



Solicitation Information
28 December 05

RFP # B05939

TITLE: Evaluation Services: DCYF

Submission Deadline: 30 Jan 06 @ 1:40 PM (Eastern Standard Time)

PRE-BID/ PROPOSAL CONFERENCE: Yes Date: 12 Jan 06 Time: 2:00 PM (EST) Mandatory : No Location: Department of Administration / Division of Purchases (Bid Room), One Capitol Hill, Providence, RI

Questions concerning this solicitation may also be e-mailed, in a MicroSoft Word Attachment, to the Division of Purchases at questions@purchasing.state.ri.us no later than **11 Jan 06 @ 12:00 Noon** (Eastern Time). Please reference the RFP# on all correspondence. Questions received, if any, will be answered and 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.state.ri.us.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS:

The Rhode Island Department of Administration/Division of Purchases, on behalf of the **Department of Children, Youth and Families** is soliciting proposals for **evaluation services**, from qualified OFFERERS, and in accordance with the terms of this Request for Proposals (RFP) and the State's General Conditions of Purchase, which is available at www.purchasing.ri.gov

To access the State's General Conditions of Purchase, enter our website, click on RIVIP, then click on General Information and then click on Rules and Regulations. Once the Rules and Regulations are displayed, scroll to the bottom of the page and double click on Appendix A, which contains the State's General Conditions of Purchase.

The scope of work is described herein.

- 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 in the reception area of the Division of Purchases.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation 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 will be a requirement only of the successful bidder (s).
- Offerors are advised that all materials submitted to the State of Rhode Island 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.

- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- The State of Rhode Island has a goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, visit the web site www.rimbe.org. To speak with an M.B.E. Officer, call (401) 222-6253.
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI

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

Awards resulting from this Request will be subject to the State's General Conditions of Purchase, which are available through the Internet at www.purchasing.state.ri.us. The selected Contractor will provide services for a period of 7 year(s), renewable at the sole option of the State for a maximum of 3 additional twelve (12) month periods.

Questions, in **Microsoft Word Format**, concerning this solicitation, may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than the date & Time indicated on page 1 of this solicitation. Please reference **RFP# B05939** on all correspondence.

Responses to questions received, if any, will be discussed at the pre-proposal meeting and posted, as an addendum to the solicitation, on the Rhode Island Division of Purchases website at (www.purchasing.ri.gov) It is the responsibility of all interested Offerers to download this additional information. *If technical assistance is required to download, call the Help desk at (401) 222-2142, ext. 134.*

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 on the date, time, & location listed on page one of this solicitation.

Persons requesting the services of an interpreter for the hearing impaired may obtain those services by calling 401-421-7005 forty-eight hours in advance of the pre-bid conference.

Requests for Proposals to provide the required services must be received by the Division of Purchases **on or before DATE AND TIME listed on page one of this solicitation.** Responses (**a clearly marked original plus (three (3) copies)** should be mailed or hand-delivered in a sealed envelope marked “RFP B05939: Evaluation Services – DCYF” to:

By Courier or Mail:

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 may not be considered. Proposals must be presented to the Purchasing Receptionist for check-in and time stamp prior to the bid opening date and time. 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 for the Division of Purchases. **(Please be advised that Fedex/UPS do not always arrive by 10:30 am, you would be smart to send your submission to arrive at least one day early)**

PROPOSAL SUBMISSION / Response Contents

Proposals must include the following:

1. An R.I.V.I.P. generated bidder certification cover sheet (downloaded from the R.I. Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>.)
2. ***A separate, signed and sealed, Cost Proposal reflecting the fee structure proposed for this scope of service, which will only be requested from firms that meet the minimum technical score as determined by the Technical Evaluation sub-committee. The Cost Proposal will be due within 14 days of your notification to provide such information.***
3. *A separate* Technical Proposal describing the background, qualifications, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement which is due with the initial response submission.

4. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom or Diskette). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested.
5. A completed and signed W-9 Form downloaded from the RI Division of Purchases Internet home page at www.purchasing.state.ri.us by clicking on RIVIP, then General Information and then Standard Forms.

