Solicitation Information
November 8, 2017

RFP# 7574486

TITLE: Early Childhood Mental Health Consultation – Intervention Supports

Submission Deadline: December 7, 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 Monday, November 20, 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 Division of Purchases’ website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

BID SURETY BOND REQUIRED: NO

PAYMENT AND PERFORMANCE BOND REQUIRED: NO

GAIL WALSH
CHIEF BUYER

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

Note to Applicants:
Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION COVER 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 Education (“RIDE”), is soliciting proposals from qualified firms to provide Early Childhood Mental Health Consultation (“ECMHC”) Intervention Supports, in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at www.purchasing.ri.gov.

The initial contract period will begin upon issuance of a state purchase order and continue through June 30, 2019. Contracts may be renewed for up to four additional 12-month periods based on vendor performance and the availability of funds.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, 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 RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.

3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.

4. Proposals are considered to be irrevocable for a period of not less than 180 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 in the proposal.

6. 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. 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.

7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.
8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, et seq. and may be released for inspection upon request once an award has been made.

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

9. 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.

10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than $10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an “Affirmative Action Policy Statement.”

Vendors with 50 or more employees and $50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.

a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.

b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf), as well as the “Certificate of Compliance” (http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” (http://odeo.ri.gov/documents/monthly-employment-
utilization-report-form.xlsx) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at Krystal.Waters@doa.ri.gov.

11. In accordance with R.I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).

12. In accordance with R.I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at http://odeo.ri.gov/offices/mbeco/mbe-wbe.php. Information regarding DisBEs may be accessed at www.gcd.ri.gov.

For further information, visit the Office of Diversity, Equity & Opportunity’s website, at http://odeo.ri.gov/ and see R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email Dorinda.Keene@doa.ri.gov

**SECTION 2. BACKGROUND**

This request for proposals is to seeking vendors to deliver Early Childhood Mental Health Consultation (ECMHC) Intervention Supports to Rhode Island’s State Pre-K programs.

Children’s healthy social and emotional development is supported by their participation in high quality preschool programs. When children demonstrate positive social skills and healthy emotional capacities, they engage more successfully in the learning opportunities present within a high quality preschool program.

Yet even in high quality early childhood education programs, children demonstrate challenging behaviors that negatively impact their cognitive learning and development. Teachers struggle to
identify individualized teaching strategies that reduce challenging behaviors as well as teach children how to successfully engage in and learn within an early childhood environment. ECMHC is a promising intervention that has been shown to support early childhood educators in addressing the challenging behaviors that inhibit learning. ECMHC also can support suspension and expulsion prevention policies (Gilliam, 2007, Raver et al., 2008). ECMHC has also yielded positive social and emotional outcomes for young children in early childhood settings, including reductions in preschool expulsions (Perry, Brennan, Bradley, & Allen, 2006).

As RI builds and implements an early childhood system, which supports young children’s success in kindergarten and beyond, it makes sense to integrate early childhood mental health consultation services into our system of supports in order to create high quality early childhood education programs and build our early childhood educator competencies in addressing social emotional learning for infants through preschoolers. By doing so, we will promote, prevent and intervene to support the healthy learning and development of all young children.

**Definition of Early Childhood Mental Health Consultation in Rhode Island:**

The following definitions adopted from the early childhood mental health consultation field best describe Rhode Island’s vision of what ECMHC can contribute to RI early childhood education programs, their staff and the children who attend those programs.

An early childhood mental health consultant is a “professional consultant with mental health expertise who works collaboratively with early care and education staff, programs and families to improve their ability to prevent, identify, treat and reduce the impact of mental health problems among children from birth to age six. The consultant works primarily to improve children’s social emotional well-being by building the capacity of early care and education staff, parents and other caregivers to promote mental health, child development and manage challenging behaviors.”

