addition, the successful Offeror will have no less than three years in demonstrated experience as evaluator for federal programs in child welfare, juvenile justice, and children’s behavioral health. Academic institutions are considered as an organization for purposes of this RFP.

The Department is seeking to build upon its strengths and improve performance in the following priority areas:

- ***Strengthening families to increase proportion of children who can be safely maintained in their own homes:*** Removing children from their homes is traumatizing to the child, parents, and other family members involved. Rhode Island removes children from their homes at a rate far above the national average (approximately 6 per 1,000 children under age 18 entering the foster care system, compared to national average of 3 per 1,000 children in 2013).¹ These decisions are complex, involving the authority of the courts, caseworkers, parents, attorneys, and other invested actors. Critical to preventing removals is having services in place with a demonstrated ability to prevent repeat abuse, neglect, and other indicators leading to removals.

¹ AFCARS, made available through KIDS COUNT, 2015

- ***Increasing care in family settings:*** Rhode Island has one of the highest rates of congregate care use in the nation, even after taking into account the Department’s unified structure overseeing the child welfare, juvenile justice, and children’s behavioral health systems. In 2012, approximately 28% of children removed from their homes were living in group care.² Strong proposals will demonstrate a philosophical and practice orientation towards safely preventing out-of-home placements and shortening time in DCYF care, with a commitment to permanency and willingness to work flexibly with concurrent planning efforts. Services should engage and use flexible and responsive home, school, neighborhood and community resources in the least restrictive environment to maintain continuity of relationships and supports for children, youth and families.
- ***Improving placement and permanency outcomes for adolescents:*** The Department and providers have made significant progress increasing placements with kin or natural supports for children aged 0-12. However, adolescents, who make up 41% of Rhode Island’s children and youth in foster care, continue to experience congregate care at an alarming rate: nearly two-thirds of those in care live in group placements. ³ Of youth leaving care at age 12 or older, nearly 1 in 3 exit to emancipation (29%).⁴

PERFORMANCE INDICATORS

Performance Indicators (PI): A major activity of evaluation services which shall be provided by the successful vendor is to monitor performance indicators (PI) of DCYF’s contracted programs. These indicators are used by the Department to evaluate program effectiveness in all areas of departmental activity, child welfare, children’s behavioral health and juvenile justice.

The Programs to be monitored for purpose of performance indicators are in essence:

Residential, shelter, and specialized foster care programs: The successful Vendor shall collect individual-level data electronically on a regular basis for at a minimum of twenty (20) contracted congregate care providers;

Home and Community based programs: The successful Vendor shall collect individual level data on home and community based programs servicing children and families in their homes and placed in foster families. Currently the Department contracts with, or intends to contract with a minimum of approximately forty (40) home and community based Providers.

Performance Indicators include, but are not limited to, the following:

² Annie E. Casey Foundation, 2015

³ RI Entry Cohort Longitudinal Database, based on AFCARS A/B File Submissions and RICHIST Placement data

⁴ DCYF, RI Child Welfare Outcome Data RI Report 2011-2014

1. Tracking data elements descriptive of population served, program admissions and discharges, and the extent to which a program has achieved its intended outcomes; providing technical assistance to programs to facilitate timely, complete and accurate reporting;
2. Conducting data analyses and completing regular reports as requested by RI DCYF for each type of program evaluated;
3. Collaborating closely with the DCYF's utilization review and RICHIST contractors to coordinate data submissions and reporting requirements;
4. Making presentations of the data to community and program representatives, as well as DCYF and state policy makers;
5. Serving on Departmental, state, and community committees, work groups, and task forces that require data expertise relevant to performance indicators.

