



Solicitation Information
10 Feb 03

LOI# B02019

TITLE: Sexual Violence Counseling for Incarcerated Offenders

Submission Deadline: 26 March 03 @ 2:00 PM

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than 7 March 03 @ 12:00 Noon (Eastern Time). Please reference the LOI # on all correspondence. 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.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at
www.purchasing.state.ri.us.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVP
Generated Bidder Certification Form attached may result in
disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

This is a Letter of Interest, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the criteria listed in this solicitation; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- 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.
- 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 offeror. The State assumes no responsibility for these costs.
- 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considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- 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 Office of Purchases.**
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- Offerors are advised that all materials submitted to the State for consideration in response to this Request for Proposals 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.

- In accordance with Title 7, Chapter 1.1 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 selected vendor (s).

A. EXECUTIVE SUMMARY

The Rhode Island Department of Administration / Division of Purchases, on behalf of the Department of Corrections (RIDOC) is seeking to provide educational and group counseling programs to address the psychological and emotional sequelae of offenders who are the victims of sexual violence.

It is the intention of the state to create a Master Price Agreement that will be in effect for three plus years, commencing 07/01/03 and ending 12/31/06. This solicitation is issued in accordance with the State's General Conditions of Purchase, which is available on the Internet at www.purchasing.state.ri.us

B. BACKGROUND

The Rhode Island Department of Corrections is located on the Howard Complex in Cranston, R.I. There are currently 3600 sentenced and awaiting trial inmates housed in seven facilities on a one-mile square complex. Projected population increases will likely expand the population throughout the next decade. Facilities include the State's only jail for pretrial detainees, five male facilities and two for women offenders. The Women's Division current population is approximately 225 and the population of the Medium Security male population is approximately 1100.

C. SERVICE CATEGORIES

1. Program Components:

- a. Programs for inmates should be based on a formal written curriculum and be lead by experienced clinicians, with at least an MSW or equivalent degree. Counseling groups should be with a minimum of 5 and a maximum of 15 offenders. Educational classes may be larger. Schedules may vary from facility to facility, but each counseling group should meet weekly for at least two hours. The minimum number of groups to be provided shall be 5. Three groups must be dedicated to the Women's Division. Two groups must be provided to Medium Security level male offenders. The vendor may propose other types of programming in those facilities or for other facilities. However, any of these additional programs must be done within the limited funding for the project.
- b. Programs must include gender specific offerings. An outline of each curriculum must be submitted with this proposal.

- c. Programs must be able to address, in policy and procedures, issues that insure that group counseling meetings, records, and all related activities are protected by a strict code of confidentiality.
- d. The vendor is responsible for assisting in the recruitment of participants. The vendor shall keep records of participation. The vendor will participate in program review with facility and institutional program staff on a quarterly basis. The content of group counseling curriculums are subject to clinical review by designated RIDOC clinical personnel with prior notification to the vendor.

2. COORDINATION OF SERVICES:

- a. The RIDOC's Clinical Director of Psychology/Mental Health and facility Wardens or their designees will coordinate with the selected vendor in order to provide general supervision of the programs. In order to facilitate offender attendance at programs, the vendor will provide lists of participating offenders to designated facility personnel.

3. RESULTS/PROGRAM EVALUATION:

- a. The vendor shall include in the work plan a proposed measurement of program effectiveness according to the goals and objectives of the program and the course curricula.

D. REQUIREMENTS

1. **SECURITY REQUIREMENT:** Independent contractors and employees of contracted firms who must gain entrance into correctional facilities are subject to police record checks; the Department retains the right to refuse entrance to vendor employees with felony convictions. Access to correctional facilities also requires adherence to rigid security rules as far as property search, contact with inmates, etc.
2. **PROFESSIONAL LIABILITY:** The State does not provide professional liability insurance for Independent contractors and contracted firms under this solicitation. Individuals and organizations will be expected to provide for their own coverage.
3. **COMMUNICATION:** The appropriate vendor staff will participate in regularly scheduled meetings with RIDOC staff to monitor the status of the contract.
4. **REPORTS:** The vendor shall provide the following reports:
 - a. Statistical reports quarterly in a form agreeable to the RIDOC and the vendor. These reports should include narratives on the status of the contract, including major accomplishments and any obstacles encountered.

- b. Monthly Vendor Services Reports will be submitted to the RIDOC's Clinical Director of Psychology/Mental Health and to Wardens or their designees, for inclusion in the departmental reporting requirements. This report, submitted with a monthly bill for services rendered, shall include a monthly summary of time sheets of staff involved in the project.

5. VENDOR RESPONSIBILITIES:

- a. The vendor will be responsible for all requirements related to the Service Categories and all clerical work associated with the treatment programs. Costs for services associated with travel will be borne by the vendor.

E. PRE-SUBMISSION QUESTIONS

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than 7 March 03 **at 12:00 Noon (Eastern Time)**. Please reference the LOI # on all correspondence. 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. For computer technical assistance, call the help line at 401-222-2142, ext. 134.

F. LETTER OF INTEREST SUBMISSION

An interested offerer may submit a letter of interest to provide the services covered by this solicitation on or before 26 March 03 @ 2:00 PM For the purpose of this solicitation, the official time clock is in the Division of Purchases Reception Area. Proposals received after this time and date will not be considered.

Responses **(an original plus five (4) copies)** should be mailed or hand-delivered in a sealed envelope marked **“LOI#B02019: “Sexual Violence – Victim Counseling”** to:

By Courier:	By Mail:
RI Dept. of Administration Division of Purchases, 2 nd floor One Capitol Hill Providence, RI 02908-5855	R.I. Department of Administration Division of Purchases P.O. Box 6528 Providence, RI 02940-6528

The Vendor assumes responsibility for proposals submitted by mail or commercial delivery service. Proposals misdirected to other safe locations or which are otherwise not present in the Division of Purchases at the time of opening, for any cause, will be determined to be late and will not be considered. The “official” timeclock is located in the reception area of the Division of Purchases. Faxed proposals, to the Division of Purchases, will not be considered.

Responses must include the following:

1. Proof of the bidder's history and experience with providing counseling groups about sexual violence. This will include a demonstration of the knowledge needed and the ability to coordinate services with appropriate statewide sexual violence programs. Letters of agreement, affiliation, or support describing relationships and extent of coordination should be appended.
2. Proof of the bidder's correctional experience, including a comprehensive listing of similar projects undertaken, especially in the area of criminal justice programs and/or similar clients served, including a brief description of the projects.
3. Proof of qualified staff with MSW experience to facilitate groups.
4. Statement of proposed rate (cost per hour unless specified otherwise above).
5. An completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.state.ri.us

Evaluation Criteria:

Responses will be evaluated using the following criteria

1. Capability and Qualifications of the Offerer as evidenced by relevant experience and qualifications of the staff who will provide the services (60%)
2. Cost as evidenced by total yearly cost (40%)

Notwithstanding the above, the State reserves the right to award on the basis of cost alone, accept or reject any or all bids or proposals, to award in whole or in part, and to act 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. *Proposal must receive a minimum 40 of 60 technical points to warrant further consideration.* Proposals receiving less than this minimum technical point will not have their cost proposals opened or evaluated.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.