– From ECMHC Summit at FLA University, 2010

RI ECMH Consultants can specifically educate, train, and “coach” early childhood educators so that they develop the knowledge, skills and competencies to effectively support children’s social and emotional learning and development —whether it be to support the needs of one child or an entire classroom of children.

Although the Consultant may provide some direct services (e.g., observing children, conducting individual assessments, modeling effective practices), these activities are ultimately designed to enhance early childhood educator competence in supporting young children’s social and emotional development. In sum, ECMHC is both a problem-solving and capacity-building intervention focused on the early childhood educator (CSEFEL, Research Synthesis: Early Childhood Mental Health Consultation).

**Rhode Island’s Statewide ECMH Consultation: Continuum of Supports**

*Early childhood mental health consultation recognizes that achieving positive social and emotional outcomes for young children requires a comprehensive approach that spans a continuum of mental health services and supports—from promotion to prevention to intervention (Perry, Kaufmann, & Knitzer, 2007).*
The continuum of mental health services and supports – from promotion to prevention to intervention – as described above will be integrated into the developing systems supporting early childhood programs and professionals. The vision for this system is outlined below:

**Promotion Activities (All Children)**

*Child- or Family-Centered Consultation*
- Provide families with information on children’s social and emotional development
- Provide tips to families on how to create a home environment that supports healthy social and emotional development

*Programmatic Consultation*
- Assess strengths and challenges within the early childhood setting/environment
- Support early childhood staff in creating a more pro-social learning environment
- Engage early childhood staff and programs in promoting and encouraging staff wellness

**Prevention Activities (Children at Risk for Behavioral Problems)**

*Child- or Family-Centered Consultation*
- Conduct home visits with families and children with identified risks
- Offer families training on effective strategies for addressing challenging behaviors
- Design and help implement targeted supports to meet the needs of a child or children at risk
- Model effective strategies and coach early childhood staff in using them to support a child or children at risk

*Programmatic Consultation*
- Offer ideas and resources for teaching young children social skills and appropriate behavior
- Guide selection and use of social and emotional screening tools
- Support early childhood staff with classroom management strategies

**Intervention (Children Exhibiting Challenging Behavior)**

*Child- or Family-Centered Consultation*
- Provide crisis intervention services for early childhood staff regarding a child’s behavior
- Engage families and staff in developing individualized behavior support plans
- Link child/family to community mental health services and assist with care coordination
Programmatic Consultation
• Support early childhood staff with classroom management strategies
• Train early childhood staff in creating and implementing individualized behavior support plans
• Help early childhood program foster relationships with community services and providers
• Work with early childhood program to develop inclusive policies for working with children with challenging behavior

ECMHC Intervention Supports
Under the Race to the Top – Early Learning Challenge Grant, Rhode Island developed the Center for Early Learning Professionals (Center for ELP). The mission of the Center is to “give early childhood programs and providers the tools, support, and resources they need to provide high-quality care and education to Rhode Island’s youngest children”. The Center will, in collaboration with qualified professionals from the early childhood mental health field when necessary, provide the resources, expertise, and opportunities needed for early childhood educators to build their capacities and knowledge of how to promote healthy social and emotional development, as well as prevent challenges that can arise for children who are at risk for behavior problems. The resources to support the development and delivery of promotion and prevention activities are included within the Center’s existing budget.

The intervention component of the early childhood mental health consultation continuum will occur onsite at early childhood education programs across the state. Examples of intervention activities supported through ECMHC are listed below. This solicitation provides the resources for this component of a system of ECMHC.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

The successful bidder will deliver ECMHC Intervention services which include:

Child- or Family-Centered Consultation
• Conduct assessment of a child’s behavior in context of existing relationships within the State Pre-K early childhood education setting
• Provide crisis intervention services for State Pre-K early childhood staff regarding a child’s behavior
• Engage families and staff in developing individualized behavior support plans
• Support State Pre-K early childhood staff with implementing recommended strategies
• Link child/family to community mental health services and assist with care coordination and utilization of comprehensive services

