

REQUEST FOR PROPOSALS No. B05649

Tobacco Control Training, Technical Assistance and Support Project



RFP# B05649

**TITLE: Tobacco Control Training – Technical Assistance and Support**

**OPENING DATE AND TIME: OCTOBER 20, 2005 at 11:00AM**

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**

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### **SECTION 1 - INTRODUCTION**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Health (HEALTH) is soliciting proposals from qualified firms to implement a Training, Technical Assistance and Support project, as described elsewhere herein, and in accordance with the terms of this Request and the State's General Conditions of Purchase.

This is a Request for Proposals, not a 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 Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The official time clock is located in the reception area of the Division of Purchases, Department of Administration, One Capitol Hill, Providence, RI.

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- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation without a Rhode Island business address shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the selected vendor(s).*
- 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 proposed subcontractor(s) are identified in the proposal.
- Proposals should include the offeror's FEIN or Social Security number as evidenced by a W9, downloadable from the Office of Purchases website at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us).
- Bidders 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 RIGL Title 38, Chapter 2, and will be released for inspection immediately upon request, once an award is made.
- The State of Rhode Island has a goal of 10% participation by Minority Business Enterprises in all State procurements. For further information, visit the web site at [www.rimbe.org](http://www.rimbe.org). To speak with an MBE officer, please call 401-222-6523.

**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.

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

### **BACKGROUND:**

HEALTH has received funding in the amount of \$170,000 through a cooperative agreement with the U.S. Centers for Disease Control and Prevention and an appropriation from the Rhode Island General Assembly to develop and implement a Training, Technical Assistance and Support program. The purpose of this program is to build capacity to reduce the level of tobacco use in Rhode Island. Each year, statewide and community-based projects are working to make the social environment less conducive to tobacco use. Developed by a statewide Coalition, the Tobacco Prevention and Control Program has five goals:

1. To eliminate exposure to secondhand smoke.
2. To prevent smoking initiation among young people.
3. To promote quitting smoking among adults and young people.
4. To identify and eliminate disparities among populations relative to tobacco use.
5. To develop a statewide infrastructure to support tobacco control.

HEALTH also supports the additional goals of Healthy People 2010 of reducing the initiation of smoking by children and youth so that no more than 15% become regular cigarette smokers by age 20, and reducing the use of smokeless tobacco by males aged 12 to 24 to a prevalence of no more than 0.5%.

Rhode Island was the seventh state in the country to become smoke-free. As of March 1, 2005, all public places in Rhode Island have prohibited smoking indoors. Rhode Islanders are more than ready for this change with nearly 80% of Rhode Islanders supporting smoke-free public places. Implementation and enforcement of this new change, however, remains a challenge as the Tobacco Control Program does not have direct funds to conduct enforcement. Therefore the enforcement is dependant upon public complaints of non-compliance.

The Tobacco Control Program is also dependent on funded, community-based agencies to carry out the often complex projects that require considerable capacity building in the form of training, technical assistance, and information and resource support.

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The Rhode Island Tobacco Control Program has come a long way toward reaching its goals and objectives in the past decade. Some of the program's accomplishment highlights include:

- Adult smoking rates have decreased from 26% in 1990 to 22% in 2002;
- Smoking among RI public high school students has reduced from 35% in 1997 to 19% in 2003;
- Illegal sales of cigarettes to minors has reduced from 28% in 2001 to 21% in 2003;

#### **GENERAL PURPOSE:**

1. The purpose of this procurement is to implement a Training, Technical Assistance and Information Support project for the Rhode Island Tobacco Control Program.
2. The anticipated start date of this project is October 1, 2005 – June 30, 2006, with the option to renew for four additional 12-month periods at the exclusive option of the State dependent upon contractor performance and the availability of funding.
3. The contractor should provide information on their specific expertise and/or credentials in planning and delivering training and technical assistance, information gathering and dissemination, program evaluation, and tobacco dependency treatment (cessation). The contractor should demonstrate a record of working effectively with Rhode Island state-level and community-based organizations.

This is an initiative to assist state and local partner organizations and their staff in building highly effective tobacco control programs through training, technical assistance, and provision of information resources, with the goal of increasing capacity for comprehensive tobacco control in local communities and at the state level. The successful offeror will provide systematic, planned training events with follow-up technical assistance for state and community level agencies and individuals, as well as technical assistance in tobacco treatment and evaluation.