SPECIFIC EVALUATION ACTIVITIES REQUIRED:

1. **Evaluation of RI DCYF Services/Supports: Congregate Care, and Home and Community based services.** The successful vendor will also be responsible for the ongoing evaluation of various congregate care based and home and community based services.
 - a. Provide data collection inclusive of child and family demographics, service level data, performance indicators and service utilization data and summarizing this information in regular reports as indicated by RI DCYF.
 - b. Provide and support Data and Evaluation unit with research designs in applied settings (i.e. quasi-experimental, experimental, prospective, retrospective).
 - c. Provide and support Data and Evaluation unit in various research methods and data analysis (cross sectional, longitudinal; epidemiological methods and statistical methods inclusive of odds ratio, relative risk, survival analysis, cost-benefit analysis, forecasting).
 - d. Provide and support RI DCYF in data management, merging and analysis of Rhode Island DCYF SACWIS data, collaborating state agencies, DCYF Provider data for ongoing monitoring of child, family, service, financial, and system level outcomes.
 - e. Complete and provide periodic reports as requested by RI DCYF, as well as a comprehensive annual report.
 - f. Develop and publish quarterly presentations to Rhode Island DCYF, DCYF Providers and stakeholders.

- g. Provide regular presentations (as indicated by RI DCYF) to congregate care and community based providers to review the program's operations, process, impact and outcome data
- h. Provide data analysis of outcome measures and performance based indicators inclusive of child, family, system, financial and service level data from DCYF Providers and summarizing this information in regular reports (as indicated by RI DCYF) to RI DCYF.
- i. Provide technical assistance to congregate care and community based providers regarding the collection and reporting of data.
- j. Provide technical assistance in collaboration with RI DCYF Data and Evaluation unit to congregate care and community based providers regarding program planning and evaluation methods and approaches (i.e. develop Logic models)
- k. Provide training of Rhode Island DCYF staff and System of Care (SOC) providers across Rhode Island on SOC standardized assessments on a quarterly or as needed basis and providing technical assistance to facilitate timely, complete and accurate reporting.
- l. Capability to enter into or assume contractual, technical, staff supported management of a web-based proprietary system database with existing vendor or conversion of that data into bidder's existing system that collects data from DCYF providers.
- m. Providing services to families, children, and youth involved in RI DCYF's prevention family services. Also includes analysis of data from the database, production of reports and presentations to RI DCYF, providers, stakeholders.

2. Providing technical Assistance and support regarding Juvenile Justice/Recidivism.

Consistent with child welfare and children's behavioral health, the successful vendor will provide technical assistance and support in the following areas to the youth involved with Juvenile Probation and the Youth Development Center (RI Training School). RI DCYF has developed evaluation services for juvenile justice which include:

- a. Collect and analyze demographic, descriptive and utilization data on youth transitioning from the RITS to the community;
- b. Provide Departmental leadership and managers with summaries of results for specific related juvenile justice initiatives;
- c. Conduct recidivism analyses for adjudicated youth leaving the RI Training School and Juvenile Probation
- d. Complete presentations to Departmental and community providers; and

- e. Provide technical assistance to the Department on service effectiveness, as well as best and evidence based practice.

3. Developing and implementing evaluation plans for competitive federal and foundation grants sought by the DCYF for the term of this contract. The Department frequently seeks substantial and complex grants in the areas of child welfare, children's behavioral health and juvenile justice. Because of the size and complexity of these grants, submitted applications must include evaluation plans that reflect the state of the art. The successful vendor must demonstrate capacity to provide these services to the DCYF.

- a. The successful vendor may be considered the DCYF's evaluator for purposes of the grant applications, and may also be identified in the submitted application as such.
- b. DCYF reserves the right at its sole discretion and with the permission of state purchasing to amend the contract awarded through this RFP to include additional funding for evaluation services secured through successful grants.

Examples of evaluation services to be performed by the successful vendor include, but not are limited to:

- a. Reviewing the federal or foundation request for proposals and advising the DCYF on evaluation requirements;
- b. Participating in the development team for the DCYF's proposal, offering technical assistance on all evaluation related issues;
- c. Developing the Logic Model, evaluation plan, and budget required for successful grant applications;
- d. Identifying and performing data analyses as necessary to the grant process; and
- e. Providing any and all information on departmental evaluation processes as are supportive of the grant in development.

