



Solicitation Information
9 Sept 03

Letter of Interest # B02893

TITLE: Establishment of a Certification List and Creation of
Developmental Disabilities Level of Care Service Needs – DCYF

Submission Deadline: 8 OCT 03 @ 3:00 PM

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later **24 Sept 03 @ 12:00 Noon** (Eastern Time). Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

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

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Department of Children, Youth and Families, requests letters of interest from qualified firms, individuals and organizations to provide appropriate level of care support services and property development in accordance with the terms of this solicitation and the state's General Condition of Purchase (available on the Internet at www.purchasing.state.ri.us). The State intends to provide multiple awards for this service. The scope of work is described herein.

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.
- 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considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- 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. **FAXED PROPOSALS WILL NOT BE CONSIDERED.**
- 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 offers will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractors proposed to be used are identified in the proposal.
- 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 for the selected vendor (s).*
- Bidders are advised that all materials submitted to the State of Rhode Island 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.

SECTION 2 - BACKGROUND AND PURPOSE

Rhode Island's Department of Children, Youth and Families (DCYF) is statutorily designated as the *"principal agency of the state to mobilize the human, physical, and financial resources available to plan, develop, and evaluate a comprehensive and integrated statewide program of services designed to ensure the opportunity for children to reach their full potential. Such services shall include prevention, early intervention, outreach, placement, care and treatment, and aftercare programs. The Department shall also serve as an advocate for the needs of children,"* (RIGL 42-72-5).

The purpose of this Letter of Interest is three-fold:

- 1) to establish a list of certified providers for continual service and program development in meeting the needs of developmentally disabled children and youth between the ages of birth and 21;
- 2) to identify providers who are able to meet the immediate service needs of

developmentally disabled children and youth to prevent out of state placement; and

3) to work with the Department of Children, Youth and Families (DCYF) and the Department of Mental Health, Retardation and Hospitals (MHRH), Division of Developmental Disabilities, to create a continuum of appropriate programs and services to:

- ⇒ support families who are maintaining their children/youth in their own home,
- ⇒ provide support and care for children/youth in programs close to their families when they can no longer be maintained in their own home, and
- ⇒ develop programs for children/youth transitioning back into state.

The DCYF works to ensure appropriate services are provided for children/youth when their families have no other resources, and must seek publicly supported care as a last resort. The Department also provides services and supports for children/youth who have been removed from their homes due to abuse and/or neglect. Supports provided by DCYF for children/youth continue from the time they come into care until they reach the age of 21.

The Department of Children, Youth and Families and the Department of Mental Health, Retardation and Hospitals, Division of Developmental Disabilities place strong emphasis on home-based and community-based support services to maintain youth in their homes and communities with the most appropriate and least restrictive level of care. The two departments, in collaboration, are planning to ensure that transition between the youth and adult systems occur as efficiently and as effectively as possible without disruption in the continuity of care.

At present, there are approximately 25 youth who are in residential placement in out-of-state facilities due to a lack of capacity for appropriate services in Rhode Island. The identified population has moderate to severe or profound disabilities, including mental retardation, autism, Down's Syndrome, Cerebral Palsy, seizure disorders, etc. These youth are between the ages of 13 and 20, but primarily between the ages of 16 and 20. Additionally, there is a growing number of youth living with their families in Rhode Island who are being referred to DCYF with a request for assistance to provide appropriate care and support. With this LOI, the DCYF has three objectives:

- establish a master provider list of qualified agencies for ongoing program development;
- establish services to meet the immediate needs of families with developmentally disabled youth living in Rhode Island who are no longer able to maintain their youngsters within their own home, in order to prevent these youth from being placed out of state; and
- develop a continuum of services and levels of care for children and youth in state to support their families in maintaining them at home or close to home, and to meet the needs of the children/youth who will be transitioning from out-of-state placement back to Rhode Island.

Transitioning older youth to the adult system will be integral to the planning process for seamless service continuity. This solicitation seeks qualified vendors to provide a full range of services within a continuum of care which may mean expanding existing community-based care, such as respite and other in home support services, as well as developing residential services to meet the needs of developmentally disabled children and youth between the ages of birth and 21. Such

services include:

- ◇ in home supports; e.g., respite and personal care attendants, etc.
- ◇ therapeutic foster care homes, with the ability to provide nursing support if necessary
- ◇ group care homes

Vendors providing residential services should be accredited through JAHCO, CARF and/or COA. Vendors already certified/licensed by MHRH will be given preferable consideration for further certification with DCYF; and if not already accredited, will be required to become accredited within a year of DCYF certification.

