



Solicitation Information
22 Dec 05

RFP # B05921

TITLE: Training / Technical Assistance - Special Health Care Needs

Submission Deadline: 25 Jan 06 @ 10:30 AM (EST)

PRE-BID/PROPOSAL CONFERENCE: No
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Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **10 Jan 06 at 12:00 Noon (EST)**. 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

SECTION I – INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Human Services (DHS) is soliciting proposals from qualified organizations to provide Training, Technical Assistance, and Coordination of Services for Children with Special Health Care Needs Programs within the Center for Child and Family Health. The contract term extends from the date of issue, expected to be on or about February 1, 2006 to June 30, 2008 with an option to extend an additional thirty-six (36) months if funds are available. All aspects of the proposed project will be performed according to the detailed specifications described elsewhere herein and in accordance with the terms of this Request and the State's **General Conditions of Purchase**, available at www.purchasing.ri.gov.

This is a Request for Proposals (RFP), not an Invitation for Bid; responses will be evaluated on the basis of the relative merits of the proposals, in addition to price. There will be no public opening nor reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors submitting proposals.

INSTRUCTIONS AND NOTIFICATION TO OFFERORS

- Potential vendors 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.
- 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.
- The State reserves the right to award to one or more vendors.
- All costs associated with development or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the vendor. 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 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 vendor, who will assume responsibility for all aspects of work. Joint venture and cooperative proposals will not be considered but subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- All proposals must include the offeror's FEIN or Social Security number as evidenced by a W9, downloadable from the Division of Purchases website at <http://www.purchasing.ri.gov>.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a 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 Secretary of State (401-222-3040). This is a requirement only of the selected vendor(s).
- 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.
- The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator, at (401) 222-6253 or visit the website <http://www.rimbe.org>
- **Vendors 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.**

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090

SECTION II – PURPOSE AND BACKGROUND

PURPOSE

The State of Rhode Island, Department of Human Services (DHS), is seeking experienced technical services for the Center for Child and Family Health in providing training, technical assistance, and coordination of services for DHS certified providers of services for Children with Special Health Care Needs (CSHCN) and their families. These programs include but are not limited to Early Intervention (EI), CEDARR Family Centers, CEDARR Direct Services, including but not limited to Home-Based Therapeutic Services (HBTS), Kids Connect, and Personal Assistance Services and Supports (PASS).

The agency and the technical assistance specialists will work with the DHS to help develop, provide training and technical assistance to assure family-centered, community based, culturally competent systems of care that are comprehensive, universally accessible, and effective for Rhode Island children.

The Department of Human Services anticipates approximately \$ 200,000 in the first contact period of this new contract (February 1, 2006 – June 30, 2006), approximately \$ 475,000 in State Fiscal Year 2007 (July 1, 2006 – June 30, 2007), and approximately \$ 495,000 in SFY 2008 (July 1, 2007- June 30, 2008). The total anticipated cost for the contract term (date of issue to June 30, 2008) is \$ 1,170,000. The estimated level of effort for staff members to complete tasks 1 – 9 described in the RFP is two (2) to three (3) FTEs (depending upon level of experience).

The agency and the technical assistance specialists they employ must be familiar with Rhode Island’s Medicaid system, along with the medical, behavioral and developmental services that DHS provides to eligible children with special health care needs.

The Vendor is required to recruit and retain qualified staff to perform all activities in Tasks 1-9 of the base engagement and for Task 10 at the state’s request as described in the RFP.

The state reserves the right, at any time during the term of the resultant award pursuant to this solicitation, to expand the Base Engagement to include additional like services.

BACKGROUND:

Rhode Island Department of Human Services (DHS)

The Department of Human Services is the State agency in Rhode Island responsible for health care and social support services for individuals and families in Rhode Island. DHS

is divided into two major divisions: the Division of Health Care Quality, Financing and Purchasing (HCQFP) and the Division of Individual and Family Support (DIFS).

The purpose of the Division of Health Care Quality, Financing and Purchasing is to assure the availability of high quality health care services to consumers: to assure the efficiency and economy of services delivered to program recipients by monitoring providers of services; to coordinate service delivery efforts with other State Departments and Agencies; and to administer programs in a manner consistent with federal and state laws and regulations. Health services are provided to three population groups: families and children, individuals with disabilities, and the elderly.