4. Providing evaluation services as required for any federally-funded grant initiatives. The successful vendor is likely to serve as the lead or co-lead evaluator for any federally funded grants.

Evaluation services may include, but are not limited, to the following will be provided by the successful vendor for three federal grant initiatives, which are underway at RIDCYF:

- a. Working collaboratively with the Department (inclusive of the Department's Data Analytics and Evaluation unit) in the planning and evaluation of the grant activities and submit the evaluation section of the federally-required quarterly and/or semi-annual plans and reports;
- b. Developing and/ or continuing with the trauma, behavioral health and substance abuse screening and evaluation tools for children as outlined in the grant;
- c. Collecting, managing and analyzing data from the trauma, the behavioral health and the substance abuse screening and evaluation tools;

- d. Analyzing data from the Department’s State Automated Child Welfare Information System (SACWIS) to evaluate child and family outcomes;
 - e. Developing data presentations, data reports, summary briefs for the Department;
 - f. Pre/post/follow-up data collected; g) establish protocols to monitor program implementation/ outcomes;
 - g. Performing other duties as required in the grant.
- 5. Completing evaluation activities for the IV-E Waiver demonstration project, including a process evaluation, an outcome evaluation, and cost analysis.**
- 6. Providing evaluation services to the Department with respect to the continued implementation of the Family Care Community Partnerships (FCCPs), including but not limited to:**
- a. Consultation and technical assistance on the ongoing FCCP implementation based upon data obtained from agency providers and families served.
 - b. Ongoing staff training and training support services.
 - c. Data collection and analyses of the fidelity of wraparound services that support children to remain in the community with their family. Each of these activities also includes presentations to specific stakeholders and the completion of evaluation reports as necessary.
- 7. Providing Studies and Evaluations in Departmental Priority Areas.** Evaluation services to be provided also include conducting studies in areas of concern/interest to the Department and its stakeholders determined by the Department. These studies are tailored to address specific questions that will inform program planning, resource allocation, and policy development. The studies vary widely in focus, methods, procedures, data sources, and populations sampled, and range in length from several months to more than a year to complete.

Most of these studies involve data analyses using RICHIST, and also may include data drawn from either the National Child Abuse and Neglect Data System (NCANDS) or the Adoption and Foster Care Reporting System (AFCARS) or the National Youth Transition Database (NYTD) or primary data collected for a particular initiative.

Examples of evaluative research work which the successful vendor must have capacity to perform are as follows:

- a. Focus Group Study of Data-Driven Decision-Making with DCYF Managers;
- b. Factors associated with Maltreatment and Re-Maltreatment in Rhode Island;
- c. Factors associated with Long Term Foster Care;
- d. Factors associated with Placement Stability;
- e. Resource Parent Experiences with the Child Welfare Licensing Process (Survey administered);

- f. Satisfaction with Resource Parenting, Services, and Supports and Interest in Continuing Foster Parenting (Survey administered);
- g. Child Adolescent Needs and Strengths assessment findings; and
- h. Youth Transitioning from Child Welfare Outcomes: Findings from the National Youth Transition Database

8. Providing Technical Assistance and Training to Contracted DCYF Providers and Stakeholders on Assessments administered to Children, Youth and Families and Performance Management. RI DCYF contracts with providers for services and supports to children and youth in out-of-home placements and residing in the community in their homes. An essential component of these services is for these providers to administer level of care and functional status/well-being assessments on children, youth and families involved with RI DCYF. These assessments are administered at baseline (upon entry into the program), ongoing, and prior to discharge from the program. These assessments are valuable in allowing the child, youth, family, providers and RI DCYF assess functional well-being over time. The successful Evaluator shall provide training on the assessments, data collection and submission, integrating the findings into treatment plans and using the aggregate information for performance management.

