Solicitation Information
March 20, 2017

RFP# 7551484

TITLE: On-Site Primary Care Physician Services for the Inmate Population at the Rhode Island Department of Corrections

SUBMISSION DEADLINE: April 19, 2017 at 2:00 PM (ET)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than Thursday, March 31, 2017 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
BOND 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

NOTE TO VENDORS:

Offers received without the entire completed three-page R.I.V.I.P. Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM
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SECTION 1 -- INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Corrections, is soliciting proposals from qualified firms to provide Primary Physician Care Services for the inmates at the Rhode Island Department of Corrections, in accordance with the terms of this Request for Proposals (RFP) and the State’s General Conditions of Purchase (available at: www.purchasing.ri.gov).

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential respondents are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

3. All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the respondent. The State assumes no responsibility for these costs.

4. Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

6. Proposals misdirected to other state locations, or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases.

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
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is clearly indicated in the vendor’s proposal and the subcontractor(s) to be used is identified in the proposal.

8. All proposals should include the vendor’s FEIN or Social Security number as evidenced by a W-9, downloadable from the Division of Purchases’ website at www.purchasing.ri.gov.

9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.

10. Bidders are advised that all materials submitted to the State for consideration in response to this Request for Proposal will be considered to be Public Records, as defined in Title 38, Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP. It is the responsibility of all potential offerors to monitor the website and be familiar with any changes issued as part of an addendum.

12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090 or krystal.waters@doa.ri.gov.

13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).

14. The respondent should be aware of the State’s Minority Business Enterprise (MBE) requirements, which address the State’s goal of ten percent (10%) participation by MBE’s in all State procurements. For further information, contact the MBE Compliance Officer at (401) 574-8670 or Dorinda.Keene@doa.ri.gov, or visit the website at www.mbe.ri.gov.

15. It is the responsibility of the vendor to ensure that all subcontractors meet all Federal and State laws and regulations including Health Insurance Portability &
Accountability Act (HIPAA) requirements and that the appropriate business agreements are in place.

16. Per the Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Part 200, Subpart D, §200.331 relating to the new risk assessment process, the successful offeror will be required to submit to the Rhode Island Department of Corrections, if applicable as determined by the Rhode Island Department of Corrections, any material weakness findings against the vendor and/or subcontractor(s) with an approved corrective action plan(s), in order for a submission to be considered. An updated/current status report on the corrective action plan(s) must also accompany the submittal.

17. The successful offeror may be required to certify to the Rhode Island Department of Corrections that it is in compliance with applicable civil rights laws and regulations. These laws and regulations relate to issues concerning Equal Employment Opportunity (EEO), Limited English Proficiency (LEP), and other anti-discrimination laws. The successful offeror may also be required to prepare an Equal Employment Opportunity Plan. A certification of assurances form will be provided to you upon notification of tentative award. Further information regarding these assurances can be found by visiting the U.S. Department of Justice, Office of Justice Programs, Civil Rights website at: http://www.ojp.usdoj.gov/about/ocr/eeop.htm
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SECTION 2 -- BACKGROUND AND PURPOSE

BACKGROUND: RIDOC is a centralized, comprehensive correctional system for male and female adult offenders, located on the Pastore Complex in Cranston, R.I. There are approximately 3200 sentenced and awaiting trial inmates housed on the Pastore Complex. These inmates are housed in 6 facilities, Minimum Security, Maximum Security, High Security, Intake Service Center, Medium Security, and the Women’s Facility. The mission of the Rhode Island Department of Corrections is to contribute to public safety by maintaining a balanced correctional system of institutional and community programs that provide a range of control and rehabilitative options for criminal offenders. The DOC Rehabilitative Services Division provides a comprehensive array of rehabilitative opportunities including, but not limited to: GED, ABE, and educational opportunities; job training; domestic violence education; discharge planning programs; religious services and counseling. Inmates must have access to the full range of healthcare services, based upon community standards. The Rhode Island Department of Corrections is soliciting hospitals, health care organizations, and large physician practice groups to provide primary care hours on a daily basis to augment its current staff in providing primary care to inmates under its jurisdiction.

SECTION 3 -- SCOPE OF WORK

REQUIREMENTS:

General Scope of Work: To provide on-site primary physician care, nurse practitioner, and physician’s assistant services and evaluations to all inmates in the custody of the Rhode Island Department of Corrections who require treatment. This treatment will be provided in all Rhode Island Department of Corrections Facilities.

Specific Activities / Tasks:

Deliverables: The selected vendor will be augmenting our full-time staff and consultants and be expected to provide 40 to 60 hours per week of on-site direct service to patients as assigned in any of the Rhode Island Department of Corrections Facilities (Minimum Security, Maximum Security, High Security, Intake Service Center, Medium Security, and the Women’s Facility). The resulting contract will be for 1 year renewable for up to 4 years of additional terms at the discretion of the State of Rhode Island.
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RIDOC Responsibilities: The Rhode Island Department of Corrections will provide adequate space, equipment, supplies, EMR access, training, and direction when it is necessary.

Contractor Responsibilities:

1. The Primary Care Physicians, Nurse Practitioner, or Physician’s Assistant will evaluate and treat inmates within the limit of their professional license. They will document appropriately their treatment in the Electronic Medical Record.