The Center for Child and Family Health (CCFH) is responsible for program and policy development for all Medicaid eligible families and children. The Center administers the RItE Care Program, which provides health insurance to families who are eligible for benefits as a result of their eligibility for the Family Independence Program (FIP), Temporary Assistance for Needy Families (TANF), or who are income eligible children or pregnant women who have no health insurance. The Center also administers the RItE Share premium subsidy program. The Center also administers programs for Children with Special Health Care Needs who are eligible under Supplemental Security Income (SSI), the Katie Beckett Provision, children enrolled in adoption subsidy arrangements, children in temporary foster care and includes programs and services inclusive of CEDARR Family Centers, Home Based Therapeutic Services (HBTS), Kids Connect, Personal Assistance Services and Supports (PASS), Lead Centers, and most recently the Early Intervention System. CCFH provides health coverage to approximately 170,000 individuals. This Center is also responsible for Research and Evaluation for the entire Division of HCQFP.

Further information about the Department of Human Services programs can be found at www.dhs.ri.gov.

SECTION III – SCOPE OF WORK

TASKS TO BE CONDUCTED UNDER THIS CONTRACT

Task 1: Recruiting and Retention of Early Childhood Professionals

- Contractor will develop a plan and implement strategies and activities to address capacity and workforce issues. An annual plan of strategies and activities must be submitted for prior approval by DHS. Particular emphasis must be placed on the recruitment and retention of early care and education service providers, including qualified personnel for EI as well as direct service staff for other programs for CSHCN.
- Contractor will collaborate with regional colleges and universities to promote opportunities for pre-service exposure to CSHCN programs, including presentation to potential students and interns. Contractor will also collaborate with DHS certified providers to better identify in-service training needs for qualified staff. Documentation of these collaboration efforts must be recorded and included in the semi-annual progress report to DHS, along with any approved strategies/activities during that period.
- Contractor will place at least one college intern student in at least two certified EI programs and two additional students in two other CSHCN provider sites by year two of contract. In the third year of the contract, a total of six college intern students will be placed in EI certified programs and/or other CSHCN provider sites. Contractor will coordinate the placements with certified EI providers in order to allow for most appropriate supervision.

Task 2: Early Intervention

- Contractor will coordinate and provide Introduction to Early Intervention training course for all new direct service staff in Early Intervention. It is required that new staff attend this training within six months of date of employment. Course must be offered twice annually and must include, at a minimum, training in the following areas:
 - ❖ Overview of IDEA topic
 - ❖ Family-centered practice
 - ❖ Eligibility for community based services and supports
 - ❖ Evaluation and assessment
 - ❖ Natural environments/natural learning opportunities

- ❖ Development of the IFSP, including the development of functional and measurable outcomes
 - ❖ Transition from Early Intervention
 - ❖ Coordinating with system-wide resources for infants and toddlers and their families, including Medicaid (Rite Care and Fee-For-Service), CEDARR Family Centers (CFC), CEDARR Direct Services, Head Start, Child Care and other DHS administered services, along with various community services and supports.
 - ❖ Procedural safeguards which include the following areas: (1) Family Rights and Responsibilities, (2) Confidentiality and Notices, (3) Access and Location of Information, and (4) Violation Safeguards.
- Contractor will submit all materials to be used in trainings such as the Introduction to EI curriculum or outreach projects, to DHS for approval at least sixty (60) days prior to their release.
 - Contractors will submit the attendance lists, evaluation tool and results from various projects to DHS not later than ten (10) days following the seminar, project or event.
 - Contractor will coordinate and provide a seminar for all clinical supervisors in EI to be held quarterly. It is required that all staff providing clinical supervision attend at least 8 hours per year of training in this area. Seminars must include, at a minimum, training and discussion related to:
 - ❖ Supervisory skill-building
 - ❖ Quality Improvement
 - ❖ Ethical and Risk Management Issues
 - ❖ Collaborative problem-solving
 - In order to promote personnel development, DHS offers EI staff a fixed rate of reimbursement for loss of work due to professional development and training. Contractor will utilize DHS's Early Intervention system to approve, track, and submit the training request invoices for payment to DHS's fiscal unit for all certified EI providers. Contractor will provide a report to DHS quarterly including detailed information on each EI provider's personnel professional development and training requests and reimbursements.

