



**Solicitation Information**  
September 19, 2005

**RFP# B05612**

**TITLE: SUBSTANCE ABUSE TREATMENT PROGRAMS**

**OPENING DATE AND TIME: October 20, 2005 @ 1:40 pm**

**PRE-PROPOSAL CONFERENCE: October 6, 2005 10:00 AM at the Department of Corrections, Administration Building "A", 2<sup>nd</sup> floor Conference Room, 40 Howard Avenue, Cranston, R. I.**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than **October 7, 2005**. Please reference the RFP# on all correspondence. Answers to 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**

**William J. Anderson, C.P.M.**  
**Administrator of Purchasing Systems**

**Vendors must register on-line at the State Purchasing Website at [www.purchasing.state.ri.us](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 Corrections (RIDOC) is soliciting proposals from qualified firms to provide substance abuse treatment programs within the facilities of the Rhode Island Department of Corrections. Proposals are to be in accordance with the terms of this Request 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.state.ri.us>. Once you have accessed the Purchasing Web Page, click on RIVIP, then click on General Information, then click on Rules and Regulations and the General Conditions will be located at the bottom of the page. The resulting contract will be for three years, renewable for 2 additional years. The total contract will not exceed **\$1,033,399.00** annually.

RIDOC Rehabilitative or Health Services will accept no phone calls concerning specifics of this proposal.

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. RIDOC reserves the right to award one contract for the entire program or to award separate contracts on the basis of an offeror's exceptional proposal and project plan for individual programs. 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 may not be

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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 any award made pursuant to this Request will be 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 proposed subcontractor(s) 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, an organization 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 requirement is for the selected firm only.*

### **SECTION 2 - BACKGROUND AND PURPOSE**

The average daily population at the RIDOC during the past year has been approximately thirty four hundred offenders in the eight facilities at the Adult Correctional Institutions (ACI). It is estimated that 70-90% of the population has a significant history of substance abuse and the comprehensive treatment of individuals with substance abuse problems is a high priority for the RIDOC. As a matter of public safety, the Department hopes to make every effort to treat, with an aim toward recovery, substance abusing individuals while they are incarcerated. Linkage with follow-up care, post incarceration, is also deemed to be an important aspect of treatment. The Department's goal is to be an integral part of the statewide efforts and trends in substance abuse treatment. The proposals required for this RFP are designed to create a comprehensive plan for the provision of substance abuse treatment within the Adult Correctional Institutions.

The RIDOC's substance abuse treatment has been ongoing since 1989. During this time, utilizing both Federal and State dollars, the RIDOC has contracted with external vendors for the provision of substance abuse treatment services. The earliest programs emphasized group counseling in an outpatient format. In 1992, the RIDOC refocused its treatment programs to include a residential treatment model. Currently RIDOC utilizes a three-tier model, the highest being a modified residential community, the second is a day-treatment model, and the third is counseling groups. For the last contracting period, the vendors have been Spectrum Health Systems, Inc. who oversees residential treatment programs at Men's Minimum and Medium I and a day treatment program in Maximum Security. The Providence Center/Discovery oversees a residential program within the Women's Division Minimum Security as well as counseling program in Women's Medium Security. The Providence Center has programs at the men's Minimum, Medium II, and Maximum.

The RIDOC is aware that since 1989, the field of substance abuse treatment has advanced and addictions treatment has evolved into a scientifically validated health care field. The client population of the ACI has also changed significantly. Where treatment was once limited to abstinence issues, today's client population has multiple needs, including major additional health

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and mental health issues. Also, as Rhode Island's population has grown more culturally and ethnically diverse, treatment must expand to be inclusive of Rhode Island's emerging populations.

**In keeping with best practices and evidenced-based treatment, substance abuse treatment within the RIDOC should be comprehensive, stressing behavioral change to promote public safety. Treatment should be individualized and directed at offenders' accepting responsibility for both their crimes and their recovery with the dual goals of relapse prevention and the reduction of criminal recidivism.** Historically, treatment has ranged along a continuum from residential modified therapeutic communities (since 1992) through group and individual treatment. Some of this was based upon federal funding sources. Currently, funding for substance abuse treatment is primarily with "State" dollars with the exception the RSAT funding noted below that now provides for residential treatment in Men's Minimum.

