



Solicitation Information
8 April 05

RFP # B04998

TITLE: Girls' Correctional Treatment Services

**The program must have a DCYF Child Care License as a Residential Treatment Facility. For more information on licensing, go to the following website:
<http://www.dcyf.state.ri.us/licensing.htm>**

Submission Deadline: 01 June 05 @ 2:00 PM

Pre-Bid Meeting: Yes Date & Time: 3 May 05 @ 2:00 PM (EDT)

Location: Department of Administration / Division of Purchases (Bid Room), One Capitol Hill, Providence, RI

Questions, in Microsoft Word format, concerning this solicitation may be e-mailed to **the** Division of Purchases at questions@purchasing.state.ri.us no later than 28 April 05 at 12:00 Noon (EDT). Please reference the RFP number on all correspondence. Answers to questions received, if any, will be posted on the internet, as an addendum to the solicitation, at <http://www.purchasing.ri.gov>. 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 RI State Purchasing Website at
<http://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

SECTION 1 – INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Children, Youth and Families (DCYF) is soliciting proposals from qualified firms to develop and run a highly specialized, gender-specific residential program for detained and adjudicated girls in Rhode Island's juvenile justice system, as described elsewhere herein, and in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase (available at www.purchasing.ri.gov).

This is a Request for Proposals: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; 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. The official time clock is located in the reception area of the Division of Purchases, Department of Administration, One Capitol Hill, and 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 successful vendor(s).*
- 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.

- All proposals should include the offeror's FEIN or Social Security number as evidenced by a W9, downloadable from the Division of Purchases website at www.purchasing.state.ri.us.
- The purchase of services under an award made pursuant to this Request will be contingent on the availability of funds.

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>

NOTICE

THERE MAY BE ADDITIONAL ADDENDA TO THIS BID/RFP AT ANY TIME BEFORE THE OPENING DATE AND TIME.

THE DIVISION OF PURCHASES WILL NOT BE NOTIFYING BY MAIL OF ANY SUCH ADDENDA.

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.

YOU MUST CLICK ON ALL OF THESE LISTINGS TO GET THE COMPLETE PACKAGE.

SECTION 2 – BACKGROUND, PURPOSE, STANDARDS AND REQUIREMENTS

BACKGROUND:

The Rhode Island Training School for Youth (RITS), in Cranston, RI, is currently responsible for all juvenile offenders sentenced by the State Family Court. The facility is also responsible for housing detainees pending disposition by the Family Court. The RITS is the State's only secure corrections and detention facility for youth.

Residents are provided education (in compliance with state educational standards they must attend a full day of school five days per week for at least 220 days per calendar year) as well as a wide variety of other programs: onsite medical, dental, and behavioral health care, recreation and religious programs.

DCYF has entered into a consent decree with the Federal Court to improve the delivery of services to youth in the state's juvenile correctional system. The court order is attached to this RFP; the provider awarded the service contract is responsible for developing and maintaining a program that complies in all respects with the provisions of the court order as it relates to girls.

Recent research indicates that traditional service models lack attention to girls' specific risks, strengths and needs. Because of this, new service models and approaches are being developed that *"intentionally allow gender identity and development and girls' specific risks, strengths and*

needs to affect and guide all aspects of service delivery” (Benedict, 2003 adapted from Maniglia, 2000).

During the 1992 Reauthorization of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, Congress listened to concerns addressing the importance of the gender-specific needs of girls and young women (OJJDP, 1998; see United States House of Representatives, 1992). The revised JJDP Act calls for states to “offer and expand gender-specific programming and services for girls”. In recent years, the rising numbers of girls and young women entering and re-entering the court system stimulated national concern regarding the effectiveness of programs serving females. The final Act outlined three specific areas in which states were required to respond and take action (see JJDP Act, 1992a):

- ❑ Conduct an analysis of gender-specific services for the prevention and treatment of juvenile delinquency, including the types of such services available and the need for such services for females;
- ❑ Develop a plan for providing needed gender-specific services for the prevention and treatment of juvenile delinquency; and
- ❑ Provide assurance that youth in the juvenile justice system are treated equitably regardless of gender, race, family income, and mentally, emotionally, or physically handicapping conditions.

DCYF is responding to national research, best practices as well as the OJJDP’s mandate for gender-specific services by facilitating the creation of a gender-specific service infrastructure for detained and adjudicated girls.