Capacity building for tobacco control is the development specific skills and capabilities, such as leadership, advocacy, community organizing, planning and management, assessment and evaluation, and policy/program/treatment interventions in an organization's staff to build the organization's effectiveness and the sustainability of tobacco control. It is the process of assisting individuals and/or groups to identify and address issues and gain the insights, knowledge and experience needed to design interventions, solve problems and implement organizational and community change. Capacity building is facilitated through the provision of

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technical support activities, including specific training, technical assistance and resource networking.

#### **RESULTS:**

##### Goals 1: To Provide Training

- Assess state and local training needs
- Develop a comprehensive training plan for state and local programs
- Design specific training programs
- Deliver training to a variety of audiences
- Identify trainers/presenters

##### Goal 2: To Provide Technical Assistance

Provide on-site and telephone assistance. Provide technical consultation in a wide array of areas including, but not limited to: assisting program staff in the implementation of policies and programs, tobacco dependency treatment, communications, planning and management.

- Short-term technical assistance to state and local programs, and coalitions, through presentations and consultation in areas such as best practices, evidence-based interventions, program evaluation, and diversity and inclusiveness.
- Telephone and on-site visits to consult on strategic planning, coalition building strategy, program evaluation, tobacco dependency treatment, development of long-term communication plans, and/or other topics identified in on-going needs assessment.
- Technical assistance on advocacy for initiatives such as local clean indoor air campaigns, and excise tax campaigns, and other policy initiatives.
- White papers and legal research on various tobacco prevention and control issues.
- Assistance in locating information, resources or individuals with a particular expertise.

##### Goal 3: To Provide Information Resources

Provide timely information, communication and materials to increase knowledge, skills and capacity, including the identification of specific resources and links. Provide a list of web sites and other web resources with reference to key players in tobacco control and essential resources for:

- Advocacy and legal issues,
- Countering the tobacco industry,
- Marketing and advertising,
- Evaluation
- Economics of tobacco,

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- Policy and program,
- Tobacco dependency treatment
- Scientific and clinical information,
- Schools and youth, priority populations, and
- Links to searchable databases, and
- Other topics as needed

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

#### **GENERAL DESCRIPTION:**

The scope of work includes providing training and technical assistance to increase knowledge and skills, foster strong leadership, increase organizational support and strengthen partnerships for the Rhode Island Department of Health Tobacco Control Program and assistance to build capacity of the statewide tobacco control system through the development of specific skills and capabilities, such as leadership, advocacy, community organizing, planning and management, assessment and evaluation, and policy/program/treatment interventions in order to build the effectiveness and the sustainability of tobacco control. It includes assisting individuals and groups to identify and address issues and gain the insights, knowledge and experience needed to design interventions, solve problems and implement organizational and community change.

Technical assistance is delivered as guidance to state-level tobacco control programs as well as community-based organizations to strengthen or enhance program effectiveness. The goal of this technical assistance is to build skills, expertise, and capacity in tobacco prevention and control.

Services to be delivered include but are not limited to:

- Identifying resources related to tobacco
- Education on best practices in tobacco prevention and control
- Education on cultural competence and reaching diverse populations
- Developing an action and communication plan to address tobacco prevention and control in communities
- Training in policy development, advocacy, and other related tobacco control and community development areas
- Telephone and in-person technical assistance on the whole range of tobacco control topics and processes, including training and technical assistance on evaluating tobacco initiatives, and on providing state-of-the-art tobacco dependency treatment services.
- Providing consultation on development and design of tobacco control information

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exchange resources such as web site, various publications

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#### **REQUIREMENTS:**

1. In order to carry out the scope of work for this size project, HEALTH requires three full-time project staff with expertise in training, providing technical assistance in evaluation and tobacco dependency treatment (cessation), community program and policy implementation. Minimum educational requirements: Bachelor's degree necessary, Masters in Public Health or related area preferred.
2. Staff will be expected to meet routinely with Tobacco Control Program management to review progress with contractual requirements and status, and to discuss the training plan, technical assistance offered, and evaluation and treatment activity. Agency and staff identified to carry out the project will be expected to collaborate with all community and state-level agencies funded by the Tobacco Control Program. The individual identified for the treatment portion of the contract must abide by all federal and state confidentiality requirements.