SECTION 3: PROVIDER EXPECTATIONS:

1) Residential Care:

Successful vendors will have a program design with experience, capacity and demonstrated effectiveness in providing care and treatment services for children and youth who have multiple special needs in relation to developmental disabilities. These services will include therapeutic foster care homes with an ability to provide nursing support if necessary, and group care homes. These programs will be community-based and provide an environment within a home or home-like setting, ensuring care, safety and supervision. Services within the settings will represent various levels of care, differing staffing patterns, and include instruction in functional skill development, communication, emotional and social development, as well as physical and recreational skills, domestic responsibilities, community awareness, adaptive living skills and vocational education for older youth transitioning to the adult service system.

Therapeutic foster homes will need to be included in a supportive network to ensure that the foster families have appropriate wraparound services as necessary and identified within a care plan; e.g., respite, recreation, behavior management, personal care assistance, etc.

The vendor must demonstrate familiarity with the providers and resources available for children and youth with developmental disabilities, including special education services and transition linkages to vocation rehabilitation and the adult system.

2) Populations Served:

Successful vendors will demonstrate an ability to meet the multiple needs of children/youth, male and/or female, who have moderate to severe or profound disabilities including mental retardation, autism, Down's Syndrome, Cerebral Palsy, seizure disorders, etc. Many of these youth may require high levels of medical care, and/or behavioral management. A population of youth between the ages of 13 and 20 is currently in residential settings outside of Rhode Island. It will be necessary to develop a transition plan for their return in-state with the appropriate services and supports. There are also youth living in-state for whom development of appropriate residential supportive care is necessary in order to maintain these youngsters within their communities in proximity to their families.

3) Facilities and Operation:

Qualified vendors will have an ability to provide appropriate services and/or develop property in

Rhode Island with sufficient capacity to provide an appropriate level of care for children/youth between 6 and 21 years of age. In some instances, the Department may have property available for which a vendor or vendors will be sought to provide an appropriate level of care for a specified number of children/youth.

Any program design within the continuum must provide comprehensive treatment in a therapeutic environment. Responses must include an overview of the organization's philosophy and experience providing support services; a description of the organization's focus and expertise in working with particular conditions of developmental disabilities and their experience providing care for children/youth with multiple disabilities. These children/youth are also likely to have had or currently be in psychiatric hospital care. Responses to this LOI should provide an understanding of the psychiatric needs and experiences of these youth, and demonstrate that they have or are developing linkages with Butler and Bradley hospitals in order to ensure continuity of care for youth who may require psychiatric hospitalization. Additionally, providers should demonstrate that they are aware of and familiar with the community mental health centers in order to ensure appropriate support for emotional and behavioral health needs of these youngsters. Responses must include descriptions of how supports and services are determined and provided to children/youth, examples of staff levels and competencies within the programs, staffing patterns, activity schedules, community involvement, family participation, etc.

Responses must demonstrate a knowledge of and experience with educational transition services that are designed to "promote movement from school to post-school activities, including post secondary education, vocational training, integrated employment (including supported employment), continuing adult education, adult services, independent living, or community participation" (RIGL 16-24-18).

CERTIFICATION REQUIREMENT:

Qualified vendors will become certified by the Department of Children, Youth and Families to provide support services and program development for the population of developmentally disabled children/youth whose services and care will be supported through the DCYF and at age 21 will be transitioned to the Division of Developmental Disabilities at the Department of Mental Health, Retardation and Hospitals. Vendors that are already licensed/certified with MHRH may be given preferable consideration. Residential programs must be licensed by DCYF. Additionally, the Department encourages applications from vendors that are accredited with JAHCO, CARF and/or COA. Applicants that are not accredited will be expected to become accredited within a year of being certified with DCYF.

AWARDS:

A provider list will be established by DCYF for vendors that are able to propose a program and total maximum cost for procuring property, necessary development and implementation of the program with necessary staff in place. The responses to this LOI must detail the time frame within which the vendor expects to be able to have a program fully operational. A detailed budget should be included with this Letter of Interest that gives specific information regarding rates for each level of care/type of service provided and all related expenditures; e.g., property procurement and development, and per diem cost of care and treatment. Overall care and treatment costs will be expected to be within the same rates for level of support established by

the Department of Mental Health, Retardation and Hospitals.

Through this LOI, the DCYF is establishing a certification list of providers from which the Department will have an ability to select for ongoing program development within the level of care and service continuum for developmentally disabled children and youth. Multi-agency collaborations are encouraged, however a lead agency must be designated that has the capacity to provide coordination of collaborative partners, act as fiscal agent, and provide oversight activities and service provision.