9. Providing consultation and technical Assistance to Specific Departmental Programs and Services. Focused consultation and technical assistance is also required of the successful vendor as part of ongoing evaluation services and activities. The successful Offeror must have the capacity to provide such technical assistance and consultation. Examples include but are not limited to, consultation to the:

- a. DCYF leadership on a variety of matters having to do with research, evaluation, data analysis, and quality improvement;
- b. Monthly Data Advisory Group;
- c. Care Management Team regarding the uses of data;
- d. Rhode Island System of Care Task Force;
- e. Department of Corrections to gather data on the recidivism of RITS youth; and
- f. Child and Family Service Review (CFSR) and for the development of the Department's Program Improvement Plan (PIP). As part of the CFSR, two extensive reports were completed and forwarded to the Department's CFSR and PIP coordinator: 1) *State Child Welfare Program Improvement Plans: A Brief Overview*; and, 2) *Quality Assurance Systems and State Child Welfare Performance Improvement Plans: A Review of State Responses to Child and Family Service Review Findings*.

10. Presentation of Findings to RI DCYF and Various Rhode Island Stakeholders.

Provide presentations on the evaluation and data findings to various stakeholders such as: Departmental senior leadership; DCYF managers, supervisors, and caseworkers; various work groups and task forces; community service providers; family members; family court judges; and the Children's Cabinet. These presentations provide stakeholders with relevant data with which to make data-driven decisions regarding program planning and policy development. Evaluation services staff are expected to be available for such

presentations as needed; moreover, staff are expected to translate complex and technical data and analyses into information appropriate to a variety of audiences.

11. Dissemination of Findings at Professional Conferences and in Publications.

Evaluation services include presenting findings to six or more professional and scientific audiences at national or regional conferences and meetings, and publishing scientific papers on findings. These disseminations of DCYF's evaluation capacity provide positive visibility for the Department's work; ensure that DCYF services and programs reflect state-of-the-art theory, practice, and policy; and contribute knowledge to the fields of child welfare and children's behavioral health.

12. Perform additional evaluation services as dictated by federal grants acquired or new projects. Moreover, the contract awarded pursuant to this RFP may be expanded to include additional and related evaluation tasks that are above and beyond the scope herein described. DCYF reserves the right at its sole discretion and with the permission of state purchasing to amend the contract awarded through this RFP to include additional funding for evaluation services as needed over the life of this contract.

13. Evaluation and quality assurance services to support the Child and Family Service Review.

- a. Completion of ongoing supervisory Child and Family Service Review data reviews and monitoring
- b. Completion of specific quality assurance reviews and ongoing CFSR Federally mandated activities
- c. Child and Family Service Review management and coordination
- d. Management of Program Improvement Plan activities identified during federal reviews
- e. FCCP data coordination activities to ensure compliance with state data implementation requirements including ongoing coordination of data collection for the Phase One system of Care (FCCPs); consultation and technical assistance to the individual agencies for data collection; and data management using the Rhode Island Family Information System database and completion of ongoing reports to agencies on the quality of their compliance with data reporting.

SECTION 4: TECHNICAL PROPOSAL

Narrative and Format: The separate technical proposal should address specifically each of the required elements:

Staff Qualifications – Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field of providing evaluation services in general, as well as experience in the areas of Child Welfare, Behavioral Health and Juvenile Justice. This section shall include identification of all staff proposed as members of the team who will be assigned to work with the Department in accordance with this RFP, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualification). Please consider the staff in terms of the Appendices and as it may apply to cost.

Capability, Capacity, and Qualifications of the Offeror – Please 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. Please include a comprehensive listing of similar evaluation projects undertaken and/or similar clients served, including a brief description of the projects; highlight successes and accomplishments; and provide a description of your organizational structure and ability to meet the deliverable described in this RFP. Please describe capacity and experience in various research methods and data analysis (cross sectional, longitudinal; epidemiological methods and statistical methods inclusive of odds ratio, relative risk, survival analysis, cost-benefit analysis, forecasting).