GENERAL PURPOSE AND EXPECTATIONS

DCYF is seeking proposals from experienced providers to design, develop, and implement a comprehensive residence, education and treatment program for detained and adjudicated girls. Programming must be developmentally, culturally and linguistically appropriate and gender-specific.

Licensing Requirements:

The program must have a DCYF Child Care License as a Residential Treatment Facility. For more information on licensing go to the following web site:
<http://www.dcyf.state.ri.us/licensing.htm>

Proposed Contract Term:

Minimum five years from start of program service. Possible 5+ years, depending on program start date, as State would allow contract term to extend to close of fiscal year (June 30). However, the State reserves the right to terminate the contract, based on unresolved vendor performance or State funding issues, with sixty days advanced written notice.

The start date of the contract resulting from this solicitation is contingent upon facility acquisition.

STANDARDS

The provider awarded this contract will be required to comply with all laws concerning the care, custody and treatment of girls placed in their care. Compliance with the following documents is also a requirement of this contract:

- (1) United States District Court for the State of Rhode Island. *Inmates of the Boys' Training School, et al. v. Jay G. Lindgren et al.* Order. C.A. No. 4529. 10/3/00.
- (2) Performance-based Standards (PbS) for Youth Correction and Detention Facilities (<http://www.pbstandards.org/Resources/PbSstandardsOct.03.pdf>)
- (3) No Child Left Behind Act of 2001. PL 107-110. (<http://www.ed.gov/policy/elsec/leg/esea02/107-110.pdf>)

GENERAL REQUIREMENTS

- (1) The program operated under this contract will be the sole program for girls in the juvenile justice system in Rhode Island requiring secure treatment. As such, the provider must agree to a “no reject no eject” contractual obligation and immediately accept any girl referred to the program by the Family Court, including girls who may be resistant. At the sole discretion of DCYF, DCYF may elect to petition the Family Court to place a girl in an alternative setting when it determines that placement would be in the best interest of the girl and/or the program.
- (2) The provider will provide a complete medical, dental, behavioral health, social and educational assessment of all adjudicated girls entering the program, and develop an Individual Service/Treatment Plan (ISP) to be implemented by the provider on approval by DCYF. A short-term ISP will be completed within 3 days of admission; a long-term plan will be provided within 30 days of admission. The ISP may also be subject to review and approval of the Family Court, at the latter’s discretion. Screening tools, assessment instruments and standards must be approved by DCYF.
- (3) The current Federal Consent Decree requires DCYF to secure and maintain accreditation by the American Correctional Association (ACA) for this program for the duration of the contract. However, DCYF is pursuing approval by the State Medicaid Authority for reimbursement for medically necessary services. If DCYF is successful and a modification to the consent decree is granted by the Federal Court, the provider will develop and operate the program to comply with Medicaid standards and secure the maximum possible Medicaid reimbursement to support operation of the program through accreditation by an accrediting body approved by the State Medicaid Authority (JACHO, CARF or COA).
- (4) The provider will secure approval by the Rhode Island Department of Elementary and Secondary Education (RIDE) and accreditation by the Correctional Education Association (CEA) for the program for the duration of the contract.
- (5) The provider will develop and secure DCYF approval of written operational policies complying with all requirements of this RFP and all requirements of accrediting agencies prior to the date agreed to for the start of operations. These operational

policies shall include mission, operating philosophy and principles, program objectives, intake procedures, assessment, individual case planning and progress review procedures, educational programs, medical, dental and behavioral health programs, nutritional programs, behavior management procedures, safety and security procedures, staff training requirements and clear job descriptions for all persons employed in service to the program. The provider shall allow DCYF to review and approve prior to a start of staff training under this provision.

- (6) DCYF is working to improve youth outcomes and the quality of care through evidence-based practices. Measurement of results is critical to this endeavor. Therefore, the provider will maintain status and records of each girl in formats, including electronic formats, required by DCYF. Currently, this provision includes maintenance of records on the DCYF RICHIST database.

