



Solicitation Information
26 Jan 05

LOI # B04735

TITLE: "Can We Talk Rhode Island" Parent Program

Submission Deadline: 23 Feb 05 @ 2:00 PM (Eastern Standard Time)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **9 Feb 05 at 12:00 Noon (EST)**. 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.

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.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 State of Rhode Island, Department of Health, is requesting Letters of Interest from qualified individuals to provide consulting services to assist HEALTH in the coordination of the *Can We Talk Rhode Island* Parent Program, in accordance with the terms of this solicitation and the State's General Conditions of Purchase (available at www.purchasing.ri.gov).

The Department of Health (HEALTH) is seeking expert consultant services to coordinate the *Can We Talk* Parent Program within HEALTH. HEALTH-RI seeks a qualified consultant with sufficient supportive resources (eg. Clerical, office and other administrative functions) to successfully implement *Can We Talk, Rhode Island* parent program. The establishment of a central base or office is essential to the elements of a successful program and for the stability of communications, marketing and program implementation. A strong emphasis will be placed on in-depth knowledge of the *Can We Talk* program including the following:

- knowledge of HIV prevention and educational materials;
- expertise in providing parent education services;
- expertise in training, monitoring and coordinating *Can We Talk* facilitators;
- expertise in working with a variety of populations (minorities, high-risk youth/adults, families, local school systems, faith base communities);
- expertise associated with coordinating key stake holders from the private and public sectors (i.e. schools, community based organizations and state agencies);
- knowledge of the community planning process and the Rhode Island Community Planning Group for HIV Prevention (RICPG) with an underlining understanding of the importance of community involvement;
- knowledge and understanding of media campaigns that are created to “outreach” to high risk populations parents identified by the Rhode Island Community Planning Group for HIV Prevention;
- knowledge of Rhode Island community-based agencies and the use of mini-grants to provide *Can We Talk* parent programs; and
- sufficient knowledge of program evaluation to continue the program evaluation conducted at an institution of higher education.

Individuals who can demonstrate their knowledge, experience and accomplishments in these areas are encouraged to submit Letters of Interest in response to this Request.

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 cost 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. The official time clock is located in the Dept of Administration / Division of Purchase (Reception Area), One Capitol Hill, Providence, RI

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.

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI

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 or visit the website <http://www.rimbe.org>

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

1. Provide the services of a full time *Can We Talk* coordinator.
2. Recruit for and co-facilitate (with another experienced *Can We Talk* facilitator) the 15 hour facilitator training at least twice a year to at least 25 new facilitators/year.
3. Recruit, plan and deliver at least two boosters to facilitators/year and technical assistance as needed to trained facilitators.
4. Administer mini-grants to facilitators conducting parent programs.
5. Evaluate parent program and facilitator training using existing evaluation model.
6. Coordinate the *Can We Talk Rhode Island* Advisory Committee made up of individuals from HEALTH-RI; the Departments of Education, Human Services, and Mental Health, Retardation and Hospitals; the Health Education program at

area institutions of higher education; the *Can We Talk* author; and other parent/child related agencies. The advisory groups function includes, but is not limited to, exploring areas for expanding the *Can We Talk* principles into other areas of youth lives such as school and peer programs.

7. Coordinate marketing *Can We Talk Rhode Island* to build recognition and interest for the program in the community.

The consultant selected as a result of this request will be responsible to the Office of HIV & AIDS at HEALTH-RI. The consultant selected will be paid at a rate of no more than \$100,000 per year. A contract is expected to be awarded approximately April 1, 2005 through March 31, 2006. The award may be renewed, up to four additional years, at the exclusive option of the state, based on vendor performance and the availability of funds. 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.ri.gov, as well as the terms of this request.

QUALIFICATIONS:

- Possession of a master's degree or higher in education, health education, adult education or closely related field.
- Minimum of 10 years of professional experience in program coordination, organizational development, or equivalent experience.
- Knowledge of principles and practices of health education, parent programs, and organizational development.
- Experience in both the private and public sectors.
- Demonstrated skills and abilities in working one-on-one with community facilitators.

Interested individuals should submit Letters of Interest containing the following information:

- A description of the background and qualifications of the offeror;
- A description of the offeror's experience working in the public and private sectors;
- Curriculum Vitae must be attached; and
- Letters of recommendation must be attached.

QUESTIONS AND SUBMISSION

Questions will be entertained in accordance with the terms and conditions expressed on page one of this solicitation.

Responses to questions, if any, will be provided, as an Addendum to LOI# and posted on the Rhode Island Division of Purchases Internet Home Page (www.purchasing.ri.gov). 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.

Responses (**an original plus three(3) copies**) should be mailed or hand-delivered in a sealed envelope marked “**LOI B04735: Can We Talk R.I.**” 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 or emailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases

RESPONSE CONTENTS

Responses should include the following:

1. An R.I.V.I.P. generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.ri.gov>,
2. A statement of experience describing the Vendor’s background, qualifications, and experience with and for similar projects, and all information described earlier in this solicitation
3. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page
4. Additionally, one copy of the offeror’s complete response to this solicitation is requested in an electronic format, CDROM or disk, in Microsoft Office or PDF file formats
5. A cost proposal to provide the services described in this solicitation.

EVALUATION CRITERIA

Responses will be evaluated using the following criteria:

- **Capability (background) and qualifications** are clearly demonstrated (0-25 points); the offeror is representative of the professional experience and credentialing being sort.
- **A comprehensive listing of similar projects undertaken** working in the public and private sectors (0-35 points); the offeror’s has past and present experience with administering similar programs.

- **A clear understanding of the State's requirements** and the results intended and desired under this contract has been demonstrated by the offeror (0-25 points); the offeror demonstrates that they have a clear grasp of the need for parent program coordination;
- **A complete résumé** of the offeror is attached (0-5 points); the offeror conformed to the requirements and followed the guidance.
- **Cost proposal** (0-10 points) not to exceed \$100,000 on an annual basis.

Notwithstanding the above, the State reserves the right to award on the basis of cost alone, award in whole or in part, to accept or reject any, or all offers, 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.

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

The Technical Review Sub-Committee will present written findings, including the results of all evaluations, to the State's Architect/Engineer and Contractor Services Selection Committee, which may recommend up to three finalists to the Director of the Department of Administration, who will make the final selection for this requirement.