



Solicitation Information
14 Sept 05

LOI # B05592

TITLE: Organizational Development Consultant

Submission Deadline: 5 Oct 05 @ 2:20 PM (Eastern Time)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **26 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: 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 Department of Administration / Division of Purchases, on behalf of the Department of Human Services (DHS), is seeking to provide up to three (3) awards to agencies with expertise in providing tailored organizational assessment services and organizational development services, leading to the formulation of individual organizational development plans for community based organizations serving racial or ethnic minorities in the state of Rhode Island. Funded agencies will provide expert consultant services required to prepare organizational development or capacity enhancement plans for community based organizations as part of the Rhode Island Strategic Prevention Framework – State Incentive Grant within a collaborative research orientation. It is anticipated there will be approximately three (3) awards for one year, at approximately \$42,500 per award. Rhode Island agencies that 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.

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 Reception Area of the Department of Administration / Division of Purchases.

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).*

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 requirement 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>

It is anticipated that, following the selection of the awardees under this Letter of Interest, each awardee will enter into an individual Contract of Work, executed by the awardee and the Rhode Island Department of Human Services, which will include specific items or services required by the awardee.

BACKGROUND AND PURPOSE:

The Rhode Island Strategic Prevention Framework State Incentive Grant (SPF SIG) is a cooperative agreement between the Governor of the State of Rhode and the federal Substance Abuse Mental Health Services Administration/Center for Substance Abuse Prevention (CSAP). The purpose of this cooperative agreement is to prevent the onset and reduce the progression of substance abuse, including childhood and underage drinking. Particular attention will be directed toward eighth graders, underage drinking and ethnic minorities.

Rhode Island eighth graders are 1.5 times more likely to report previous month use of alcohol and cigarettes and nearly twice as likely to report using illegal drugs compared with national 8th graders. Underage drinking costs in Rhode Island amount to more than \$3,000 per year for each youth in the state, the third highest level among the 50 states. Among minority groups, lower prevalence rates when compared to prevalence rates of whites masks troubling trends regarding the more serious personal consequences and societal costs incurred by minority drug users.

The SPF SIG will broaden, enhance and institutionalize an infrastructure consisting of (1) culturally appropriate, evidence-based programs and environmental strategies; delivered through (2) partnerships with minority community-based organizations and community prevention coalitions; supported by (3) a training and technical assistance system across five health and human service state agencies and guided by (4) CSAP's Strategic Prevention Framework, principles of youth development and data-driven decision making.

SCOPE of WORK:

Offerors should expect to provide approximately 270 hours of consultant services, per agency, during the award period. Offerors who receive awards from this solicitation

should expect to be partnered with two to three community based organizations receiving companion awards under a separate letter of interest.

Topic areas of services covered by this request include but are not limited to:

1. The offeror will be responsible for leading the collaborative effort to formulate agency-specific organizational development or capacity enhancement plans for minority community based organizations. The offeror will provide at least one staff person for all meetings to work collaboratively with the agency leadership of the minority CBO or their designee(s), the SPF SIG Program Manager and other SPF SIG project staff.
2. The offeror will be responsible for performing organizational assessments and creating organizational development or capacity enhancement plans for each of two to three minority community based organizations. This plan will be developed in collaboration with the agency leadership, the SPF SIG Program Manager and/or other program leaders. To develop this organizational plan or strategy within a Participatory Action Research framework, the offeror will provide leadership to accomplish the following collaborative tasks, including but not limited to:
 - a. Collect and/or analyze relevant data, including but not limited to resource inventories, organizational needs assessments, and best practice interventions needed for setting priorities related to the agency's organizational development necessary for the effective implementation of the strategic plan;
 - b. Perform gaps analysis on organizational services and needs necessary for effective implementation of culturally appropriate substance abuse prevention services/programming;
 - c. Measure and report changes over time in organizational effectiveness by minority community based organizations receiving services, and related deliverable items and services, to be determined and codified in the aforementioned Contract of Work; and
 - d. Craft an organizational development or capacity enhancement plan, in collaboration with agency leadership, the SPF SIG Program Manager and/or other program leaders based upon items defined above in a), b) and c).
3. Deliverables. The agency will:
 - a. Prepare and present an organizational development assessment report to the SPF SIG project leadership and agency leadership.
 - b. Submit quarterly narrative reports in a form specified by the Department of Human Services;
 - c. Submit quarterly requests for payment in a form specified by the Department of Human Services;
 - d. Perform all promised duties, tasks, and responsibilities, as agreed to by the agency and codified by the Contract of Work, to be negotiated and executed by the agency and the Department of Human Services;

- e. Make accessible to the Department of Human Services all records, reports, and/or data pertinent to the terms of this award; and
- f. Provide feedback as needed by the SPF SIG project staff.