Task 3: Accessing Resources for CSHCN

- Contractor will collaborate with primary referral sources for EI, CEDARR Family Centers and direct service staff, HEALTH administered programs, Head Start, DCYF, RIPIN to develop and coordinate at least two trainings annually for case managers/service coordinators/clinicians regarding system-wide resources, importance of the medical home, how to access the medical home and collaboration techniques.

- Contractor must submit materials to be used in trainings to DHS for approval. at least sixty (60) days prior to their release.
- Contractors will submit the attendance lists, evaluation tool and results from various projects to DHS not later than ten (10) days following the seminar, project or event.

Task 4: Low-incidence/Specialty Services

- Contractor will coordinate and monitor trainings for staff and families of certified DHS providers on evidence-based practices for low-incidence disabilities, such as autism spectrum disorders, infant mental health, visual impairments and hearing impairments. Contractor will conduct a needs assessment and offer 4 topical trainings (one training/quarter) to DHS certified program staff annually. Specific topics to be determined in collaboration with DHS.
- Contractor must submit materials to be used in trainings to DHS for approval. at least sixty (60) days prior to their release.
- Contractors will submit the attendance lists, evaluation tool and results from various projects to DHS not later than ten (10) days following the seminar, project or event.

Task 5: Publications

- Contractor will organize, print, and distribute a quarterly Early Intervention and Children with Special Health Care Needs Newsletter to include upcoming trainings, news and updates, along with Early Childhood System updates.

Task 6: Transition Coordination for Early Intervention

- Contractor will provide individualized and programmatic technical assistance to families, early childhood providers, school district staff, Pediatricians, CEDARR Family Centers, EI service coordinators, and parent consultants in regards to the transition planning process from the Early Intervention Program. These activities include:
 - ❖ Collaborate with all possible referral sources for children at age three (3), including DHS certified programs, Part B (preschool programs receiving funding under Section 619) and other appropriate programs serving children and families at age three (3). Documentation of collaboration efforts to be maintained by contractor and reported to DHS every six (6) months.
 - ❖ Maintaining, updating, printing and disseminating “Transition from EI: A Family Guide”, which must include information for families

transitioning from EI to Special Education and for families not eligible for Special Education services transitioning to community services.

- ❖ Participate in the Introduction to Early Intervention course as it relates to training on transition, twice annually.
 - ❖ Train and support transition mentors in each of the certified EI programs, regarding transition to Special Education and other resources, supports, and services.
 - ❖ Facilitate group interaction between Early Childhood Providers to strengthen linkages (Primary Care Providers, CFC, Child Care, EI, etc.)
 - ❖ Develop and conduct training on transition for EI parent consultants twice annually, including transition to Special Education and other resources, supports, and services.
 - ❖ Develop and conduct training on transition for EI families twice annually, including transition to Special Education and other resources, supports, and services.
 - ❖ Revising, disseminating, collecting, and analyzing data from EI transition surveys and providing this information to DHS quarterly.
- Contractor will provide information and training regarding EI transition needs to CEDARR Family Centers, Head Start, Child Care and other community-based providers.
 - Contractor will provide curriculum and materials for all trainings to DHS prior to training. Attendance lists, evaluation tools, and results will be sent to DHS following trainings.

Task 7: Technical Assistance

- Contractor will collaborate with DHS to implement an evaluation of the Early Intervention System.
- Contractor will develop and administer a needs assessment and implement strategies to address gaps in services for CSHCN, including training and operations technical assistance to DHS certified providers in accessing and coordinating these services.
- Contractor will provide technical assistance and support in the coordination of specialty services to staff of DHS certified programs and assist in developing capacity for these specialty services, such as Autism Spectrum Disorders, infant mental health, vision, hearing, and orientation and mobility. This shall include the identifying qualified professionals available to provide these services and information on how to access and coordinate these services.