Programmatic Consultation
• Review current PQI plan and ensure promotion and prevention activities are in place
• Guide State Pre-K programs in developing own internal referral process and social emotional/behavioral support team that informs social emotional and appropriate behavior teaching strategies
• Help early childhood program foster relationships with community services, providers, and state programs such as RI KidsConnect, 211, RI DOH help line
• Work with the State Pre-K early childhood program to develop inclusive policies for working with children with challenging behavior
• Support a zero tolerance suspension and expulsion policy within State Pre-K programs

The successful bidder will also coordinate and link ECMHC Intervention services with the ECMHC Promotion and Prevention services offered through the Center for Early Learning Professionals. By doing so, the promotion – prevention – intervention continuum of services will be aligned and available for early childhood education programs.

Eligible organizations or entities include early childhood mental health providers, community mental health organizations and institutions. Additionally, interested applicants must be able to demonstrate:

• Knowledge of and capacity to incorporate the key components of Rhode Island’s early childhood education system into ECMHC. Key components include:
  o Rhode Island Early Learning and Development Standards
  o Rhode Island Workforce Knowledge and Competencies for Early Childhood Teachers and Early Intervention/Early Childhood Special Educators
  o DCYF Child Care Licensing Regulations
  o BrightStars Quality Rating System
  o RIDE Comprehensive Early Childhood Education Program Approval Standards
  o State Pre-K Policies

• Experience successfully providing ECMHC within early childhood education settings
• Capacity to systematically communicate/collaborate with the Center for Early Learning Professionals related to ECMHC services for early childhood education programs.

Joint applications for funds may be submitted. However, in each case the lead agency chief administrative officer who will retain fiduciary and other administrative responsibilities for the contract must be designated and indicated in the application.

**Specific Activities / Tasks**

1. Hire and supervise qualified early childhood mental health consultants.
2. Develop and implement process of recruiting, prioritizing, enrolling and exiting eligible early childhood education programs.
3. Systematically communicate and/or collaborate with Center for Early Learning Professionals, linking ECMHC Intervention supports with ECMHC promotion and prevention services and supports provided through the Center.
4. Deliver child- or family-centered and programmatic intervention activities within early childhood education programs in RI.
5. Regularly convene a management team, which includes representatives from the Center for Early Learning Professionals and RIDE, to ensure integration of ECMHC Intervention Supports within RI’s early childhood education system.
6. Develop and carry out a plan to evaluate the effectiveness of the provision of ECMHC Intervention Supports at the program, teacher, and child level.

The successful bidder will address all aforementioned components.
The proposal should:

- Identify measurable outcomes related to the provision of ECMHC at the program, teacher and child level and plan to determine whether outcomes have been met or not.

- Identify budget which encompasses all of the above deliverables for specified amount

**Experience and Capacity**
Describe your organization’s capacity and experience as a provider of early childhood mental health consultation services within RI’s early childhood education programs. Specifically provide information as it relates to the **intervention level** services of the continuum. Share your understanding of the current needs of the RI early childhood education field as it relates to supporting young children’s healthy social emotional development. Describe how your organization has supported early childhood education programs thus far in this goal and provide evidence of positive outcomes from your work. Include information on how you have incorporated the key components of Rhode Island’s early childhood education system into your work. Describe how your organization’s history of working collaboratively with other early childhood education system components or initiatives supported programs and/or professionals.

