RFP# 7598737

TITLE: Sexual Offender Programs: Treatment/Management – Rhode Island Department of Corrections

Submission Deadline: May 9, 2019 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, April 22, 2019 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

Buyer:
GAIL WALSH
CHIEF BUYER

Note to Applicants:
• Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov
• 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 Corrections ("DOC") is soliciting proposals from qualified firms to provide a Sexual Offender Treatment and Sex Offender Management Program, 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 approximately July 1, 2019 for one year. 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 Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at ODEO.EOO@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 AND PURPOSE
BACKGROUND: The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Corrections (DOC) is seeking to provide Sex Offense Specific Program within the facilities of the Rhode Island Department of Corrections. The resulting contract will be for one year, renewable at the discretion of the State for up to 4 additional years.

Specific Requirements: The comprehensive management of sexual offenders has become a high priority, both nationwide and in Rhode Island. It is the responsibility of the RIDOC, as a matter of public safety, to make every effort to treat and rehabilitate sexual offenders while they are incarcerated. It is the goal of the Department to be an integral part of the statewide plan of sexual offender management.

It is recognized that sexual assault is a crime, often times a repetitive behavior, and a serious threat to public safety. Treatment should be directed at offenders’ accepting responsibility for their crimes. It should also demand honesty, stress behavioral change, and impose practical safeguards to promote victim protection.

Consistent with current professional practices, sex offense specific treatments means a long-term comprehensive set of planned therapeutic experiences and interventions to change sexually abusive thoughts and behaviors. Such treatment specifically addresses the occurrence and dynamics of sexually deviant behavior and utilizes specific strategies to promote change. Sex offense-specific programming focuses on the concrete details of the actual sex crime and sexual aggressive thinking, arousal patterns, cognitive distortions, and the identification and modification of contributing personal and interpersonal factors to the crime pattern, and other research-based risk factors that correlate with sex offender recidivism. Due to the difficulties inherent in treating sex offenders and the potential threat to community safety, active sex offense-specific treatment should continue for a number of years and should be transitioned to a lengthy period of less intensive aftercare and monitoring. Much more importance is given to the meeting of all treatment goals than the passage of time in treatment, since offenders make progress at different rates. The primary treatment modality for sex offense specific treatment is group therapy for the offenders. Adjunct modalities may include partner or couples’ therapy, psycho-education, and/or individual therapy. However, such adjunct therapies by themselves do not constitute sex offense-specific treatment.

There are currently 2,650 offenders incarcerated at the Adult Correctional Institutions (ACI). Of the sentenced population, approximately 400 (or 12%) have been convicted of offenses involving sexual assault. The RIDOC’S Sexual Offender Treatment Program was established in 1987. Since that time, RIDOC has contracted with a vendor for the provision of sex offender services.
The selected vendor must have clinical credentials at least equivalent to a Master’s Degree in Social Work, with a current RI License. The program’s success will be determined largely by the background and expertise of the vendor. The vendor’s experience should include direct treatment of sex offenders in both community and prison settings; utilization of a crime control/criminal justice approach and collaboration with criminal justice and law enforcement agencies (corrections, parole, courts, police departments). The vendor must maintain their own malpractice insurance.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

1. The participants in the programs will be determined by the vendor and approved by the Rhode Island Department of Corrections.
2. The Sex Offender Treatment Program is for inmates who have completed a comprehensive assessment to be determined appropriate for, and volunteer to participate in treatment programs.
3. If a sex offender does not volunteer for treatment, they will be considered a candidate for the Sex Offender Management Program with the goal to minimize this population’s risk for sexual re-offense.

REQUIREMENTS:

General Scope of Work:

To provide evidence-based sex offender education and treatment services to convicted male and female sex offenders incarcerated at the RIDOC. These offenders are housed in several facilities on the Pastore Complex and direct service provision will occur at any facility which is gender specific which houses those inmates. Currently there is an 84-bed Sexual Offender Treatment Mod at the Medium Moran Facility. This unit currently houses active participants in the Sexual Offender Treatment Program who have been classified to Medium. The vendor is expected to work closely with the RIDOC Institutions and Operations staff in management of that mod. The vendor will also perform necessary administrative tasks (coordination and communication with RIDOC’S administration and Classification Board, the Parole Board, the courts, submit required reports, etc.).

Additionally, clinical services such as individual and/or small group sessions for Maximum Security, High Security and Women’s Facility will be provided.

Specific Activities / Task Requirements:

1. Provide all convicted sexual offenders the opportunity to participate in sex offender treatment or sex offender management program.