The DCYF plans to make multiple awards through this LOI in order to establish the needed capacity within the State. The Department would prefer to offer a single contract for all aspects of the services required in each award, but may accept separate proposals from vendors more able to provide expertise and experience in the service delivery, as well as from vendors that have an ability to develop the necessary property but not provide the services. The DCYF will authorize contracts with as many agencies as it deems necessary to meet the State's needs. As such, agencies are encouraged to submit offers to administer an entire program, but may choose to submit proposals for a single portion. The contract(s) will be issued for a maximum of five years. *The State reserves the right to cancel, on the anniversary date of the contract, if funding or program performance issues arise. The vendor(s) will be given 60 days advanced written notice of the cancellation.*

SECTION 4: MINIMUM QUALIFICATIONS FOR THE CONTRACTOR:

1. The contractor must have three to five (3-5) years of documented and demonstrated experience in working with children/youth who have developmental disabilities. Experience must include transition planning/implementation for youth who have been in longterm residential placement out-of-state and/or in-state.
2. The contractor must have experience with Local Education Authorities (LEAs) to ensure the delivery of educational services for youth within their programs; and, knowledge and experience to ensure that education transition services are provided to assist youth with disabilities beginning at age 14.
3. The vendor should have the ability to purchase and develop property for the purpose of establishing sufficient capacity to meet the needs of the identified population.

Pre-Proposal Questions and Proposal Submission

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **24 Sept 03 @ 12:00 Noon (EDT)**. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the Help Desk at 401 222-2142, ext 134.

Interested offerors may submit offers/proposals to provide the services covered by this Request on or before **8 Oct 03 @ 3:00 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 (5) copies**) should be mailed or hand-delivered in a sealed envelope, marked “**LOI# B02893: Developmental Disabilities Care Service Needs**” to:

By Courier:

**RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855**

By Mail:

**R.I. Department of Administration
Division of Purchases
P.O. Box 6528
Providence, RI 02940-6528**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed to the Division of Purchases will not be considered.

Responses must include the following:

- 1.** A completed and signed three-page R.I.V.I.P. Generated bidder certification cover form (downloaded from the R.I. Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>); This form should be in all copies of proposals given to the State.
- 2.** Description of planned programs and details including: philosophy of care for developmentally disabled children/youth and their family involvement, age of youth to be served, type of residential care, level of support services, staff and staffing patterns, activity schedules, linkages with the Local Education Authorities and with the Office of Rehabilitation Services.
- 3.** Statement of qualifications, including a listing of similar services undertaken and/or similar clients served. Include outline of vendor organization, resumes and qualifications of staff and experience levels.
- 4.** A detailed budget including a statement of rate(s) for levels of support and care, based on individual support/need characteristics. The budget should provide in detail a breakdown of all related expenditures; e.g, property procurement and development, the individual levels of support rates (e.g., intensive residential support through least intensive day program/family support service levels); and, a comprehensive per diem rate comprised of the cost for care and treatment.

Evaluation of the responses will be based on evidence of:

- 1.** Competence to perform the desired services by virtue of the experience of the offeror in providing similar services [20%];
- 2.** Qualifications and experience of the staff who would be assigned to perform the services [20%];
- 3.** Quality of program design and services to be provided, as reflected by the quality of the work performed, and evaluation of customers/consumers for whom similar work has been performed, including but not limited to other state agencies, and families of youth. Provide contact names, titles, organizations, and telephone numbers [30%]; and
- 4.** A cost proposal consisting of levels of support/care and all related expenditures; e.g, property procurement and development, and per diem cost of care and treatment [25%]
- 5.** MHRH Certification / License. Vendors holding this certification / license will receive 5%.

Proposals receiving a minimum of 75 total points, out of 100, will be granted status as a vendor on the DCYF provider list for developmental disabilities programs & services, as described in this solicitation.

The State reserves the right to accept or reject any or all offers, bids, or proposals. The State also reserves the right to make as many awards as necessary as a result of this solicitation, to award on the basis of cost alone, and to act in its own best interest.

When an award decision has been reached, all vendors will be notified by mail and a one page scoring summary will be posted on the internet. Do not call the Division of Purchases for an "update".

Cost Proposal Summary

The respondent must detail the timeframe within which the program is expected to be fully operational. A detailed budget must give specific information regarding rates for each level of care/type of service and all related expenditures; e.g., property procurement and development, and/or per diem cost of care and treatment. DCYF reserves the right to negotiate this rate after reviewing responses, if none are acceptable in their original form.

OFFEROR: _____

Provide the per child per day rate for each child participating in the program.

\$_____.

This rate must be all inclusive. Also provide the budget detail as specified in Attachment A regarding any administrative/general/in-direct costs of any type that are included in the per diem per child rate.

Attachment A
Budget Detail
Administrative/General/In-Direct

	DCYF Funds	Other Sources of Funds	Total Funds
Office Supplies			
Telephone			
Employee Travel (Specify Rates)			
Prof./Staff Development			
Advertising			
Licensing, Dues and Subscriptions			
Accounting & Auditing Fees			
Legal Services			
Insurance			
Medical Supplies			
Postage			
Printing			
Other (Specify Costs)			
Total Administrative/General/In-Direct	_____		

Note: If there is a request for administrative overhead, you must provide the formula used to arrive at the cost and the actual administrative cost by category.