### **Vendor Qualifications:**

The selected vendor(s) must be able to demonstrate considerable professional experience in delivering behavioral health treatment. The selected vendor(s) must have an ethnic and culturally diverse workforce that reflects sensitivity to RIDOC's inmate population.

### **General Purpose:**

The Department of Corrections has recognized for some time that there is a specific need to provide substance abuse treatment at our institutional facilities. Given the high rate of substance abuse as reflected in the histories of those incarcerated at the RIDOC and the likelihood that these offenders, when released, will engage in substance abuse activities, the Department believes a coordinated substance abuse program is a high priority.

### **Status of Current Contracts:**

<b>Facility</b>	<b>Type of Program/Vendor</b>	<b>Source of Money</b>
Men's MAX & HSC	Non-Residential TX: Providence Center and Spectrum	DOC Budget
Men's MED I	Residential TX: Spectrum Inc.	DOC Budget
Men's MED II	Non-Residential TX: Providence Center	DOC Budget
Women's Dix	Providence Center	DOC Budget
Women's GM	Providence Center	DOC Budget
<b>Facility</b>	<b>Type of Program/Vendor</b>	<b>Source of Money</b>
Men's MIN	Residential TX – Spectrum Inc.	R-Sat (DOC Match)

### **Program Goals:**

1. To promote public safety through the effective treatment of individuals with substance abuse problems who are incarcerated at the RIDOC.
2. Coordinate treatment activities with ACI facility-based corrections professionals, Community Corrections (Probation and Parole), and other appropriate agencies.

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3. Assist program participants in a smooth and safe transition to the community with linkage to follow-up care, as appropriate.

### **Program Objectives:**

1. Provide **all** individuals incarcerated at the RIDOC an opportunity to address their substance abuse problems.
2. Inform, instruct, evaluate, and treat substance abusing inmates through individual, group, or modified therapeutic community treatment throughout the ACI.
3. To work with adult counselors to insure that an inmate's individualized program plan includes appropriate information regarding an inmate's substance abuse treatment needs.
4. To provide objective outcome data that includes completion rates, numbers of inmates served at various levels of treatment, successful transitions to the community, and return to prison rates over time.

## **SECTION 3 - SCOPE OF WORK**

### **GENERAL DESCRIPTION: PROPOSED PROJECTS**

The offeror shall submit a proposal that includes a description of substance abuse programming to be offered in RIDOC. A funding level limit is assigned to each project. Offerors may show creativity in funding multiple projects, but should be able to show that the provision of treatment is not compromised. Federally funded programs must use the assigned money as allocated.

### **PROGRAM LOCATIONS/TARGETED POPULATIONS**

#### **Intake Services Center**

The Intake Services Center functions as RI's Jail. As such, it houses both awaiting trial inmates and newly sentenced inmate's awaiting classification to another facility. Daily census has been approximately 1100 men. There is a very high turnover in this facility, but it still represents a "teachable moment" for an intervention. In prior contracts, there has been no formal substance abuse treatment involvement in this facility.

#### **Minimum Security/Work Release Facility**

Minimum Security currently houses over 600 men, some of whom have very short sentences, are serving on violations of probation, or have worked their way through the system to the lowest security level. Historically, there has been an R-SAT funded residential treatment program in this facility. That targeted population has consisted of approximately 62 male inmates doing short sentences, usually two years and under and individuals who have completed other types of substance abuse treatment programs in other DOC facilities. The program currently operates Monday through Friday and treatment for some inmates must be arranged around their work schedules. In addition to residential programming, there is a need for outpatient/day treatment level services. Creative scheduling on the part of the offeror will be required.

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**Annual Funding: includes Federal R-SAT/State: Total \$247,926.00**

### **Substance Abuse “Outpatient”/ “Day Treatment” Services for Male Offenders**

In Donald Price (MED II, 275 men), Maximum Security (375 men), and High Security Protective Custody Inmates (25 men) we have been providing non-residential outpatient substance abuse treatment services. These services have traditionally been 8-12 week substance abuse group education/relapse prevention oriented classes. The classes usually have been two to four hours in length, in an outpatient/day treatment format.