Task 8: IDEA liaison

- Contractor will serve as the liaison for all collaboration between Part C and Part B of the Individuals with Disabilities Act.
 - ❖ Participate in the State Performance Plan (SPP) and Annual Performance Report (APR).
 - ❖ Serve as the liaison to the Educational Advocates Program.
 - ❖ Participate in all meetings and activities approved by DHS between Part C and Part B to assure efficient collaboration between programs.

Task 9: Public Awareness and Child Find

- Contractor will collaborate with DHS in the development, planning and dissemination of public awareness materials for CSHCN and their families. Contractor will provide support and technical assistance in public awareness activities/workgroups of all certified DHS programs serving CSHCN and their families.

Task 10: Special Projects

- Contractor will participate in appropriate Special Projects as agreed to by both parties to promote individualized transitions, coordinate direct services, and increased knowledge of services available to CSHCN and their families.

SECTION IV – MINIMUM CONTRACTOR REQUIREMENTS

Contractor Requirements

The Contractor(s) must have the requisite experience and resources to carry out the activities detailed in the scope of work portion of this RFP.

The selected Contractor(s) must demonstrated experience working with children with special health care needs and their families.

The contractor(s) must successfully complete a readiness review conducted by the Department during the bid evaluation process.

The Contractor(s) must demonstrate an understanding and commitment to the goals of the program and to importance of “natural environment” and “parental choice” within the programs.

The Contractor(s) must have the ability and capacity to deliver services statewide.

The contractor selected as a result of this RFP will be required to provide a sufficient number of dedicated on-site and consulting project staff with appropriate expertise and credentials to carry out in Tasks 1-9. The contractor will also be required to propose staff or technical assistance specialists positions that could be filled as needed to conduct special project tasks to be paid on a time and materials basis under Task 10.

The selected Contractor(s) will be expected to meet routinely with DHS, Center for Child and Family Health management to review progress with contractual requirements and status, and to discuss the training plan, technical assistance offered and evaluation DHS programs needs.

Contractor Responsibilities

The Contractor(s) selected as a result of the RFP will be responsible to the Project Administrator, at the Center for Child and Family Health, Department of Human Services.

Data, information, reports, and publications collected or prepared by the Contractor in the course of performing its duties and obligations under this contract shall be deemed to be owned by the State of Rhode Island. This provision is made in consideration of the contractor’s use of public funds in collecting or preparing such data, information, and reports.

The chosen contractor(s) must keep records of all services and work provided. The contractor(s) will meet monthly with the Contract Manager or designee, at the Center of

Child and Family Health, DHS. The contractor(s) will be required to according to all state Guidelines that govern funds being used for this project. The contractor(s) must abide by all State purchasing rules and regulations especially as related to any sub-contracts negotiated as a part of this project.

The contractor will provide all staff members on-site at DHS for at least one seven (7) hour shift/week to work with DHS staff on the assigned tasks previous described.

The contractor(s) will be required to certify to the Rhode Island Department of Administration that they are in compliance with applicable civil right laws and regulations. These laws and regulations relate to issues concerning Equal Employment Opportunity, Limited English Proficiency, and other anti-discrimination laws. The successful bidder(s) may also be required to prepare an Equal Opportunity Employment Plan. A certification of assurances form will be provided to you upon notification of tentative award.

The Contractor(s) selected will identify a project director as well as other appropriate staff to be responsible for all tasks outlined in the RFP.

The contractor(s) must comply with all applicable State and Federal regulations and statutes.

The contractor(s) is required to comply with all applicable RI State laws and DHS program standards as outline in the Requirements section. The contractor will follow all requirements regarding confidentiality of client information as required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

The Contractor(s) selected will establish recruiting and hiring policies and practices that assure that qualified technical assistance specialist in the needed expertise.

The Contractor(s) is responsible for office space, equipment, utilities, and supplies necessary to perform training, technical assistance and/or coordination of services.

All travel costs for contractor staff, including in-state and out-of-state travel necessary to carry out the tasks within the contract, will be the responsibility of the contractor.

The Contractor(s) will make necessary staff available as requested for any contract related business meeting.