It is anticipated that the average one-year award will be approximately \$42,500.00 and will commence approximately Nov 15, 2005. The award may be renewed at the exclusive option of the state, based on vendor performance, submission of required documentation to be determined by DHS, 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.

VENDOR QUALIFICATIONS:

- The vendor must have had least five years experience in the field
- The vendor must have documented history of conducting organizational needs assessments and drafting organizational development or capacity enhancement plans with Rhode Island non-profits
- The vendor must have documented history of providing organizational development or capacity enhancement planning to Rhode Island non-profits whose focus is the providing direct services to diverse communities

Interested individuals should submit Letters of Interest, not to exceed six pages in length, containing the following information:

- Description of the background and qualifications of the offeror as described above in section entitled Vendor Qualifications;
- Description of the offeror's experience in providing organizational development or capacity enhancement planning, especially with agencies serving racial and ethnic minorities, in Rhode Island;
- Description of the offeror's cultural competency in the provision of organizational development or capacity enhancement planning among racial and ethnic minorities;
- Description of the offeror's experience with collaborative research models and, if applicable, Participatory Action Research;
- Description of offeror's organizational capacity to provide the consultant services described in the section entitled "Scope of Work," with specific focus on community based organizations with 5 – 50 employees and/or annual budgets ranging between approximately 1 and 10 million dollars;
- As appendices:
 - Curriculum Vitae or resume of key agency personnel of the offeror, as an appendix;
 - List of current clients who are Rhode Island non-profits and a brief (one paragraph or less) description of the nature of the work
 - At least two references from different Rhode Island non-profits, preferably those serving racial and ethnic minorities in Rhode Island

Vendor Questions:

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than the date and time indicated on page one of this solicitation. 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. For computer technical assistance, call the Help Desk at 222-2142, ext 134

Letters of Interest 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 received after this time, as registered by the official time clock in the reception area of the Office of Purchases, will not be considered.

Responses (**an original, one copy, and two disks**) should be mailed or hand-delivered in a sealed envelope marked "LOI# B05592: ORGANIZATIONAL DEVELOPMENT CONSULTANT – RI Strategic Prevention Framework".

Deliver to:

Department of Administration
Office of Purchases
One Capitol Hill
Providence, RI 02908-5097

The Vendor assumes responsibility for proposals submitted by mail or commercial delivery service. 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, or emailed, responses sent to the Division of Purchases will not be considered.

RESPONSE CONTENTS

Responses must 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 at <http://www.purchasing.ri.gov>,
4. **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.

EVALUATION CRITERIA

Responses will be evaluated using the following criteria:

- **Capability (background) and qualifications** the background and qualifications of the offeror as described above in section entitled Vendor Qualifications of the offeror are clearly demonstrated **(0-25 points)**;
- **Description of the offeror’s experience in providing organizational development or capacity enhancement planning, especially with agencies serving racial and ethnic minorities, in Rhode Island** in the public and/or private sectors **(0-25 points)**
- **Description of the offeror’s cultural competency in the provision of organizational development services** to non-profits that serve diverse communities **(0 –10 points)**
- **Description of offeror’s organizational capacity** to provide the consultant services described in the section entitled “Scope of Work,” with specific focus on community based organizations with 5 – 50 employees and/or annual budgets ranging between approximately 1 and 10 million dollars **(0-25 points)**
- **Description of the offeror’s experience with collaborative research models and, if applicable, Participatory Action Research** a description of prior use of or familiarity with Participatory Action Research or other collaborative research model **(0-15 points)**
- **Appendices** *(the following items do not count toward 6 page maximum)*
 - **Curriculum vitae/resumes of key staff or position descriptions** of the offeror is attached
 - **List of clients who are Rhode Island non-profits** and a brief (one paragraph or less) description of the nature of the work
 - **At least two references from different Rhode Island non-profits**, preferably those serving racial and ethnic minorities in Rhode Island

Notwithstanding the above, the State reserves the right to accept or reject any or all offers. The State also reserves the right to award in whole or in part, and to act in its best interest.

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