EVALUATION CRITERIA

Responses will be evaluated in two parts. Part one will require the technical submission and will be evaluated on the following criteria:

The Technical Proposal must contain the following sections:

a. Executive Summary

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offerer's technical approach and ability.

b. Offerer's Organization and Staffing

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualification).

c. Work Plan/Approach Proposed

This section shall describe the offerer's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed 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 attributable deliverables for each and will identify and describe what type of tutor training methodology will be utilized in the program.

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

- i. A comprehensive listing of similar evaluation projects undertaken and/or similar clients served, including a brief description of the projects;

- ii. A description of the business background of the offerer (and all subcontractors proposed), including a description of their financial position.
- e. The offerer's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration, and/or a subcontracting plan which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. Questions concerning this requirement should be addressed to Charles Newton, M.B.E. Officer, at (401) 277-6253 or on the MBE Website at www.mbe.ri.gov

SECTION 2 – SCOPE OF WORK

BACKGROUND AND PURPOSE

Intent – The DCYF seeks to retain a qualified evaluator to provide comprehensive analytical, evaluation and research services to guide the development and to ensure the quality of programs and services developed across all divisions of the Department, including Children’s Behavioral Health, Child Welfare, and Juvenile Justice. This evaluator will work with the DCYF’s senior leadership and staff, consumers and community providers to enhance capacity for data-driven decision making throughout the system of care supported by the DCYF. The successful offerer will work closely with department staff, consumers, and community providers to refine performance standards and indicators for all critical system functions will assist the Department’s Management Information System administrators in developing greater access by staff to real-time data. Finally, the successful offerer will assist the Department, consumers and community providers in understanding the uses data and evaluation findings so that these may inform their work and further system development.

Specific Requirements – The successful offerer will be an organization with no less than five years of documented experience in evaluating complex, public systems of care in child welfare, juvenile justice and children’s behavioral health. In addition, the successful offerer will have no less than five years in demonstrated experience as evaluator for federal programs in child welfare, juvenile justice, and children’s behavioral health.

GENERAL DESCRIPTION

Scope of Work – Evaluation Activities to be conducted by the successful offerer include:

1) Agency Performance Indicators: A major activity of evaluation services is to monitor performance indicators (PI) of DCYF’s contracted programs. These indicators are used by the Department to evaluate program effectiveness in all areas of departmental activity, child welfare, children’s behavioral health and juvenile justice:

- Residential, shelter, and specialized foster care programs: individual-level data is collected electronically on a quarterly basis for 62 residential, 16 shelter, and 10 specialized foster care programs in 27 agencies.

- Project Early Start, Comprehensive Emergency Services (CES), Family Preservation programs, Outreach & Tracking programs, and Youth Diversionary programs: Aggregate data is collected quarterly for 7 Project Early Start programs, 8 CES programs, 2 Family Preservation programs, 9 outreach and tracking programs, and 4 Youth Diversionary programs.
- Parent Support Network: aggregate data is collected annually for the Parent Support Network.

Performance indicators evaluation activity includes:

- tracking data elements descriptive of population served, program admissions and discharges, and the extent to which a program has achieved its intended outcomes; providing technical assistance to programs to facilitate timely, complete and accurate reporting;
- conducting data analyses and completing annual reports for each type of program evaluated;
- collaborating closely with the DCYF's utilization review and RICHIST contractors to coordinate data submissions and reporting requirements;
- making presentations of the data to community and program representatives, as well as DCYF and state policy makers;
- and serving on Departmental, state, and community committees, work groups, and task forces that require data expertise relevant to performance indicators.

2) Evaluation of Children's Intensive Services (CIS)

The successful offerer will also be responsible for the ongoing evaluation of Children's Intensive Services (CIS):

- Collecting performance indicator and service utilization data monthly from 10 programs and summarizing this information in quarterly reports to the Department.
- Collecting demographic, clinical, service, and discharge information for newly admitted and/or active clients enrolled in CIS and providing reports of this data to the Department in order to assist in the ongoing management of CIS;
- Making quarterly presentations to CIS management and providers to review the program's operations;
- Completing of a comprehensive annual report; and
- Providing technical assistance to CIS agencies regarding the collection and reporting of data.

