



Solicitation Information
24 Nov 04

RFP# B04527

TITLE: Assessment of Domestic Violence Training and Monitoring

Submission Deadline: 12/15/2004 @ 1:40 PM

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **6 Dec 04 at 12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. 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

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| SURETY REQUIRED: No |
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| BOND REQUIRED: No |
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Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

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

Note to Vendors:

Offers received without the entire completed three-page 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 Rhode Island Judiciary, requests proposals from individuals or entities to examine the statutory requirements that apply to the Domestic Violence Training and Monitoring Unit (Unit) and evaluate and provide recommendations related to the Unit. This evaluation will include an examination of the Unit's Access database, procedures and work flow, general office operation and maintenance of records and files, including payroll records. The project also will entail an examination the Unit's access and participation in trainings to enhance skills and the use of technology to streamline procedures and enhance efficiency.

Individuals or entities are encouraged to submit RFP's in response to this request if they possess experience and/or an understanding of: Access databases, data collection; records management practices; office management work flow procedures; and criminal justice issues related to domestic violence, sexual assault/child molestation and/or victim services. Also, experience in data analysis related to enhancing the use of the data collected by the Unit and knowledge of technology enhancements that may expedite data collection, tracking of records and report development will be needed. This solicitation, and subsequent award, is governed by the State's General Conditions of Purchase, which is available at www.purchasing.state.ri.us

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

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

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.

The State reserves the right to award to one or more offerors.

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.

Proposal 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.

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).

Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Letter of Interest 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.

The offeror should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator, at (401) 222-6253

THERE MAY BE ADDITIONAL ADDENDA TO THIS BID/RFP AT ANY TIME BEFORE THE OPENING DATE AND TIME. IT IS THE VENDOR'S RESPONSIBILITY TO CHECK AND DOWNLOAD ANY AND ALL ADDENDA.

AN ADDENDUM TO A BID/RFP IS LISTED AS THE BID NUMBER WITH AN "A" AND THE NUMBER OF THE ADDENDUM FOLLOWING; FOR EXAMPLE, **3025A1** INDICATES ADDENDUM #1 HAS BEEN ISSUED FOR BID 3025. **3025A2** INDICATES ADDENDUM #2 HAS BEEN ISSUED.

TOPIC AREAS FOR SERVICES COVERED BY THIS REQUEST INCLUDE, BUT ARE NOT LIMITED TO:

1. Review the statutory requirements of the Domestic Violence Training and Monitoring Unit (Unit) and assess its overall compliance therewith.
2. Review and assess general office administrative procedures, as well as the maintenance of records and files, including payroll.
3. Review and assess the efficiency of processing of the DV/SA forms (Attachment A provides detailed information on the processing of these forms).
4. Review and assess the maintenance of processed DV/SA forms, both temporary and permanent.
5. Review and assess the current technology utilized by the Unit and provide an opinion and/or plan for updated and additional programming and processes to streamline efficiency.
6. Review and assess the role of Executive Director and all employees, full and part time, in the daily, hands-on administration of the processing of DV/SA forms (about 10,000 yearly), including direct contact with Rhode Island law enforcement to ensure statutory compliance and to maintain current data base integrity.
7. Review and assess the role of the Executive Director including, but not limited to, such areas as domestic violence intervention and prevention advocacy, technical assistance, police training and committee work with law enforcement, private non-profit agencies, and other organization throughout Rhode Island, and the orchestration of information gathering from out-of-state agencies and organizations as well as the providing of information and technical assistance to out-of-state agencies and organizations.
8. Review and assess whether or not the Executive Director and all employees, full and part time, are being adequately trained to maintain a cutting edge in the domestic violence intervention and prevention arena, i.e. professional conferences, seminars, trainings, etc.
9. Review and assess the capability of the Unit serving as a national model regarding data collection and analysis.

There is up to \$5,000 available for the assessment. Further, by federal requirements compensation shall never exceed \$800 per day.

The Office of Purchases and the Rhode Island Judiciary's Assessment Selection Committee, which will be established under the authority of the State Court Administrator, will share in establishing the specific requirements of the bid, and the selection criteria that will be used to evaluate the proposals received by the Office of Purchases. The bid requirements and the evaluation and selection procedures shall be defined in writing to the prospective contractors in advance.

Any award resulting from this Request will be subject to the State's General Conditions of Purchase, which is available from the Internet at: www.purchasing.state.ri.us, as well as the terms of this Request.