### Deliverables and Timeline

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<tr>
<th>Task</th>
<th>Deliverables</th>
<th>Schedule</th>
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<tbody>
<tr>
<td>#1</td>
<td>List of ECMH consultants and staff, including education and experience</td>
<td>Immediately upon execution of contract - June 2019</td>
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<td>#1</td>
<td>Written ECMHC supervision policies and plan</td>
<td>Within two weeks of execution of contract</td>
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<tr>
<td>#2</td>
<td>Written ECMHC Intervention policies and procedures including but not limited to: ECE program recruitment strategies, processes for prioritizing enrollment of programs, systematic communication with Center for Early Learning Professionals, delivery and evaluation of ECMHC services to eligible early childhood education programs.</td>
<td>Within two weeks of execution of contract</td>
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<td>#4</td>
<td>Provide RIDE with required information through narrative and budget reports submitted on a monthly and/or quarterly basis and other informational requests, as needed.</td>
<td>Immediately upon execution of contract - June 2019</td>
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<td>#5</td>
<td>Participate in management team meetings, which includes at minimum, representatives from the Center for Early Learning Professionals and RIDE, to ensure integration of ECMHC Intervention Supports within RI’ early childhood education system.</td>
<td>Monthly, immediately upon execution of contract – June 2019</td>
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<td>#6</td>
<td>Provide RIDE with ECMHC effectiveness evaluation data and summary report.</td>
<td>Immediately upon execution of contract – June 2019</td>
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ECMHC Intervention Supports Structure

- **Systematic communication/collaboration with the Center for Early Learning Professionals**
  Describe your plan to systematically communicate and/or collaborate with the Center for Early Learning Professionals which will serve as the provider of ECMHC promotion and prevention services and supports. Explain how this communication and/or collaboration will ensure the provision of a promotion-prevention-intervention continuum of ECMHC services and supports for early childhood education programs. Include regularly scheduled management team meetings with RIDE as part of the system of communication and coordination.

- **Program Recruitment and Enrollment Procedures**
  Identify and describe the process by which early childhood education programs will be recruited, chosen or prioritized for ECMHC Intervention Supports.

- **Delivery of ECMHC Intervention services**
  Describe your plan for delivery of program- and child-level ECMHC Intervention services and supports for ECE programs. Detail a service approach which includes entering, providing services and supports within and then exiting a program. Define how you would determine type and length of service delivery for a specific program. Additionally, explain how the key components of Rhode Island’s early childhood education system (as identified earlier) will be incorporated into the delivery of ECMHC. At minimum include the following array of services:
    - **Child- or Family-Centered Consultation**
      - Conduct assessment of a child’s behavior in context of existing relationships within the State Pre-K early childhood education setting
      - Provide crisis intervention services for State Pre-K early childhood staff regarding a child’s behavior
      - Engage families and staff in developing individualized behavior support plans
      - Support State Pre-K early childhood staff with implementing recommended strategies
      - Link child/family to community mental health services and assist with care coordination
    - **Programmatic Consultation**
      - Review current PQI plan and ensure promotion and prevention activities are in place
      - Guide State Pre-K program in developing own internal referral process and social emotional/behavioral support team that informs social emotional and appropriate behavior teaching strategies
      - Train State Pre-K early childhood staff in creating and implementing individualized behavior support plans
      - Help State Pre-K early childhood program foster relationships with community services and providers
      - Work with State Pre-K early childhood program to develop inclusive policies for working with children with challenging behavior
Staffing Qualifications
Please summarize the background and qualifications of the proposed early childhood mental health consultation staff. Provide evidence that staff is knowledgeable about early childhood education programs and are effective in providing early childhood mental health consultation within that context. Please attach resumes and any appropriate credentials for individuals already on staff. Include detailed job descriptions for positions that will need to be filled. Please note that evidence that all staff meet the specified qualifications will be required prior to final funding approval. Please identify any other individuals, irrespective of funding source, who will regularly support the work under this grant.

Using the table format outlined below, attach a list and description of the titles and roles of all full-time and part-time staff to be paid by the Early Childhood Mental Health Consultation grant.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>FTE</th>
<th>Name of Staff</th>
<th>List Relevant Credentials</th>
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Administrative Supervision and Support
Describe your organization’s system of supervision and support for ECMH consultants, including design of and frequency of supervision sessions. Identify the individual(s) who will be responsible for supervising the early childhood mental health consultants. Describe their qualifications.