3) RICASSP Evaluation: The successful offerer will also provide ongoing evaluation services for the RI Child, and Adolescent, Service System Project (RICASSP), which functions through the leadership of the Local Coordinating Councils. RICASSP was developed in the mid-1990s as part of the system of care managed by DCYF and its community behavioral health providers. Each Local Coordinating Council manages multi-agency, child and family care review teams for each child referred for services from its catchment area. These Child and Family Teams develop an Individual Service Plan for each child and/or youth which identifies necessary services and supports. RICASSP Family Service Coordinators work closely with family members and

community providers to ensure that appropriate services are recommended for each child referred to the team. The Local Coordinating Council tracks which services are received. Evaluation services include:

- Collecting data quarterly from the 8 fiscal agents which host the Local Coordinating Councils; this data includes demographic, clinical, discharge, mental health services, educational, and staff information relevant to CASSP services.
- Performing data analyses at the request of the DCYF;
- Completing an annual report to the Department; and
- Providing technical assistance to agencies to ensure data quality.

4) Federal Child Welfare Outcomes Report/Performance Improvement Plan:

The Department has submitted a Performance Improvement Plan to improve outcomes for children and their families; the successful offerer will track and evaluate on going compliance with this plan as well as department compliance with national child welfare outcomes pertaining to child safety, permanency, and well-being. Activities are included in these analyses:

- Identifying and drawing data from RICHIST necessary to complete the analyses in tandem with the National Child Abuse and Neglect Data System (NCANDS) and the Adoption and Foster Care Analysis and Reporting System (AFCARS).
- Providing an annual report that summarizes findings for the current year and the previous five years; and
- Providing additional reports as required by the DCYF's leadership.

5) Juvenile Justice/Recidivism. In 1998, RI secured Project HOPE, a grant through the Child, Adolescent and Family Branch of the Center for Mental Health Services/SAMHSA to implement a system of care for adjudicated youth returning to the communities throughout the state from the RI Training School for Youth. Through this grant, which has now been transitioned to state support, the DCYF has developed evaluation services for juvenile justice which include:

- Collecting and analyzing demographic, descriptive and utilization data on youth transitioning from the RITS to the community;
- Providing Departmental leadership and managers with summaries of results for specific related juvenile justice initiatives;
- Conducting recidivism analyses for adjudicated youth leaving the RI Training School;
- Completing presentations to Departmental and community providers; and
- Providing technical assistance to the Department on service effectiveness, as well as best and evidence based practice.

6) Developing and implementing evaluation plans for competitive federal and foundation grants sought by the DCYF for the life of this contract. The DCYF frequently seeks substantial and complex grants in the areas of child welfare, children's behavioral health and juvenile justice. Because of the size and complexity of these grants, submitted applications must include evaluation plans that reflect the state of the art. The successful offerer must demonstrate capacity to provide these services to the

DCYF. The successful offerer will be considered the DCYF's evaluator and will also be identified in the submitted application as such. DCYF reserves the right at its sole discretion and with the permission of state purchasing to amend the contract awarded through this RFP to include additional funding for evaluation services secured through successful grants. Examples of evaluation services to be performed include:

- Reviewing the federal or foundation request for proposals and advising the DCYF on evaluation requirements;
- Participating on the development team for the DCYF's proposal, offering technical assistance on all evaluation related issues;
- Developing the Logic Model, evaluation plan, and budget required for successful grant applications;
- Identifying and performing data analyses as necessary to the grant process; and
- Providing any and all information on departmental evaluation processes as are supportive of the grant in development.

7) Providing Evaluation Services as required by the Center for Mental Health Services/SAMHSA - DCYF has recently been awarded the Positive Educational Partnerships Grant from the Center for Mental Health Service, Child, Adolescent and Family Branch/SAMHSA. Pursuant to the requirements of the funding agency, the DCYF must participate in a sophisticated, multi-site national study with approximately 40 other grant sites nation wide. This national evaluation requires the implementation and analysis of multiple validated instruments as well as follow up at six month intervals in face to face interviews with 700 children served by the project. The evaluation, like all other components of the grant program, must be family driven and youth guided, culturally competent, and community-based. The provider must demonstrate capacity to conduct interviews in English and Spanish and to translate evaluation documents and protocols into Spanish. The Projects evaluator must interface continuously with the national evaluator as well as with the project team in RI and the Center for Mental Health Services.