Work plan – Please describe in detail, the framework within which requested evaluation services which must be performed in Narrative Form. The following elements must be included: The Offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. Please See Appendix A for a work plan template. The description of approach shall discuss and justify the approach proposed for each required activity, and the technical issues that will or may be confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each and will identify and describe what type of tutor training methodology will be utilized in the program. Please see **APPENDIX A: Project Work Plan**.

Suitability of Approach/Methodology – Define the suitability of your work plan to meeting the objectives and deliverables of this RFP. Please describe the Vendor's understanding of the state's requirements in the definition of the suitability of the work plan including the results intended and the desired approach and or methodology. The state will evaluate the bidder's written proposal describing how it intends to organize and accomplish the required activities in the scope of work. The State will score bidders highly who demonstrate a clear complete

understanding of each task and activity and who present an effective organization and work plan for accomplishing them.

SECTION 5: COST PROPOSAL

The Cost Proposal shall address specifically each of the following required elements. Offeror shall present Cost Proposals using **APPENDIX B: Budget Form -3 Year Project Budget**. Offeror shall present all other elements of Cost Proposal in the same sequence and with the same letter scheme and headings shown in this Section.

Budget and Narrative

Detailed Budget. Present a detailed line-item budget that proposes fees charged to DCYF for evaluation services proposed. DCYF seeks proposals that are credible, cost-efficient, and reasonable. A template for budget preparation is provided in **APPENDIX B: Budget Form -3 Year Project Budget**. Budgets shall specifically address direct and indirect costs associated with the evaluation services proposed, including but not limited to, wages, overhead, general and administration, and net income.

Detailed Budget Narrative. Present a detailed, specific budget narrative that explains the basis and rationale for fees proposed. Budget narratives shall, at a minimum, specifically address each of the following elements.

SECTION 6: EVALUATION AND SELECTION

Proposals will be reviewed 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 higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The Department of Children, Youth and Families 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 Qualification	15 Points
Capability, Capacity, and Qualifications of the Offeror	25 Points
Quality of the Work plan	15 Points
Suitability of Approach/Methodology	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
Possible Points	100 Points

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

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 david.francis@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP# 7551136** 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) 574-8100.

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 six (6 copies)**) should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7551136 Evaluation Services for the Department of Children, Youth and Families**” 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. One completed and signed three-page R.I.V.I.P generated bidder certification cover sheet (included in the original copy only) downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. One completed and signed W-9 (included in the original copy only) downloaded from the RI Division of Purchases Internet home page 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 using **APPENDIX B: Budget Form -3 Year Project Budget**.

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”.

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 of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

Appendix B: Budget Form -3 Year Project Budget

Direct costs

<i>Personel</i>	FY17	FY18	FY19	TOTAL
Staffing load Rate/hour	Hours	Hours	Hours	
[Person A]				0
[Person B]				0
[Person C]				0
[Person D]				0
...				
Total hours:	0	0	0	0
Salaries	\$ -	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -	\$ -
Subtotal, personel	\$ -	\$ -	\$ -	\$ -
<hr/>				
<i>Overhead</i>				
Materials				\$ -
Item 2				\$ -
Item 3				\$ -
...				\$ -
Subtotal, overhead	\$ -	\$ -	\$ -	\$ -
<hr/>				
<i>Other direct costs</i>				
Item 1				\$ -
Item 2				\$ -
Item 3				\$ -
...				\$ -
Subtotal, other direct costs	\$ -	\$ -	\$ -	\$ -
<hr/>				
Subtotal, direct costs	\$ -	\$ -	\$ -	\$ -
<hr/>				
Indirect costs				
Indirect rate, as proportion of direct costs	<input style="width: 100px; height: 20px;" type="text"/>			
<hr/>				
Subtotal, indirect costs	\$ -	\$ -	\$ -	\$ -
<hr/>				
TOTAL	\$ -	\$ -	\$ -	\$ -
<hr/>				