Evaluation of ECMHC Effectiveness
Identify measurable outcomes related to the provision of ECMHC Intervention services at the program-, teacher- and child- level and describe your plan to determine and share your findings with RIDE on whether the outcomes are met or not.

SECTION 4: PROPOSAL

A. Technical Proposal
Narrative and format: The proposal should address specifically each of the following elements:

1. **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 billing in general and water testing billing in particular, if any.

2. **Capability, Capacity, and Qualifications of the Offeror** - Please provide a detailed description of the Vendor’s experience as a 3rd party billing agency, including experience in billing for tests/procedures. 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.

3. **Work Plan** - Please describe in detail, the framework within which requested billing and collection services will be performed. The following elements should be included: 1) methods used to verify demographic and client information 2) methods for reconciling missing or inconsistent information initially provided for billing purposes, 3) follow-up measures employed on
accounts with outstanding balances, 4) methods used to maximize reimbursement rates and frequency. 5) a system of controls to identify errors, omissions and feedback to the Offeror.

4. Approach/Methodology – Define the methodology to be used for the submission of billing information to clients as well as the process of generating billing statements and/or fee collection from a variety of clients. What procedures will be used to ensure accurate and timely collection of fees?

B. Cost Proposal
Detailed Budget and Budget Narrative: Please provide a detailed budget and budget narrative that provides a per student cost to provide the ECMHC. This per pupil cost must be inclusive of all costs borne by the vendor, including personnel expenditures, travel, and other administrative expenses. The budget narrative provide detail for costs included in the per pupil rate and provide evidence that costs that are reasonable and necessary in relation to the objectives, design, and significance of the activities described in the proposal. The final contract amount will be negotiated and awarded on a per fiscal year basis based on program needs and available funds. RIDE reserves the right to fund multiple vendors and negotiate budgets based on the number of vendors. If more than one applicant is chosen, the selected applicant(s) will participate in budget planning sessions with RIDE and other entities to be determined by RIDE. During this session, the selected applicant(s) will work with RIDE to develop an appropriate budget for their ECMHC Intervention strategy. Once the budget is finalized, RIDE will complete the contracting process with each applicant.

C. ISBE Proposal
See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

SECTION 5: EVALUATION AND SELECTION
Proposals shall be reviewed by a technical evaluation committee ("TEC") comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 50 out of a maximum of 70 technical points to advance to the cost evaluation phase. Any technical proposals scoring less than 50 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 50 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The Division of Purchases reserves the right to select the vendor(s) or firm(s) ("vendor") that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.
Proposals shall be reviewed and scored based upon the following criteria:

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<tr>
<th>Criteria</th>
<th>Possible Points</th>
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<tr>
<td>Staff Qualifications</td>
<td>10 Points</td>
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<tr>
<td>Experience and Capacity</td>
<td>15 Points</td>
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<tr>
<td>ECMHC Intervention Supports Structure</td>
<td>25 Points</td>
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<tr>
<td>Administrative Supervision and Support</td>
<td>10 Points</td>
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<tr>
<td>Evaluation of ECMHC Effectiveness</td>
<td>10 Points</td>
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<td>Total</td>
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<tr>
<td>Cost proposal*</td>
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| Total Possible Evaluation Points                                      | 100 Points   |
|-----------------------------------------------------------------------|
| ISBE Participation**                                                 | 6 Bonus Points|

<table>
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*Cost Proposal Evaluation:
The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

\[
\text{Cost Points} = \left( \frac{\text{lowest cost proposal}}{\text{vendor’s cost proposal}} \right) \times \text{available points}
\]

For example: If the vendor with the lowest cost proposal (Vendor A) bids $65,000 and Vendor B bids $100,000 for monthly costs and service fees and the total points available are thirty (30), Vendor B’s cost points are calculated as follows:

\[
$65,000 / $100,000 \times 30 = 19.5
\]

**ISBE Participation Evaluation:

a. Calculation of ISBE Participation Rate

1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor’s total contract price that will be subcontracted to ISBEs by the non-ISBE vendor’s total contract price. For example if the non-ISBE’s total contract price is $100,000.00 and it subcontracts a total of $12,000.00 to ISBEs, the non-ISBE’s ISBE participation rate would be 12%.