2. Provide written evaluations, to include specific safety recommendations and discussions as required, to the Parole Board and discuss and/or meet with above
Boards, wardens, officers, inspectors, administrators, and classification board/classification to address specific inmate cases or programmatic concerns.

3. Coordinate with the probation and parole unit, as appropriate, for program participants who are completing their sentences. Schedule Probation/Parole Officers to visit therapeutic community as needed to facilitate safe and informed reentry and attend appropriate probation and community team meetings.

4. Provide in-service training to Rhode Island Department of Corrections personnel as required.

Tasks:

- Inform, instruct, orient, evaluate, and treat male and female sex offenders.
- Facilitate movement of newly sentenced sex offenders to treatment area, conduct small group personal orientations in therapeutic community, and facilitate in-block mandatory orientations.
- Conduct and document individual offender assessments (to determine suitability for program participation). Examples of assessment instruments would include the Static 99 (risk focused) as well as Rapid Risk Assessment for Sexual Offender Recidivism (RRASOR) – risk and need focused and/or Sex Offender Risk Appraisal Guide (SORAG) – risk and needs.
- Provide sex offender residential treatment program for sex offenders, as well as SOTP inmates who have been transferred to alternative blocks for reentry at the John J. Moran Medium Security Facility.
- Reduce inmate denial and defensiveness.
- The selection of residential inmates will be in collaboration with the Rhode Island Department of Corrections.
- The Sex Offender Management Program will provide group treatment as needed in Maximum Security (up to 25 inmates) and the Women’s Facility (up to 5 inmates).
- The Sex Offender Management Program participants will be selected in cooperation and conjunction with the Rhode Island Department of Corrections Director of Behavioral Health.
- Conduct psycho-educational program (program expectations; background information about the psychology of sexual assault; effects on victims, etc.).
- Provide reports and documentation as described below.
- Educate offenders about the impact of sexual offending upon victims, their families and community.

Provide treatment activities and curriculum to include:

- Offender participation in activities and assignments that focus the offender on the contributing factors to sex crimes;
- Development of positive interaction and cognitive skills.
- Make use of treatment contracts;
Identification and management of offending cycles and offender traits;
Development of positive interactive skills.

Provide documentation on offender progress to include:

- Underlying issues;
- Assignments;
- Program issues;
- Causes for termination of uncooperative offender participants.

In order to facilitate offender attendance at group treatment sessions, provide lists of participating offenders to designated facility personnel.

- Upon request, cooperate with and provide documentation to parole and probation officers relative to released offenders.
- Meet with media when requested/authorized by RIDOC Chief of Information and Public Relations.

Reports:

- Client reports;
- Written risk assessments for each program participant eligible for parole review;
- Progress reports on each offender eligible for RIDOC Classification Board review;
- Written and/or verbal information on all participating offenders, as needed, to RIDOC personnel and other appropriate agencies;
- Program census;

Quarterly reports to include numbers of:

- Inmates oriented;
- Offenders requesting treatment;
- Offenders evaluated for treatment;
- Offenders excluded from treatment;
- Offenders participating in the program;
- Offenders dismissed from the program with reasons for dismissals

- Monthly Sexual Offender Treatment Program and Sex Offender Management Program Services Reports (submitted with the invoice) detailing the work performed in relationship to this contract via reports in a software format that can be easily read and/or used by the RIDOC.

- Sexual Offender Treatment Program and Sex Offender Management Program is required, upon request, to submit reports in a software format that can be easily read and/or used by the RIDOC.
RIDOC Responsibilities:

• RIDOC supplies office and meeting space.
• The Rhode Island Department of Corrections will allow the selected vendor to access its Inmate LSI-R Report.
• The DOC’s Clinical Director of Psychology/Behavioral Health and facility Wardens or their designee will coordinate with the Sexual Offender Treatment and Management Programs in order to provide general supervision of the programs.

In order to facilitate offender attendance at programs, Sexual Offender Treatment Program and Sex Offender Management Program will provide lists of participating offenders to designated facility personnel. The services shall be consistent with the proposal submitted in response to the RFP.

Contractor Responsibilities:

Contractor provides all associated clerical work and supplies. Responsible for complying with all Federal and State Confidentially Laws and HIPPA Rules and Regulations.

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: PROPOSAL

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

1. Staff Qualifications – The staff should consist of Master’s-level Clinicians with at least 3 years of clinical experience working with sex offenders. Provide staff with Resume/CV and describe the aforesaid qualifications and experience of key staff who will be involved in the project, including their clinical and/or administrative experience in the field of sex offender treatment, especially in prison settings.