SECTION 3 – SCOPE OF WORK

PROGRAM REQUIREMENTS

POPULATION SERVED: adolescent females up to and twenty (20) years of age involved with the juvenile justice system. These youth may be Detainees awaiting disposition from the Family Court or may be adjudicated delinquent and committed for periods that may vary in length from several weeks to several years. ***All youth will be remanded or detained by Family Court order and must be accepted immediately for admission to the facility on a no reject no eject basis.*** Population demographics are listed below:

Total Admissions - 2001 through 2004:

- Adjudicated 109
- Detained 604

Average Daily Census - February 2003 through January 2005:

- Total 14
 - Adjudicated 9
 - Detained 5

Racial and Ethnic breakdown for youth from 2001 through 2004

- American Indian 2%
- Asian 1%
- Black 19%
- Multiracial 4%
- White 66%
- Unknown 8%

- Hispanic Ethnicity 20%

CASE MANAGEMENT: All adjudicated and committed youth and some detained youth will be assigned a DCYF primary case manager (Family Service Worker, Juvenile Probation or Parole Counselor). When assigned, the DCYF worker will be responsible for case management activities involving DCYF and the Family Court. The provider will be responsible for providing

day to day clinical and care management activities for all youth and will be expected to provide written monthly progress summaries to the DCYF primary worker and to provide progress summaries and updates to the Family Court for all court reviews and hearings. **When a youth is detained and a DCYF Case Manager is not assigned the provider will be expected to fulfill the necessary case management responsibilities including Family Court reviews and hearings.**

PROVIDER STAFF

- (1) Staff will be expected to meet the following requirements or their equivalent (note: this list is intended as a guideline and should not be construed as prescriptive):
 - a. Program Director. Masters degree with 3 years experience or Bachelors degree with 10 years experience in human services management
 - b. Clinical Coordinator. Masters degree with 4 years experience in psychology, human services, substance abuse and/or trauma. Ph.D. or LICSW/LMFT/LMHP/LNP licensure required. Experience working with girls preferred.
 - c. Clinical Counselor(s). Masters degree with 2 years experience in psychology, human services, substance abuse and/or trauma. Ph.D. or LICSW/LMFT/LMHP/LNP licensure required. Experience working with girls preferred.
 - d. Certified Teachers. Certified teachers with 2 years experience. Proficiency working with juvenile justice system-involved youth and knowledge and skills providing gender-specific services to girls preferred.
 - e. Case Coordinator. Bachelors degree with 2 years experience in case management, working with a juvenile justice system.
 - f. Youth Care Workers and Supervisor(s). Bachelor's degree with 2 years experience or Associates Degree with 4 years experience providing direct care for adolescent girls.
 - g. Administrative Assistant. High School diploma. Highly organized with excellent verbal (bi-lingual preferred), written and computer skills.
- (2) The provider is expected to recruit staff that reflects the cultural and ethnic differences of this diverse population. Bilingual staff is to be given preference in hiring. The provider is required to provide competent translators when non-English girls are resident.
- (3) In accordance with RIGL 40-13.2 and with DCYF policies staff will comply with criminal record and employment history checks (may include fingerprinting) and Child Abuse Neglect Tracking System checks. For each internal staff person or external provider engaged in interaction with clients, the provider operating this program will secure and provide to DCYF:
 - a. Copies of resumes and all licenses held by these persons.
 - b. State and Federal criminal background checks,

- c. Licensing agency checks for disciplinary action relative to any license they hold,
 - d. Employment history verification.
- (4) Medical Care and Services - The vendor will provide access to quality health care (medical, dental, behavioral health) which must conform to requirements set forth in the Federal Consent Decree,
- (5) Treatment Services: The vendor must demonstrate experience and competence in the treatment of delinquent adolescent females. **All treatment services shall be family-centered, gender specific, strength based, culturally competent, and age appropriate.**
- a. Individual Counseling: Adjudicated residents will be assigned an individual counselor and receive a minimum of one (1) hour of individual counseling per week. Detained residents will be seen on an as needed basis to aid in their adjustment to confinement and or to resolve issues creating acute distress.
 - b. Group Treatment Programs: Adjudicated residents will be provided a minimum of ten (ten) hours of treatment per week. Programs should be interactive and engaging and should employ a variety of modalities (e.g. didactic, psycho-educational, video, process oriented, role play, etc.) Scenarios, examples, visual aids, life situations etc. should be age appropriate and accurately reflect youths' experiences in their communities. Programs should be designed to promote pro-social behavior, personal and community safety, emotional and personal well-being, and individual accountability. Programming should include (but not limited to) such issues as the establishment and maintenance of healthy interpersonal relationships, anger management, abuse history, trauma, grief and loss, high-risk behaviors, identifying and mobilizing support systems, emotional self-regulation, parenting and substance abuse.
- (6) Program staff must complete orientation and training approved by DCYF prior to a start of work. Training shall include, as a minimum:
- a. Operational policies and procedures including: Assessment and service/treatment planning, implementation, and review
 - b. Resident, staff and community safety principles and protocols
 - c. Evidence-Based Practices that address and integrate:
 - i. Family-centered, strength-based and culturally competent principles
 - ii. Adolescent female development
 - iii. Cognitive-behavioral therapy
 - iv. Sexual abuse and sexual violence
 - v. Trauma
 - vi. Relational aggression
 - vii. Principles of gender-specific programming
 - viii. Motivational interviewing