8) Studies/Evaluations in Departmental Priority Areas. Evaluation services also include conducting studies in areas of concern/interest to the Department and its stakeholders. These studies are tailored to address specific questions that will inform program planning, resource allocation, and policy development. The studies vary widely in focus, methods, procedures, data sources, and populations sampled, and range in length from several months to more than a year to complete. Most of these studies involve data analyses using RICHIST, and also may include data drawn from either the National Child Abuse and Neglect Data System (NCANDS) or the Adoption and Foster Care Reporting System (AFCARS). Six studies are described below, as examples of work which the successful offerer must have capacity to perform:

- Focus Group Study of Data-Driven Decision-Making with DCYF Managers: The DCYF requested evaluation services to complete a focus group study of DCYF managers to identify how best to promote data-driven decision making. Focus groups were conducted at all levels of management within DCYF to identify what data is currently being collected, how it is used, and what structures are in place to support data-driven decision making. The findings of the focus group study supported the development of greater access by managers to real-time data as well

as the need for managers to be trained in the uses and interpretation of data and evaluation findings so that these may inform their work. An outgrowth of this study was the implementation of training in the use of RICHIST for DCYF staff in the Rhode Island Training School and for the development of a user-friendly “desktop demo” that tracks real-time information about foster care cases for use by supervisors and workers. In addition, a plan was developed in collaboration with the Institute for Human Science and Services at the University of Rhode Island and the Child Welfare Institute to train DCYF managers and supervisors in the use of evaluation data.

- Maltreatment and Re-Maltreatment in Rhode Island. At the request of the Director, evaluation services completed a comprehensive report of rates and characteristics of maltreatment and re-maltreatment in Rhode Island. This included two types of data collection and analyses: 1) a record review of all cases of re-maltreatment in foster care from January 2002 – September 2002; and, 2) examination of all cases of re-maltreatment in foster care using RICHIST for the period January 1, 2001 through December 2003. In addition, rates of maltreatment and re-maltreatment in Rhode Island were compared to U.S. rates available as well as rates from other comparable states from the Northeast and New England. Evaluation services provides updates of these analyses with revised reports as needed.
- A Comparison of Children/youth with No Legal Status vs. those with Legal Status. No Legal Status cases are those families, who remain open to the Department, usually after maltreatment has been substantiated, but who are not in Departmental custody; thus, the Department has “no legal status” in regards to the child. The study identified characteristics of No Legal Status cases, how these cases differ from Legal Status cases (demographic characteristics, presenting problems, and costs), and whether specific subgroups of No Legal Status cases could be identified for early intervention through community-based services. Presentations of the No Legal Status Study were made to Senior Management and various Departmental workgroups.
- Evaluation of the Families Together Program. An evaluation is presently underway of the Department’s highly-regarded Families Together Program, a visitation program for families for non-custodial parents. The program evaluation includes design elements transferable to the evaluation of other, comparable programs at DCYF. In this evaluation, up to 60 visitation families involved in the program and up to 60 comparable families not involved in the program are being interviewed to assess the impact of foster care visitation services on child and family outcomes. Both quantitative and qualitative data is being collected to determine program effectiveness.
- Modified Children’s Global Assessment Scale (CGAS-M) & Ohio Scales Screening Project. As part of developing a screening eligibility procedure for CIS, the validity of a new measure to assess children’s functioning – the Modified Children’s Global Assessment Scale (CGAS-M) is being tested. This scale was combined with the Ohio Scales to determine eligibility for CIS. Evaluation services trained clinicians in the use of these new scales through a “training the trainers model” carried out in collaboration with Brown University, and is now collecting data through CIS procedures that will be used to validate the measure.

Analysis of the data will take place in early 2006 with recommendations about the measure to be completed by spring, 2006.

- Youth Transitioning from POS Out-of-State Residential Placements. Over the past two years, DCYF has transitioned almost 200 youth with serious emotional and behavioral disorders from out-of-state POS Residential Placements to in-state services. Almost half of these youth returned to their homes and communities; remaining youth were treated in group homes and other residential settings throughout the state. In collaboration with the DCYF's utilization review provider, a focused evaluation is underway to identify the specific impacts of the transition on youth and the factors that influence successful transitions. Data on each of the youth transitioned during this period is being gathered through RICHIST and will be followed up in fall, 2005, with brief interviews with case managers familiar with each child's case. Data will be then analyzed and a report completed on the status of youth transitioning from out-of-state placements.
- Community Capacity for Youth Transitioning from RITS. DCYF is implementing community-based transitional homes for youth transferring out of the RITS. Evaluation services conducted a focused study of community capacity to estimate the number of youth requiring such placements based on RITS data for the previous year. The study was conducted using the RICHIST database and the results were forwarded to the Department.