Contract Term

Services under the contract are subject to approval of the State's Chief Purchasing Officer and the signatures of the Director of the Department of Human Services or their designees shall commence approximately February 2006 and go through June 30, 2009. The contract shall include three (3) one-year extensions, to be exercised at the option of the state, with DHS approval.

In the contract, the state intends to reserve the right, if it so chooses, to decrease staffing levels and forego the work associated with that staff. Should the State elect this option, payment will be adjusted by subtracting the fully loaded cost for that position. The State will provide adequate notice to the contractor should the State decide to exercise this option.

SECTION IV - PROPOSAL SUBMISSION

The Rhode Island Department of Administration (DOA) on behalf of the Department of Human Services and the Department of Health is issuing this Request for Proposals. **The Office of Purchases within the Department of Administration shall be the primary point of contact for all bidders from the date of release of the RFP until the contract is fully executed and signed.** Any attempt by a bidder to contact any State employees regarding this procurement, other than those named above, may cause rejection of a bid submitted by that party.

Questions concerning this solicitation may be emailed 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 number of 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 (401) 222-2142, ext. 134.

Bidders should recognize that the only official answers to any questions will be those made in writing and issued by the Office of Purchases to prospective bidders. The information will be posted on the Purchases website as addenda to this solicitation.

Responses (**an original plus 5 copies**) should be mailed or hand-delivered in a sealed envelope marked **“RFP #B05921: Training /Technical Assistance – Special Needs”** to:

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

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases.

Proposals should include the following:

1. A signed and completed **RIVIP Bidder Certification Form** (all three pages) with a **letter of transmittal** signed by an owner, officer, or authorized agent of the firm or organizations, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the Department of Human Services. The signature of the official with legal authority to bind the organization into a contractual agreement should also be included. This form is downloadable from www.purchasing.ri.gov.
2. A separate **Cost Proposal** reflecting the hourly rates and other fee structures proposed for this scope of services. The cost proposal shall consist of the offeror's proposed costs for the contract period and should include a budget justification linking each item to the Technical Proposal work plan. The cost proposal shall be limited to 10 double spaced pages.
3. A separate **Technical Proposal** describing the background, qualifications, and experience with similar programs, as well as the work plan or approach proposed for this contract's requirements. The technical proposal shall be limited to 30 double spaced pages.
4. One copy 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 Technical Proposal and Cost Proposal shall be separately sealed and clearly marked. There shall be no reference to price(s) in the Technical Proposal.

The **Technical Proposal** must contain the following sections:

A. Executive Summary

The Executive Summary should highlight the contents of the Technical Proposal, and provide the State evaluators with an overview 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).

One project team member shall be designated in the proposal as the project manager and primary contact person for the applicant organization during the period of performance of the project.

C. Workplan/Approach Proposed

This section shall address Tasks 1-9.

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 Tasks and the results proposed. The work plan description shall include a list of tasks, activities, and/or milestones that will be employed to successfully administer the project. The task assignments of staff members and level of effort for each should be linked to the Cost Proposal.

D. 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.

THE COST PROPOSAL MUST CONTAIN THE FOLLOWING

The scope of work for Tasks 1-9 shall be bid on fully loaded price basis. Within this price, fully loaded costs of staff (direct, indirect, administration, overhead, etc.) and ODC (other direct costs) will be paid on a monthly basis to be billed and paid in accordance with actual positions filled, subcontractors utilized, and ODCs incurred, not to exceed the annual fixed price for Tasks 1-9.

The cost proposal will include completion of Attachment A, which should include all positions and subcontractors for Tasks 1-9, as indicated. Please complete these pages for each of the contract years.

The Contractor will bid Task 10 at the state suggested maximum allowance of \$ 50,000.00 per year. When the State elects to commission special projects, the Contractor will be paid on a time and materials basis in accordance with the labor costs in Attachment A.

The cost proposal shall also detail the percent of staff salaries that will be devoted to benefits, overhead, and profit. Please indicate a separate percent of salary to be charged within the fully loaded rate for each of these categories:

- Benefits, include insurances (health, disability, life), pension, and payroll taxes. Please describe level and type of employee benefits, as well as level of employee contribution required.
- Overhead, including office expenses/other
- Profit
- Other

The cost proposal shall also provide percent overhead and percent profit to be charged, as well as any other costs composing the fully loaded rate, as a percentage of direct subcontractor costs.