### **John J. Moran Medium Security Facility:**

John J. Moran Facility – The Moran Facility (MED I) is a 900-bed facility for sentenced males. The successful provider will design, develop and implement a comprehensive treatment program for the MED I facility. In prior contracts, a major component has been an intensive residential substance abuse treatment program capable of serving 48 offenders at a time. The residential program has been a highly structured program providing services five days a week (Monday – Friday) and augmented by an educational component for offenders unable to attend the residential program. In addition to residential programming, there is a need for outpatient/day treatment level services. Creative scheduling on the part of the offeror will be required.

### **Women’s Division:**

The Women’s Division consists of the Gloria MacDonald (Women’s Intake & Medium Security) and Dorothea Dix (Minimum Security/Work Release). The total population of Women’s Division is approximately 200 women.. The awaiting trial population in the Gloria MacDonald facility is approximately 70 women. While there is a very high turnover in this unit, it still represents a “teachable moment” for an intervention. Historically, services have included a 24-28 bed residential program in the Dix Building and outpatient/day treatment services in the GM facility. While outpatient services will be concentrated in GM building, they should be offered also to Dix building offenders. Offerors are encouraged to suggest an array of outpatient services to complement the residential unit.

### **SPECIAL REQUIREMENTS FOR WOMEN’S DIVISION:**

*The substance abuse programming at the women’s facilities must be provided in a gender responsive manner. This means that it will include programming that addresses problems that have been identified as specific to incarcerated females including those with dual diagnoses. (Offerors should be aware that literature regarding gender responsive strategies is available on the National Institute of Corrections website.) Additionally, because female offenders, more so than men, are given shorter sentences, programming within the Women’s Division requires additional flexibility.*

### **Funding Timelines and Schedules:**

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The five-year funding timeline proposed for this RFP requires some consideration by potential vendors concerning future program expansions or reductions. There may be additional funds generated by State, Federal or other grants, etc. that could be added to contracts, or present funding could be reduced. Offerors are asked to provide information regarding projected cost per client/per program in an addendum to the Cost Proposal Summary.

### **General Program Eligibility:**

All residential treatment clients are sentenced inmates. In the men's programs, participants generally have six months or more remaining on their sentences. In the women's programs, stays may vary from 3 months to a year. The participants in the outpatient programs have traditionally been open enrollment programs. There will be no discrimination based on age or on criminal history other than as it is described in the exclusionary criteria below. The population should reflect the inmate's racial composition of the RIDOC (49% Caucasian, 28% Black, 21% Hispanic, 2% other).

#### Exclusionary Criteria:

- Individuals with psychiatric problems whose level of functioning either interferes with their ability to participate in the program or presents a danger to self, other residents, or staff.
- Documented aggressive behavior that would put staff and other inmates at risk.

There will be rolling admission to each program.

Individuals will be referred to the programs through:

1. Classification Board
2. Court Recommendations
3. Staff Recommendations
4. Self-referral
5. Parole Board

Once referred, the vendor will assess the inmate for final acceptance into the program. The Warden of the facility or designee will determine final admission to the programs.

### **Urinalysis Testing:**

The RIDOC has a zero tolerance policy for substance use/abuse. In light of this philosophy, the Department has implemented an extensive urine-testing program throughout the facilities and has a significant testing program in each facility especially for participants in the substance abuse treatment programs. The Department has as a particular focus of the urine-testing program, the individuals who are residential substance abuse treatment program participants. Testing will be required of all participants and will be conducted according to Departmental policy guidelines and is done at the expense of the RIDOC. Vendor agencies are expected to cooperate with RIDOC personnel in the selection and testing process.

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Offerors should include in their proposals their policies regarding their program's response to participants who test positive.