Qualifications of the individual or entity:

- Comprehensive knowledge of domestic violence, sexual assault/child molestation, and/ or victim services.
- Demonstrated experience in the analysis of policy, business process, and procedures.
- Demonstrated experience in data analysis and reporting.
- Demonstrated experience in training program development.
- Demonstrated experience in Rhode Island's criminal justice system;
- Demonstrated experience in communication plan development.
- A working knowledge of office practices, procedures, and data entry work flow;
- A working knowledge of various office technologies and the assessment of its ability to support the required business process ;

Special Conditions:

- Price will not be the only criterion

Questions concerning this solicitation may be e-mailed, as per the terms and conditions listed on page one of this solicitation.. Responses to questions received, if any, will be answered via e-mail, and if necessary, provided as an Addendum to this RFP, and posted on the Rhode Island (www.purchasing.state.ri.us). It is the responsibility of all interested offerors to download the information. *If technical assistance is required to download, call the Help desk at (401) 222-2142, ext. 134.*

RFP to provide the services covered by this Request must be received by the Division of Purchases **on or before the date and time indicated on page one of this solicitation**. Responses (an original plus three (3) copies) should be mailed or hand-delivered in a sealed envelope marked "RFP #B04527: Assessment of Domestic Violence Training and Monitoring " to:

By Courier:

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

By Mail:

RI 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. The "official" time clock is located in the reception area for the Division of Purchases.

RESPONSE CONTENTS

Responses must include the following:

- A completed and signed three-page R.I.V.I.P generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>,
- A statement of experience describing the Vendor's background, qualification, and experience with and for similar projects, and all information described earlier in this solicitation.
- A signed, sealed, cost proposal (inclusive hourly rates) for this project, with a fixed price not to exceed \$5,000.
- A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>.

EVALUATION CRITERIA

Responses will be evaluated using the following criteria:

- Capability (background) and qualifications are clearly demonstrated.....**60%**;
- Demonstrated experience in similar projects.....**10%**;
- A clear understanding of the State's Requirements and the results intended and desired by the offeror.....**10%**;
- Cost (lowest cost awarded 20 points other cost proposal pro-rated).....**20%**.

Proposals must score a minimum of 40 out of 80 technical points before the cost proposal will be opened and evaluated. Responses scoring less than 40 technical points will be dropped from further consideration.

Notwithstanding the above, the State reserves the right to accept or reject any or all offerors, to award on the basis of cost alone, and to act in its best interest. The State also reserves the right to make one or more awards as a result of this solicitation and to act in its own best interest.

The Rhode Island Judiciary's Assessment Selection Committee will present written findings, including the results of all evaluations, to the State Court Administrator. The State Court Administrator will submit recommendation(s) to the Director of Administration/Chief Purchasing Officer, who will make the final award decision.

**OPERATIONAL AND ADMINISTRATIVE REVIEW OF THE
DOMESTIC VIOLENCE TRAINING AND MONITORING UNIT**

DV/SA FORMS DAILY PROCESSING

Below is a general overview of the steps involved in the processing of the Domestic Violence/Sexual Assault (DV/SA) forms received by the Unit from the Rhode Island State Police and local law enforcement agencies. These agencies submit approximately 10,000 forms per year to the Unit. Most law enforcement agencies send or deliver the forms to the Unit monthly.

1. Daily incoming DV/SA forms from Rhode Island law enforcement agencies, either mailed or hand-delivered, are opened, date stamped and entered and dated into the computer's Daily Log.
2. The forms are given to the staff person handling "missing forms/cases" for the recent past year. The missing forms are extracted from the daily current year's forms, and then taken off the missing list for that police department. The forms are visually screened for officer error and/or data omission and filed in appropriate police department folders for further processing (scanning, data-entry, and quality control).
3. The daily incoming current year's forms then are given to the staff person responsible for full visual "screenings" (looking for all data errors and/or data omissions). The screener does follow up calls to police departments, as needed, regarding contradictory or problematic content that may exist between the forms and the police reports and/or officers' narratives.
4. After the screening process, forms are assigned to the daily logger, who works very closely with the screener. The daily logger enters the basic information from each DV/SA form into the data base Daily Log (linked to the major data base). Working in concert with the screener, the daily logger also does follow up calls to police departments as needed.
5. After forms are entered into the Daily Log, they are put into the scanning drawers to await electronic scanning of the OMR bubbles into the records in the DV/SA database (records created by the "daily log" process);
6. The staff person responsible for electronic scanning retrieves the forms from the "scanning drawers" and creates batches of 50 forms for electronic scanning. After electronic scanning of the batches is completed, the forms are filed in the "data-entry" drawer to await the process of data entry.
7. After electronic scanning is completed, any handwritten data, such as addresses or officer's, victim's or suspect's statements must be entered in the data base by keystroke. The data entered at this point is linked to both the Daily Log and the data that was entered through scanning, thus completing the record.
8. After "data-entry" the forms are put in a "Data Entered" draw to await quality control, the one process that the unit usually is behind the most.
9. After "Quality Control" is done, the forms are archived in a back office for three years.

10. After three years, DV/SA forms are boxed and transferred to the Judicial Records Center.