2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor’s total contract price that will be subcontracted to ISBEs and the
amount that will be self-performed by the ISBE vendor by the ISBE vendor’s total contract price. For example if the ISBE vendor’s total contract price is $100,000.00 and it subcontracts a total of $12,000.00 to ISBEs and will perform a total of $8,000.00 of the work itself, the ISBE vendor’s ISBE participation rate would be 20%.

b. Points for ISBE Participation Rate:

The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

\[
\text{(Vendor’s ISBE participation rate ÷ Highest ISBE participation rate)} \times \text{Maximum ISBE participation points}
\]

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B’s ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive \((12\% ÷ 20\%) \times 6\) which equals 3.6 points.

General Evaluation:

Points shall be assigned based on the vendor’s clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

SECTION 6. QUESTIONS

Questions concerning this solicitation must 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. No other contact with State parties is permitted. Please reference RFP #7574486 on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases’ website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

SECTION 7. PROPOSAL CONTENTS

A. Proposals shall include the following:

1. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at www.purchasing.ri.gov. Do not include any copies in the Technical or Cost proposals.

2. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf. Do not include any copies in the Technical or Cost proposals.
3. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*

4. 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 ten (10) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).
   b. One (1) printed paper copy, marked “Technical Proposal - Original” and signed.
   c. Four (4) printed paper copies

5. Cost Proposal - 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.
   a. One (1) Electronic copy on a CD-R, marked “Cost Proposal - Original”.
   b. One (1) printed paper copy, marked “Cost Proposal - Original” and signed.
   c. Four (4) printed paper copies

B. Formatting of proposal response contents should consist of the following:

A. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
   a. Vendor’s name
   b. RFP #
   c. RFP Title
   d. Proposal type (e.g., technical proposal or cost proposal)
   e. If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of ‘1 of 3’ on first CD-R, ‘2 of 3’ on second CD-R, ‘3 of 3’ on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase’s inability to open or read a CD-R may be grounds for rejection of a Vendor’s proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it “non-responsive”. USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

B. Formatting of written documents and printed copies:
   a. For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1” margins on white 8.5”x 11” paper using a font of 12 point Calibri or 12 point Times New Roman.
   b. All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the
cover page or table of contents) through to the end, including all forms and attachments. The Vendor’s name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.

c. The cost proposal shall be typed using the formatting provided on the provided template.

d. Printed copies are to be only bound with removable binder clips.

SECTION 8. PROPOSAL SUBMISSION

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP 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, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked “RFP# 7574486 Early Childhood Mental Health Consultation-Intervention” 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 shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

SECTION 9. CONCLUDING STATEMENTS

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State’s 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.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

The State’s General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP. The State’s General Conditions of Purchases can be found at the following URL: https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf.
A. Proposer’s ISBE Responsibilities (from 150-RICR-90-10-1.7.E)

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency’s MBE/WBE Coordinator, Division, ODEO, or Governor’s Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.

2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.

3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency’s MBE/WBE Coordinator, Division, ODEO, or Governor’s Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.

4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.

5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor’s Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

B. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.
### MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN

**Bidder's Name:**

**Bidder's Address:**

**Point of Contact:**

**Telephone:**

**Email:**

**Solicitation No.:**

**Project Name:**

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

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<th>Name of Subcontractor/Supplier:</th>
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<td><strong>Type of RI Certification:</strong></td>
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<td><strong>Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:</strong></td>
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I certify under penalty of perjury that the forgoing statements are true and correct.

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M/W/Disability Business Enterprise Utilization Plan - RFPs - Rev. 5/24/2017