### **Program Components:**

All substance abuse programs will have these essential elements, which will be designed as appropriate to the treatment format:

1. **Assessment:** Each individual will be assessed as to the extent of their substance abuse problem and appropriate indicated treatment. As noted earlier, assessments should also include health and mental healthcare issues.
2. **Individualized Program Plan:** Each individual will have developed a holistic individualized program plan (IPP) with significant emphasis placed on substance abuse treatment upon release to the community. Offerors are expected to cooperate with DOC adult counselors in the development of clients IPP's.
3. **Group Counseling/Education:** Each individual will be provided a structured program of group counseling and individual counseling as needed.
4. **Relapse Prevention Training:** Each individual will be involved in traditional relapse prevention programs designed to meet his/her specific needs. Programming should also include information regarding infectious disease and the physical dangers of relapse/overdose upon release.
5. **Discharge Plans:** Each individual in substance abuse treatment will have a discharge plan. The vendor will provide coordination for this discharge plan seeking assistance from other RIDOC and community resources needed to develop a comprehensive plan. The vendor(s) will have primary responsibility for individuals being released from residential programs. The selected vendor(s) will coordinate with the Coordinator of Substance Abuse and established RIDOC discharge-planning program(s) in order to coordinate a seamless transition from institutional treatment to community-based treatment.

### **Results: Program Evaluation**

A comprehensive program evaluation will be required of the offerors. The reports will include process, performance, and impact measures as developed with the RIDOC Planning Division and RIDOC Division of Rehabilitative Services in consultation with the chosen offeror(s). It is expected that outcome data will include return-to-prison rates.

Vendors should expect that their programs will "audited" for their efficacy. This audit will be overseen by RIDOC personnel or an outside agency designated by RIDOC.

### **Coordination of Services**

The Coordinator of Substance Abuse for the DOC and the Warden of each facility will coordinate with the selected vendor in order to provide general supervision of the programs. Monthly Vendor Services Reports will be submitted to the Director of Behavioral Health, the Coordinator of Substance Abuse, and Wardens or designee, for inclusion into the departmental reporting

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requirements. The Coordinator of Substance Abuse will provide day-to-day administrative supervision.

### **Other Requirements:**

In addition to the programmatic requirements described, successful applicants will be required to adhere to the following assurances and contractual requirements:

1. **Security Requirement:** Vendor staff must complete required RIDOC security training and adhere to RIDOC Policies and Procedures. Employees of contractors who must gain entrance into correctional facilities are subject to police record checks. The RIDOC retains the right to refuse entrance to contract employees with felony convictions. Access to correctional facilities also requires adherence to rigid security rules as far as property search, contact with inmates, etc. Final approval of vendor's staff rests with the RIDOC.

2. **Cultural Competency:** The racial composition of staff for the projects should also be consistent with the diversity of the current inmate population as much as is practical. Use of bilingual staff is highly desirable. Staff should be able to address the needs of individuals who have functional literacy and learning problems. Vendors should be able to demonstrate that their staff is appropriately qualified and experienced to provide treatment to an incarcerated population.

3. **Contract Monitoring:** The appropriate vendor staff will participate in regularly scheduled meetings with RIDOC staff to monitor the status of the contract.

4. **Scheduled Meetings:** Appropriate vendor staff will participate in scheduled meetings to determine if screened individuals are appropriate for placement in residential units. The screening committee will consist of program and correctional staff. Individuals not accepted will be given written reasons for non-acceptance by the vendor. Designated RIDOC personnel will review these written reasons prior to them being forwarded to the screened individual. Individuals will not be placed in the program until approved by designated RIDOC personnel.

### **Reports:**

The contractor shall provide the following reports:

1. Quarterly statistical reports in a form agreeable to the RIDOC and the vendor.
2. Quarterly narrative reports on the status of the contract, including major accomplishments and any obstacles encountered.
3. A monthly summary of weekly time sheets of staff involved in the project to be submitted to the RIDOC Coordinator of Substance Abuse. Monthly bills submitted to the RIDOC Director of Behavioral Health will include a Vendor Services Report containing summaries of clients serviced and service provided. It should also include the number of successful graduates, the number of those discharged unsatisfactorily, and the number of those with positive urines and the disposition of those cases with positive urines.

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4. Monthly roster of individuals involved in treatment program. This report will be submitted to the RIDOC Coordinator of Substance Abuse.
5. Individual client files in accordance with standards of MHRH, Division of Behavioral Health. These files are subject to clinical review by designated RIDOC personnel.
6. Evaluation reports for RI Parole Board and DOC classification board. These reports will be forwarded through the RIDOC Coordinator of Substance Abuse
7. A quarterly report summarizing discharge planning referrals and recidivism rates.