- ix. Emotional Competence including self awareness and regulation and victim empathy
 - x. Substance use and abuse
 - xi. Behavior management through positive recognition and progressive discipline and other motivation
 - xii. Crisis intervention and de-escalation techniques in full compliance with DCYF Child Care Regulations: *Regarding the Use of Crisis Intervention, Restraint and Seclusion*, (in accordance with RIGL 42-72.9 and the Federal Children's Health Act of 2000).
- d. CPR and first aid
 - e. Suicide prevention
 - f. The Rhode Island juvenile justice system
 - g. The DCYF Vision, Mission, Operating Principles, Organizational Structure and Key Contacts.
- (7) DCYF reserves the right to pre-approve, or to require the reassignment or termination of any staff person when, in its sole judgment, if such action would benefit the girls or the program. In such cases, the provider will immediately propose a replacement.
- (8) Staffing plan must provide for 24/7 supervision of girls in the facility, with appropriate oversight of the staff on duty each shift. The program will maintain a minimum staff ratio of one direct care worker to every four residents.

PROGRAM COMPONENTS

- (1) The DCYF will provide the facility for operation of the program. The provider is responsible for all required furnishings, fixtures and equipment. The provider is responsible for complete operation of the facilities, including repairs and maintenance such that the facility is maintained in the condition in which it was turned over to the provider. Programming, utilization and operation of the space shall be provided to achieve the following requirements:
- a. A safe and secure environment for all persons in the facility.
 - b. Secure custody of girls referred to the program.
 - c. Sight and sound separation of the detained and adjudicated resident population.
 - d. Allocation for multiple and simultaneous daily activities, including but not limited to cognitive behavioral therapeutic groups; individual supports, counseling and interventions, family centered practices including visitation, recreation, community programming, and parenting for girls with children.
 - e. Compliance with the requirements of all authorities having jurisdiction, including but not limited to zoning, building code and fire safety code provisions.
 - f. A safe, clean, pleasant, attractive and healthful environment.
- (2) The provider will operate the facility primarily under a direct and intensive staff supervision model, however, means of accessing and exiting the building will be

physically secured at all times. In event of a life safety emergency, these doors will automatically unlock with access to a safe and secure location. Individual bedrooms of girls will generally be unlocked during occupancy. A girl with serious behavior problems and considered a danger to her-self or others may be confined in a locked room for a limited period of time in accordance with DCYF approved policies. A limited small secure unit with secure rooms will be provided for girls requiring the closest monitoring. Again, use of this unit must be for a limited period of time in accordance with DCYF approved policies. Security cameras operating at all times will be strategically located throughout the building at entrances and major traffic and program areas.

- (3) The provider will collaborate and support DCYF attorneys and Case Management Staff in representing DCYF in legal issues involving the girls placed in this program, to the extent required by DCYF.
- (4) Girls referred to the program enter at a variety of educational levels, and often are performing below norms for their age level. The provider will prepare an Individual Educational Plan (IEP) for each girl to be implemented with the approval of DCYF. An educational program must be included in the proposal response that articulates and addresses:
 - a. The mission and objectives of the educational program.
 - b. Compliance with the requirements of No Child Left Behind, specifically referencing *Highly Qualified Teachers* and *Adequate Yearly Progress*.
 - c. Compliance with Rhode Island Department of Education rules relative to program approval, teacher certification, content standards and state testing.
 - d. Compliance with Special Education law and 504 Plan elements, specifically their guidelines, team make-up, compliance officers, service delivery for specific disabilities, and requirements for service providers.
 - e. Services, delivery methodology and staffing for students classified as English Language learners.
 - f. The development and implementation of Personal Literacy Plans.
 - g. Comprehensive Health education.
 - h. Integration of education with residential, recreation, treatment and transition components.
 - i. Arts and vocational studies integrated with academic achievement and learning.
 - j. Computer assisted learning and application study, textbooks, supplies, library holding, physical education materials and other educational needs.
 - k. Anticipated and deliverable per pupil spending cap.
- (5) The provider will provide explicit access to competent medical, behavioral health and dental providers. Access will include initial assessments, routine care and emergency services. Covered benefits will include all services required by this RFP, by statute or by court order, but will not be less than those included in the RIte Care managed care program. Proposed providers and agreements for this care must be included with the proposal response. Provider care will include storage and administration of

- medications by appropriately trained and licensed personnel. The provider will submit quarterly reports to DCYF detailing the number of girls treated, the physical complaints, the number of lab tests and type performed, and patterns of suicidal behavior, psychiatric diagnoses, numbers and types of psychotropic medications used, and other treatments. None of the information shall be personally identifiable.
- (6) The provider will provide three nutritious meals per day, appropriate for adolescent girls, plus beverages and snacks. Meal options are required.
 - (7) Aftercare planning should begin at intake, however, no less than 90 days prior to the expected date for each girl to leave the facility, the provider shall convene a Youth and Family team to develop an Individual Transition Plan (ITP). The ITP will address all concerns that will occur within the facility as well as during the 120 days following release. The ITP must identify:
 - a. Goals directly linked to strengths, needs and risks and described in measurable terms with projected completion dates;
 - b. Goals in the following areas for each girl: living arrangement, informal supports, education, behavioral health (including substance abuse), vocational training, employment, health, safety, and social service supports;
 - c. Strategies/activities/resources directly linked to identified goals, timeframes and responsible parties;
 - d. Providers and funding sources necessary to implement the plan with documentation that these providers are aware of and committed to providing services as detailed in the plan;
 - e. Identification and engagement of the principal case manager that will be responsible for coordinating activities in the community;
 - f. Delineation of the responsibility of each team member in implementing the plan;
 - g. The signature of the caregiver indicating their agreement with the Plan;
 - h. Confidentiality/attendance sheet listing the names, phone numbers, and affiliated agencies that participated in the Plan's development.
 - i. A safety plan that identifies known risk, protective and recovery factors as each girl transitions to the community and the steps to be taken to ensure the safety of self and others as she returns to the community.
 - (8) The provider will submit, for DCYF approval, an evaluation plan that measures individual and aggregate programs outcomes as defined by the Standards and the provisions of this RFP.
 - (9) The provider will submit a population data collection plan including an annual population profile. This will include risk and protective factors of the population as well as strengths and needs. This must include data in compliance with the Performance-based Standards (PbS) for Youth Correction and Detention Facilities (<http://www.pbstandards.org/Resources/PbSstandardsOct.03.pdf>)

SECTION 4 – PROPOSAL QUESTIONS & SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases in accordance with the terms & conditions listed on the cover sheet of this solicitation. **Send your questions in a Microsoft Word format.** Please reference the RFP/LOI # on all correspondence. Questions received, if any, will be posted and answered 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 helpdesk at (401)-222-2142, ext: 134.

Please refer to page one of this solicitation for information concerning the scheduled pre-proposal meeting.

Interested offerors may submit proposals to provide the services covered by this Request on or before the date & time listed on the cover sheet of this solicitation. Proposals received after this time and date will not be considered.

Proposals should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov
2. A sealed and separate cost Proposal reflecting the hourly rate, or other fee structure, proposed for this scope of services. **Offerors must provide an annual budget for each year of the proposed 5 year contract term.** If only 1 year is provided, that budget will remain in effect for the maximum duration of the contract.

Should the contract term be extended to conclude at the end of a fiscal year (June 30), rates for the year 5 budget will govern.

The State reserves the right to negotiate funding with up to three finalists for the proposed contract award.

It is the intent of the State to compensate the selected service provider 1/12 of the annual budget on a monthly basis.

3. A *separate* Technical Proposal describing the qualifications and background of the applicant and staff to be assigned, experience with similar programs, as well as the work plan or approach proposed for this requirement.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.

The Technical Proposal must contain the following:

- Executive Summary

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

- Offeror's Organization and Staffing

A description of staffing, including an organizational chart highlighting the persons or unit(s) responsible for each functional area of responsibility.

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each, as well as resumes, curricula vitae, or statements of prior experience and qualifications.

- Work Plan/Approach Proposed

This section shall describe the offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. This section shall include a discussion and justification of the methods proposed for each task identified in the Scope of Work (above), and the technical issues that will or may be confronted at each stage of the project. The work plan description shall include a detailed proposed project schedule for startup activities by task, a list of milestones that will be employed to administer the project, and the task assignments of staff members and level of effort for each linked to the Cost Proposal.

- Previous Experience and Background

This section shall include the following information:

- A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects, highlighting work with adolescent girls;
- Agency experience working collaboratively with local community service providers, especially for the following purposes:
 - **Family advocacy organizations**, such as the Parent Support Network and Rhode Island Parent Information Network;
 - **Community service organizations currently contracted by DCYF to serve incarcerated youth transitioning to their home community** such as; Probation and Parole, Project Hope, Project Safe Streets, Youth New Futures and AS 220;
 - **State-wide care coordination organizations**, such as; the Local Coordinating Councils in each of the state's eight catchments areas and the CEDARRS;

- **Community-based organizations that reflect the diversity of the adjudicated population**, such as; Progreso Latino, the South East Asian Development Corporation, John Hope Settlement House, and the Urban League.
- A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position, licensure and current accreditation, and
- The offeror’s status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Economic Development, and/or a subcontracting plan which addresses the State’s goal of ten percent (10%) participation by MBE’s in all State procurements. For further information, call the MBE Officer at (401) 222-6253.

Proposals (original plus five copies) must be mailed or hand delivered in a sealed envelope marked “RFP # B04998: Girls’ Correctional Services” to:

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

NOTE: Proposals received after the due date and time listed on the cover sheet of this solicitation will not be considered. Proposals misdirected to other State locations or which are otherwise not present 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.

SECTION 5 – EVALUATION AND SELECTION

The proposal narrative should be divided into section headings as listed below. All required components should be incorporated in the narrative sections as applicable. The State will commission a Technical Review Sub-Committee to evaluate and score all proposals using the point criteria assigned to each section heading as listed below.

| SECTION | POINTS |
|---|---------------|
| Agency Background and Experience A description of the applicant organization’s experience in providing effective individualized treatment services to female adolescents, particularly within a secure setting. | 10 |
| Program Design and Content A detailed description of all care and services to be provided. This section should include the program mission and operating principles, assessment instruments / methods, evidence-based practices and other program components, entry and discharge criteria for each phase and component, treatment goals and objectives, and curriculum schedule outlines. | 30 |
| Personnel This section should include a description of all staff to be hired by the program. Position titles, description of duties, number of hours per week to be devoted to the project, qualifications and the names of any known staff should be provided (resumes and vitas should be included as an appendix). On site and proposed number of client contact hours for each position must be clearly stated. | 20 |
| Evaluation Provide a description of how key program components will be evaluated and what outcome measures will be utilized. Included should be a discussion detailing how the outcome measures will be used to improve service delivery and to develop additional or alternative services. | 20 |
| Community Engagement and Program Linkages A description of formal and informal coordination with other community resources or other agencies that will enhance the program, particularly in the area of transition / discharge planning and specific linkages should be included. It is expected that the provider will: <ul style="list-style-type: none">• Establish and maintain a community advisory group representing the site of the program and• Form effective partnerships with each resident’s home community. Letters of support and cooperative agreements should be included as an appendix. | 20 |

Proposals must receive a minimum of 70 technical points, out of the possible 100 points described above, to warrant further consideration. Technical proposals that do not attain the minimum 70 points will not have their accompanying cost proposals opened or evaluated.

Cost Proposal / Budget

50

- ❖ Up to 25 points will be awarded based upon bottom-line cost
(Lowest Cost / Cost of Proposal being considered X 25 points = total)

- ❖ Up to 25 points will be awarded based upon program services versus administrative overhead costs.

Maximum potential score = 150 points (Technical and Cost proposals combined)

Notwithstanding the above, the State reserves the right to accept or reject all offers, bids, or proposals, to award in whole or in part, to award on the basis of cost alone, and to act in its best interest.

The State will convene a Technical Review Committee, which will review and score all responses in accordance with the terms and conditions expressed in this solicitation. The Technical Review Committee will make a written recommendation to the State Purchasing Agent, or his designee, who shall make the final award determination.

The program must have a DCYF Child Care License as a Residential Treatment Facility. For more information on licensing, go to the following website:
<http://www.dcyf.state.ri.us/licensing.htm>