#### **TASKS:**

1. The contractor shall provide training and technical assistance to tobacco control programs in the community funded by HEALTH and to HEALTH program staff
2. The contractor shall assist in the development of information exchange materials and venues including, but not limited to, HEALTH tobacco control website content, tobacco best practice materials, publications for HEALTH's Tobacco Control Program
3. The contractor shall assist HEALTH staff to implement, monitor and evaluate various HEALTH-funded programs and activities within HEALTH and outside in the community
4. The contractor shall assist with school and youth focused collaborative initiatives within various HEALTH divisions and with outside agencies
5. The contractor shall provide training and technical assistance to all treatment programs and coordinate treatment activity for all projects within HEALTH's Tobacco Control Program
6. The contractor shall plan and implement opportunistic advocacy events and special projects relevant to the goals of the Tobacco Control Program
7. The contractor shall update and expand Annual Report on Accomplishments in Tobacco Control

#### **DELIVERABLES:**

1. The contractor shall develop a comprehensive training plan for the RI Tobacco Control Program.
2. The contractor shall design and develop training and informational materials for dissemination to a wide variety of audiences for the Tobacco Control Program.
3. The contractor shall identify and obtain existing training modules and curricula for different audiences and partners of the Tobacco Control Program.
4. The contractor shall develop various tobacco data publications including but not limited to data reference handbook, power point presentations, and health policy briefs.

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5. The contractor shall develop process and outcome reporting forms for all programs funded by the Tobacco Control Program.
6. The contractor shall develop and implement an overall evaluation plan for the Tobacco Control Program, as well separate evaluation plans for different projects funded by the Tobacco Control Program, including but not limited to the treatment programs, youth programs, and Worker Safety Act implementation and enforcement.
7. The contractor shall develop and test evaluation tools to track Tobacco Control Program activities as per CDC's performance measures
8. The contractor shall develop and implement a tracking system for training and technical assistance services provided by the Tobacco Control Program
9. The contractor shall develop and maintain a treatment database that includes demographics, and monthly process and outcome data for all treatment programs

### **SECTION 4 - PROPOSAL SUBMISSION**

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 the date and time listed on the cover page of this solicitation. Please reference RFP B05649 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 helpdesk at (401 – 222-2142, ext: 134.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with state parties will be permitted.**

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

Proposals must include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us).
2. A *separate*, signed and sealed, Cost Proposal reflecting the hourly rate, or other fee structure, proposed for these services, including completion of the Cost Proposal Summary form, enclosed, and
3. A *separate* Technical Proposal describing the background, qualifications, and experience with

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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.
- 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 requirements, 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 by task, 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 by task/subtask, 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.
- 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 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) 222-6670.

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Proposals, a clearly marked original, plus three (3) copies, should be mailed or hand-delivered in a sealed envelope marked "RFP # B05649" "Tobacco Control Training, Technical Assistance and Support Project" to:

| <b>By Courier:</b>  | <b>By Mail:</b>  |
|---|--|
| RI Department of Administration<br>Division of Purchases, 2 <sup>nd</sup> Floor<br>One Capitol Hill<br>Providence RI 02908-5855 | RI Department of Administration<br>Division of Purchases<br>One Capitol Hill<br>Providence RI 02908-5855 |

**NOTE: Proposals received after the above-referenced due date and time may not be considered. Proposals misdirected to other State locations or that are otherwise not present in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Faxed proposals will not be considered.**

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**SECTION 5 - EVALUATION AND SELECTION**

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

|   |           |
|---|-----------|
| Staff Qualifications  | 25 points |
| Capability, Capacity,<br>and Qualifications of the Offeror                                  | 30 points |
| Quality of the Work plan  | 25 points |
| Cost  | 20 points |
| [calculated as (lowest responsive cost proposal divided by this cost proposal) X __ points] |           |

Notwithstanding the above, the State reserves the right to award on the basis of cost alone. Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected. Proposals must attain a minimum score of 60 points on the technical review to be considered in the final review.

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

The Technical Review Sub-Committee will present written findings, including the results of all evaluations, to the State's Architect/Engineer and 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. *When a final decision has been made, all respondents will be notified by the Department of Administration by mail.*

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**COST PROPOSAL SUMMARY**

OFFEROR: \_\_\_\_\_

**STAFF**

**STAFF**

Fully-absorbed hourly rates for all staff members proposed for this work, and the concentration of hours for each (use additional sheets, if necessary):

| NAME                | TITLE | HOURS | HOURLY RATE | TOTAL    |
|---------------------|-------|-------|-------------|----------|
| _____               | _____ | _____ | _____       | \$ _____ |
| _____               | _____ | _____ | _____       | \$ _____ |
| _____               | _____ | _____ | _____       | \$ _____ |
| <b>TOTAL STAFF:</b> |       |       |             | \$ _____ |

**REIMBURSIBLE EXPENSES**

|                       |          |
|-----------------------|----------|
| _____                 | \$ _____ |
| _____                 | \$ _____ |
| <b>TOTAL EXPENSES</b> | \$ _____ |
| <b>PROJECT TOTAL:</b> | \$ _____ |