### **SECTION 4 – PROPOSAL SUBMISSION**

A Pre-proposal Conference, for the purpose of clarifying the scope and intent of this requirement, as well as the evaluative criteria to be employed in the review of responses to this Request, will be conducted at the date and time listed on the cover sheet at the Department of Administration, One Capital Hill, Providence, RI

A summary of this meeting will be posted, as an addendum to this solicitation, on the Internet at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us). It is the responsibility of all interested parties to download this information. For computer technical assistance, call the Help Line at 401 222-2142, ext 134.

Interested offerors may submit proposals to provide the services covered by this Request on or before **October 20, 2005 at 1:40 PM**. Proposals received after this time and date may not be considered.

Proposals must include the following:

1. A completed and signed RIVIP Bidder certification form, available on the Internet at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us). For computer technical assistance, call the Help Line at 401 222-2142, ext 134.
2. A separate and sealed Cost Proposal reflecting the annual fee or other fee structure, proposed for this scope of service, including completion of the Cost Proposal Summary form, enclosed; As the Department has a cap of **\$1,033,399** per annum, any cost proposal exceeding this amount will be rejected. (There is a possibility of a negotiated increase on the basis of general inflation only for the subsequent years, but not a guarantee).
3. A separate Technical Proposal describing the background, qualification, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement.

The Technical Proposal must contain the following sections:

#### **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.

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### **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).

### **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 proposed approach to be taken for each task, and the 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 attributed deliverables for each.

### **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;

A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position; and

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.

The offeror will be required to meet or exceed the program goals and objectives as stated in this Request for Proposals. The program's ability to meet these objectives will be directly related to the technical review committee's evaluation of the program.

Proposals (an original plus six (6) copies of the technical proposal and an original plus two copies of the sealed cost proposal) should be mailed or hand-delivered in a sealed envelope marked "RFP # B05612: RIDOC Substance Abuse Treatment " to:

DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASES, 2nd Fl  
ONE CAPITOL HILL  
PROVIDENCE, RI 02908

ATTENTION: MR. WILLIAM J. ANDERSON, C.P.M.  
ADMINISTRATOR, PURCHASING SYSTEMS

**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 Points**

<b>CRITERIA</b>	<b>POINTS</b>
Offeror's capacity to accomplish work described	25
Quality of work plan/timelines	20
Quality of inmate supervision and evaluation plans	20
Appropriateness of methodology and approach	25
Cost effectiveness of proposal	25
Minority Business	5
Total Possible Technical Points	120

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

The Technical Review Committee will present written findings, including the results of all evaluations, to the Director of Corrections who will recommend a finalist (s) to the State Purchasing Agent, or his designee, who will make the final selection for this requirement.

**REQUEST FOR PROPOSAL # \*\*\*\*\***

**COST PROPOSAL SUMMARY**

Offeror:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Taxpayer ID #:

\_\_\_\_\_

Authorized Agent:

\_\_\_\_\_

Title:

\_\_\_\_\_

Signature of Authorized Agent:

\_\_\_\_\_

Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail : \_\_\_\_\_

Fax: \_\_\_\_\_

**Cost Proposed per annum: \$\_\_\_\_\_**

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*Note: The cost proposed cannot exceed: \$1,033,399.00*

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**REQUEST FOR PROPOSALS # \*\*\*\*\***

**COST PROPOSAL ADDENDUM**

**For future purpose, should other funds become available or funds are withdrawn, please give a best estimate of:**

**I. Cost per client/per day (residential treatment): \_\_\_\_\_**

Cost estimate based on the following factors:

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**II. Cost per client/per class (educational programs): \_\_\_\_\_**

Cost estimate based on the following factors:

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**III. Cost per client/per assessment (comprehensive pre-release assessment) \_\_\_\_\_**

**Cost per client/per assessment (comprehensive post-release assessment) \_\_\_\_\_**

Cost estimates based on the following factors:

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Offeror: \_\_\_\_\_