2. Capability, Capacity, and Qualifications of the Offeror – Provide a comprehensive listing of similar projects and treatment programs for sex offenders served in other jurisdictions. Include a brief description of these programs in prison settings, a contact name and telephone number for us to
contact and obtain their perception of the program, and the capacity of agency to deliver the program within the prison setting.

3. **Work Plan** – Provide clinical interventions for treating the sex offender in the prison, including but not limited to assessments, assignment of treatment groups and/or individual clinical care. Provide accurate and complete performance indicators to assess treatment progress, advocacy for the patient’s best interests within the parameters of the legal and correctional system and the ability to work with the correctional system to provide the best services with the above goal in mind.

4. **Approach/Methodology** –
   a. Provide a Static 99-R to sex offenders entering the program within thirty days of notification by treatment staff and review the inmate’s LSI-R Score on the inmate’s database.
   b. Conduct small group observations monthly for all new commitments, briefing them on the Departments Sex Offender Treatment/Management Program and determining amenability to treatment.
   c. Inmates within 3 to 4 days years of their earliest projected release who are moderate to high risk will be considered for placement at the 84-Bed Residential Treatment Unit at the Medium Moran Facility where they will participate in the program.
   d. Inmates refusing placement at the 84-Bed Treatment Program will be referred to the Sex Offender Management Program where they will receive weekly classes to engage in treatment.
   e. Staff will work collaboratively with all RIDOC personnel, Parole Board and Courts as directed by the RIDOC.

**B. Cost Proposal**

**Detailed Budget and Budget Narrative:**

Provide a cost proposal and budget narrative for fees charged reflecting the hourly rate, or other fee structure, proposed to complete all 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.

**Provide a cost proposal to include the following:**

- Personnel assigned under the contract and number of hours per week offered under the contract. This is a direct services contract, only hours worked will be paid. Include plan for coverage of any vacation, sick, extended leave (planned or unplanned) of your staff.
- Detailed hourly rate fee all personnel identified.

- Other costs incorporated into the contract like office supplies

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 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 60 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 60 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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<thead>
<tr>
<th>Criteria</th>
<th>Possible Points</th>
</tr>
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<tbody>
<tr>
<td>Staff Qualifications</td>
<td>10 Points</td>
</tr>
<tr>
<td>Capability, Capacity, and Qualifications of the Offeror</td>
<td>10 Points</td>
</tr>
<tr>
<td>Work Plan</td>
<td>30 Points</td>
</tr>
<tr>
<td>Approach Proposed</td>
<td>20 Points</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Points</th>
<th>Total Possible</th>
<th>Technical</th>
</tr>
</thead>
<tbody>
<tr>
<td>70 Points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost proposal*</td>
<td>30 Points</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Possible Evaluation Points</th>
<th>100 Points</th>
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</thead>
</table>
### 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:

\[
\text{(lowest cost proposal / vendor’s cost proposal) x available points}
\]

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:

\[
\frac{65,000}{100,000} \times 30 = 19.5
\]

### 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:

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

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 \((12\% \div 20\%) \times 6\) 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 # 7598737 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 /documents/Forms/Misc Forms/13_RI Version of IRS W-9 Form.docx. 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 six (6) 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”x11” 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# 7598737 Sex Offender Programs” 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://rules.sos.ri.gov/regulations/part/220-30-00-13
**APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM**

### 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

<table>
<thead>
<tr>
<th>Bidder's Name:</th>
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<tbody>
<tr>
<td>Bidder's Address:</td>
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<tr>
<td>Point of Contact:</td>
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<tr>
<td>Telephone:</td>
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<tr>
<td>Email:</td>
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<tr>
<td>Solicitation No.:</td>
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<td>Project Name:</td>
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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.

Name of Subcontractor/Supplier:  

<table>
<thead>
<tr>
<th>Type of RI Certification:</th>
<th>□ MBE  □ WBE  □ Disability Business Enterprise</th>
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<tbody>
<tr>
<td>Address:</td>
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<tr>
<td>Point of Contact:</td>
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<td>Telephone:</td>
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<td>Email:</td>
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</table>

Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:  

<table>
<thead>
<tr>
<th>Total Contract Value ($)</th>
<th>Subcontract Value ($)</th>
<th>ISBE Participation Rate (%)</th>
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Anticipated Date of Performance:  

I certify under penalty of perjury that the forgoing statements are true and correct.

<table>
<thead>
<tr>
<th>Prime Contractor/Vendor Signature</th>
<th>Title</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Subcontractor/Supplier Signature</th>
<th>Title</th>
<th>Date</th>
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