2. It is expected that the vendor’s clinicians will see a patient for the amount of time that is clinically indicated for particular service or treatment.

3. It is expected that the vendor’s clinicians will work with RIDOC clinical staff in case consultation, and treatment planning.

4. The selected vendor will designate one lead clinician for the on-site services to be provided.

5. It is also expected the selected vendor will work in consultation with the RIDOC Medical Program Director, RIDOC staff and consultants and the URI School of Pharmacy.

6. It is expected that the chosen vendor will identify measurable outcomes that support the public safety mission of the RIDOC.

7. It is expected that the chosen vendor will be able to provide adequate clinical coverage to all facilities on a weekly basis.

8. The selected vendor will provide vacation and extended leave coverage for all physicians under the contract providing direct services to the RIDOC.

9. The selected vendor will provide on-site treatment and evaluation services to all inmates in all facilities in the custody of the RIDOC Monday through Friday between the hours of 8:00am to 4:00pm. It is also a possibility that the treatment hours could be expanded and the days of the week also be adjusted to six or seven day week if agreed to by the selected vendor.

10. The selected vendor will be responsible for providing medical malpractice insurance for the primary care physicians assigned to the Rhode Island Department of Corrections.

11. The Licensed primary care physicians in the State of Rhode Island must possess MD and/or DO, NP etc.

12. The selected vendor must provide Board Certified or Board Eligible physicians in the
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area of Family Practice, Internal Medicine or a related field.

Add Alternative:

If interested, the selected vendor would be asked to provide an Add Alternative to provide emergency coverage between the hours of 4pm and 10pm Monday through Friday and 8am to 10pm Saturday and Sunday to return to the Rhode Island Department of Corrections i.e.: sutures, abscess management, drug and alcohol withdrawal management, etc. to inmates who need this type of treatment. The selected vendor will be asked to provide an approximate cost per hour to provide such services in the Cost Proposal section of the RFP.

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.

SECTION 4 -- TECHNICAL PROPOSAL

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

1. Staff Qualifications – This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualifications).

2. Capability, Capacity, and Qualifications of the Offeror – A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of projects, and a contact name and telephone number from the client; A description of their financial position.

3. Work Plan – The work plan description shall include a detailed proposed project schedule (by task and sub-task) 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 attributed deliverables for each.

4. Approach/Methodology – This section shall describe the Contractor’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. The description of approach shall discuss and justify the approach proposed to be taken for each task, and the technical issues that
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will or may be confronted at each stage of the project.

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 per hour of on-site services.
- Cost per hour of weekend on-site coverage

Add Alternative: Emergency response for sutures and treatments which can be conducted on-site as opposed to being sent out to local emergency rooms.

- On-Site Coverage 4pm to 10pm Monday through Friday
- 8am through 10pm Saturday and Sunday

COST PROPOSAL SUMMARY

<table>
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<tr>
<th>Offeror:</th>
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<tr>
<td>Address:</td>
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<tr>
<td>Taxpayer ID#</td>
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<tr>
<td>Authorized Agent</td>
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<td>Title</td>
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<tr>
<td>Telephone &amp; Fax #</td>
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<tr>
<td>E-mail</td>
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<tr>
<td>Cost Proposal:</td>
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<tr>
<td>Please specify in detail:</td>
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<tr>
<td>$_________ On-Site Cost per Hour Weekdays</td>
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<tr>
<td>$_________ On-Site Cost Per Hour Weekend and Holidays</td>
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| Add Alternative $ ____________ On-Site Cost per Hour Monday through Friday |
| Add Alternative $ ____________ On-Site Cost per Hour Weekends and Holidays |
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SECTION 6 -- EVALUATION AND SELECTION

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

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

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

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

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<th>Criteria</th>
<th>Possible Points</th>
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<tr>
<td>Staff Qualifications</td>
<td>15 Points</td>
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<tr>
<td>(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).</td>
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<tr>
<td>Capability, Capacity, and Qualifications of the Offeror</td>
<td>25 Points</td>
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<tr>
<td>(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).</td>
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<tr>
<td>Quality of the Work plan</td>
<td>15 Points</td>
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<td>(Describe in detail, the framework within which requested services will be performed).</td>
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<tr>
<td>Suitability of Approach/Methodology</td>
<td>15 Points</td>
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<tr>
<td>(Define the methodology and procedures to be used).</td>
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<tr>
<td><strong>Total Possible Technical Points</strong></td>
<td><strong>70 Points</strong></td>
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<tr>
<td>Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]</td>
<td>30 Points</td>
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<tr>
<td><strong>Total Possible Points</strong></td>
<td><strong>100 Points</strong></td>
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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.
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Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

SECTION 7 -- PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference RFP #7551484 on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or lynda.moore@doit.ri.gov.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses {an original (1) plus four (4) copies} should be mailed or hand-delivered in a sealed envelope marked “RFP#7551484 Primary Care Physician Services” 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

2. A completed and signed **W-9** downloaded from the RI Division of Purchases Internet home page
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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 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** (CD Rom, 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](https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf)