



Solicitation Information
7 Sept 05

RFP # B05555

TITLE: On-Site Methadone Treatment Program (D. O. C.)

Submission Deadline: 28 Sept 05 @ 11:00 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **19 Sept 05 at 12:00 Noon (EDT)**. 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: Yes A performance bond, in the amount of \$120,000 will be required of the successful vendor, prior to the issuance of a purchase order.

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

SECTION 1 – INTRODUCTION

The Rhode Island Department of Administration/Office of Purchases, on behalf of the Rhode Island Department of Corrections, is soliciting proposals from qualified firms to provide a Methadone Program in accordance with the terms of the Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at <http://www.purchasing.ri.gov>

This is a Request for Proposals, not an Invitation for Bid: 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. **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 of the successful bidder only.
- The State of Rhode Island has a goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, visit the web site www.rimbe.org. To speak with an M.B.E. Officer, call (401) 222-6253.
- 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

SECTION 2 – OVERVIEW AND BACKGROUND

EXECUTIVE SUMMARY:

The Department of Corrections intends to contract with a community vendor to provide on-site methadone treatment to incarcerated male and female inmates.

- The methadone program will be conducted on-site in the men's Intake Service Center and the women's Gloria McDonald facility.
- The selected vendor will provide services in an appropriate manner to treat inmates who have been identified by the Department to be in need of methadone detoxification/maintenance services.
- The selected vendor must also possess necessary certification on a local, state, and federal level for providing a methadone treatment program.
- The estimated number of inmates that will be involved in this program at any one time is 20 per week.

This will be a one-year contract, commencing on or about 1 Nov 05 renewable, at the discretion of the state, for three additional terms of 12 months each.

SECTION 3 – SCOPE OF WORK

GENERAL DESCRIPTION:

On-site Methadone Treatment Program within the Rhode Island Department of Corrections.

REQUIREMENTS:

1. The selected methadone treatment program must be available to the inmate seven days a week.

DELIVERABLES:

The selected methadone treatment program will provide Methadone detoxification and/or maintenance at the Intake Service Center and the Gloria MacDonald Building. The freestanding methadone treatment program will provide services in the following areas:

1. Medical Component

The RI DOC Medical Program Director and the selected methadone treatment program Medical Director will standardize pre-set protocols agreeable to both agencies that will address such issues as:

- a) Compliance with the standard practices outlined by the Center for Substance Abuse Treatment (CSAT) as discussed in the State Methadone Treatment Guidelines: Treatment Improvement Protocol (TIP).
- b) Inmate history and physical examinations relative to ordering of Methadone;
- c) RI DOC will be responsible for any lab testing which is necessary as agreed upon within the pre-set protocols;
- d) RI DOC physicians will see inmates for all medical issues including those related to Methadone detoxification/maintenance as outlined in the pre-set protocols;
- e) A multidisciplinary treatment plan will be implemented by RI DOC in conjunction with the selected methadone treatment program;
- f) The selected methadone treatment program Medical Director will be available to the RI DOC regarding the Methadone Treatment Program or specific inmate cases as necessary. Regular communication between the Medical Director for the selected methadone treatment program and the Department of Corrections' physicians will occur on a regular basis.

NOTE: Pre-set protocols agreed upon between RI DOC Medical Program Director and the selected methadone treatment program Medical Director will be in conjunction and compliance with Federal, State (including the CSAT State Methadone Tip #1) and Local rules and regulations in effect as of May 18, 2001 to the present.

2. Pharmacy Component

The selected methadone treatment program will provide Methadone to inmates designated by the Rhode Island Department of Corrections seven (7) days a week. The amount of Methadone will be ordered in conjunction with established protocols. The selected methadone treatment program will be responsible for filling the medication order and delivering the Methadone to RI DOC where it will be administered to the inmates by RI DOC nursing staff.

The RI DOC Medical Program Director and the selected methadone treatment program Medical Director will collaborate on a standard protocol agreed to by both agencies regarding amount of dosage, actual dosing, and any medical examinations, follow-up, and/or testing which needs to be performed.

The selected methadone treatment program will be responsible for the pick up and destruction of any discontinued Methadone orders once an inmate has been released from RI DOC on a weekly basis.

The RI DOC will convey Methadone detoxification/maintenance orders to the selected methadone treatment program on a daily basis.

3. Counseling Component

The selected methadone treatment program will be responsible for providing counseling to any inmate who is either on a Methadone detoxification or on Methadone maintenance program. The sessions will be provided on-site and will be conducted within five (5) days but as soon as practical from the time the patient is committed to the RI DOC.

- a) The initial counseling session will be based on patient need and may include a screening assessment, ASAM placement criteria, and a potential discharge plan;
- b) A follow-up counseling session will follow within ten days of the initial counseling session for all patients placed on Methadone for detoxification or maintenance;
- c) The selected methadone treatment program will also provide weekly counseling for patients on a detoxification program, and monthly counseling to all inmates placed on Methadone maintenance;
- d) The selected methadone treatment program will also provide a formal discharge plan for all incarcerated individuals who are placed on Methadone (detoxification or maintenance) who have been sentenced to the RI DOC for a period of sixty (60) days or longer.
- e) The selected methadone treatment program will have a staff counselor present on-site Monday through Friday.

4. Record Keeping

The RI DOC will keep the original orders, which will be conveyed to the selected methadone treatment program on a daily basis. The selected methadone treatment program will make all records and assessment pertaining to specific inmates available to RI DOC (in accordance with Federal, State, and Local Rules and Regulations). These

records will be maintained in a subsection of the RI DOC medical record in compliance with RI DOC Policy 18.59-2. The copies shall be submitted to RI DOC on a weekly basis.

The RI DOC reserves the right to photocopy the records upon written authorization from the incarcerated individual in compliance with Federal, State, and Local laws (including CSAT State Methadone Tips #1).

CONTRACTOR RESPONSIBILITIES:

1. The selected methadone treatment program will comply with Federal, State, and local rules and regulations for licensure for a substance abuse program. This will include State Rules and Regulations for Licensing Substance Abuse, Section 24, dated October 1999 and secure all necessary State and local licenses as required by law.
2. The selected methadone treatment program must be able to demonstrate the ability to comply with Federal Regulations 42 CFR Part 8, effective May 18, 2001, Federal licenses as required by law, and all HIPAA Rules and Regulations.
3. Security Requirement: Employees of contractors who must gain entrance into correctional facilities are subject to police record checks; the Department retains the right to refuse entrance to contractor employees with felony convictions. Access to correctional facilities also requires adherence to rigid security rules as far as property search, contact with inmates, etc. The selected methadone treatment program must adhere to all applicable DOC security requirements for multiple sites.

SECTION 4 – PROPOSAL SUBMISSION

Interested offerors may e-mail their questions to the R.I. Division of Purchases by the time and date listed on page one of this solicitation.

Interested offerors may request a facility tour by contacting Joanne Biggin at (401) 462-1163.

The tour, if requested, will be held on 15 Sept 05 @ 1:00 PM

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

Proposals should include the following:

1. A completed and signed 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>;
2. A signed and sealed Cost Proposal reflecting the fee structure proposed for this scope of service, including completion of the Cost Proposal Summary form, enclosed;
3. A Technical Proposal containing the following sections:

a. 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.

b. Offeror's Organization and Staffing

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 qualification).

c. 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. The description of approach shall discuss and justify the approach proposed to be taken for each task, and technical issues that will or may be confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each.

d. Previous Experience and Background, including the following information:

- i A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects, and a contact name and telephone number from the client;
- ii A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position.

<p>e. The offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration, and/or a subcontracting plan which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. Questions concerning this requirement should be addressed to Charles Newton, M.B.E. Officer, at (401) 222-6253.</p>

5. **Two copies** 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. The electronic files should be identical to the original hard copy submission. In any variance between the hard copy and the electronic file, the original hard copy takes precedence

Proposals – an original plus seven (7) copies of the Technical component and an original plus two (2) copies of the Cost component should be mailed or hand-delivered in a sealed envelope marked “**On-Site Methadone Treatment Program – RFP # B05555** to:

**RI Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908-5855**

SECTION 5 – EVALUATION AND SELECTION

The State will commission a Technical Review Committee, which will evaluate and score all proposals, using the following criteria:

Criteria	Possible Points
Staff Qualifications, Capability, Capacity, and Qualifications of the Offeror	25 Points
Quality of the Work Plan	10 Points
Suitability of Approach/Methodology	15 Points
Minority Business Enterprise Consideration [Offeror is a registered Minority Business Enterprise, or proposal includes workable plan for use of MBE in subcontracts]	05 Points
Total Possible Technical Points	55 Points
Cost	45 Points
Total Possible Points	100 Points

(Lowest cost / cost of proposal being evaluated X maximum point allowance = Cost Point Allocation)

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

The Technical Review Committee will present written findings to the State Purchasing Agent, or his designee, who will make the final selection for this requirement.

A performance bond, in the amount of \$120,000 will be required of the successful vendor, prior to the issuance of a purchase order.

COST PROPOSAL SUMMARY

Offeror: _____

Address: _____

Taxpayer ID#: _____

Authorized Agent: _____

Title: _____

Telephone: _____ Fax: _____

E-Mail: _____

Cost Proposal:

\$ _____ per patient per day (year 1)

\$ _____ per patient per day (year 2)

\$ _____ per patient per day (year 3)

\$ _____ per patient per day (year 4)

If pricing is not provided for the maximum four year contract term, the last pricing offered will be used for the balance of the contract.

Signature of Authorized Agent: _____

Date: _____