The proposal cost of ODCs (e.g. travel, allowances, etc.) shall be indicated separately on Attachments B and C. The cost proposal shall detail what is covered under ODCs.

The cost proposal will include the completion of Attachments A, B, C, and D.

SECTION V – EVALUATION AND SELECTION

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

Previous Experience and Background **15%**

Evaluators will score favorably bidders that demonstrate prior experience in the tasks described or provide staff with specific content expertise. Evaluators will strongly consider recommendations from clients utilizing contractor for similar work. Lack of prior experience similar to the tasks outlined and negative feedback from other clients or references will be cause for significant point deductions. Contractor or subcontractor status as a Minority Business Enterprise will be considered.

Organization and Staffing **25%**

Evaluators will score highly bidders, which present key project staff who demonstrate the experience and qualifications to perform the tasks delineated, which demonstrate the capacity to bring key project staff on immediately, and have access to qualified resources. Bidders who present staff who do not demonstrate sufficient experience and qualifications to perform the tasks delineated as identified in this RFP or who are not immediately available will be deducted points. Bidders who cannot demonstrate access to qualified resources will also result in a deduction of points.

Proposed Approach to Project **40%**

Evaluators will score bidders highly who demonstrate an understanding of the tasks and present an effective work plan for accomplishing them. Points will be deducted for bidders who do not demonstrate a clear and adequate understanding of the tasks or effective methods for accomplishing them.

Proposals found to be technically or substantially non-responsive at any point in the evaluation will be rejected and not considered further. The State reserves the right to reject any or all proposals submitted and to waive any informalities in any vendor's proposal.

Value **20%**

Considering that the primary work of the contract is to provide an adequate level of qualified staff to perform the tasks in the scope of work at the best price to the state, cost proposals will be evaluated for each bidder, fully considering the following elements:

- Value of proposed staff for the fully loaded cost proposed will be scored by comparing fully loaded rates for each position/subcontract to the qualifications and experience of staff/positions/subcontractors proposed.
- Level of effort proposed for Tasks 1-9, including number and qualification level of positions, key staff and subcontractors to be devoted to the contract considered against total price proposed.
- The evaluators will also consider components of the contractor's fully loaded price bids, as well as the time and materials, staffing bid, other than labor rates and subcontract rates, including evaluating the value of what is provided under contract overhead, ODCs proposed, and employee benefits.
- Total fixed price cost proposed.

Award

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

Proposals found to be technically and substantively non-responsive at any point in the evaluation process will be rejected and not considered further.

The Review Committee will present written findings, including the results of evaluations, to the State's Architect/Engineer and Consultant Services Selection Committee, which will make a recommendation to the Director of the Department of Administration, who will make the final selection for this proposal.

Attachment B

**COST PROPOSAL SUMMARY:
Tasks 1-5**

	BASE AWARD					OPTION YEARS		
	<u>Contract Year 1</u> 02/01/06-06/30/06	<u>Contract Year 2</u> 07/01/06-06/30/07	<u>Contract Year 3</u> 07/01/07-06/30/08	<u>Total Contract</u> 02/01/06-06/30/08	<u>Contract Year 4</u> 07/01/08-06/30/09	<u>Contract Year 5</u> 07/01/09-06/30/10	<u>Contract Year 6</u> 07/01/10-06/30/11	
	<u>Total Cost</u>	<u>Total Cost</u>	<u>Total Cost</u>	<u>Total Cost</u>	<u>Total Cost</u>	<u>Total Cost</u>	<u>Total Cost</u>	
Task 1-Labor								
Task 1-ODCs								
Task 1-Subcontractors								
Task 2-Labor								
Task 2-ODCs								
Task 2-Subcontractors								
Task 3-Labor								
Task 3-ODCs								
Task 3-Subcontractors								
Task 4-Labor								
Task 4-ODCs								
Task 4-Subcontractors								
Task 5-Labor								
Task 5-ODCs								
Task 5-Subcontractors								
TOTAL								