9) Completion of Research Briefs - Evaluation services also include Research Briefs that draw on data from RICHIST, NCANDS, and/or AFCARS. These 2-page front and back user-friendly summaries are written for distribution to a wide audience – DCYF leadership, management, and caseworkers; service providers; family members; and legislators. Examples of Briefs which have been completed:

- Risk Factors for Repeat Allegations of Child Abuse and Neglect;
- Risk Factors for the Recurrence of Substantiated Abuse or Neglect;
- Residential Placement Cost Estimates;
- Foster Care Exits to Adoption: Impact of Child and Case Characteristics; and
- Foster Care Exits to Reunification: Impact of Child and Case Characteristics.

10) Consultation and Technical Assistance to Specific Departmental Programs and Services. Focused consultation and technical assistance is also provided as part of ongoing evaluation services and activities. The successful offerer must have the capacity to provide such technical assistance and consultation. Examples include but are not limited to, consultation to the:

- DCYF leadership on a variety of matters having to do with research, evaluation, data analysis, and quality improvement;
- Monthly Data Advisory Group;
- Care Management Team regarding the uses of data;
- Rhode Island System of Care Task Force;
- Department of Corrections to gather data on the recidivism of RITS youth; and
- Child and Family Service Review (CFSR) and for the development of the Department's Program Improvement Plan (PIP). As part of the CFSR, two extensive reports were completed and forwarded to the Department's CFSR and

PIP coordinator: 1) *State Child Welfare Program Improvement Plans: A Brief Overview*; and, 2) *Quality Assurance Systems and State Child Welfare Performance Improvement Plans: A Review of State Responses to Child and Family Service Review Findings*.

11) Presentation of Findings to Various Rhode Island Stakeholders - Over the past three years, faculty and staff from evaluation services have completed more than 50 presentations to various stakeholders, such as: Departmental senior leadership; the Data Analytic Center Advisory Group; DCYF managers, supervisors, and caseworkers; various work groups and task forces; community service providers; family members; family court judges; and the Children’s Cabinet. These presentations provide stakeholders with relevant data with which to make data-driven decisions regarding program planning and policy development. Evaluation services staff are expected to be available for such presentations as needed; moreover, staff are expected to translate complex and technical data and analyses into information appropriate to a variety of audiences.

12) Dissemination of Findings at Professional Conferences and in Publications - Evaluation services include presenting findings to six or more professional and scientific audiences at national or regional conferences and meetings, and publishing scientific papers on findings. These disseminations of DCYF’s evaluation capacity provide positive visibility for the Department’s work; ensure that DCYF services and programs reflect state-of-the-art theory, practice, and policy; and contribute knowledge to the fields of child welfare and children’s behavioral health.

13) Perform additional evaluation services as dictated by federal grants acquired or new projects - The successful offerer will be considered the DCYF’s evaluator and, as noted in number 6, above, will be so identified in submitted grant applications as appropriate. Moreover, the contract awarded pursuant to this RFP may be expanded to include additional and related evaluation tasks that are above and beyond the scope herein described. DCYF reserves the right at its sole discretion and with the permission of state purchasing to amend the contract awarded through this RFP to include additional funding for evaluation services as needed over the life of this contract.

PROJECT KEY COMPONENTS

The successful offerer must demonstrate capacity and experience in performing evaluation activities as described in 1 – 13 above.

Specific Activities / Tasks

In particular the successful offerer will provide a concise but comprehensive outline of how each of the above named (1-13) functions will be performed, the credentials of the staff to be assigned, and a work plan for the first year.

The successful Offerer shall be solely responsible for meeting all terms and conditions specified in the Request for Proposal, and any resulting contract. The use of any subcontractors or other vendors must receive prior approval by the State. The Rhode Island Department of Administration shall reserve the right to clarify the terms and conditions of any proposal submitted. The Offerer recommended for this award will be notified by the Department of Administration. A contract will be developed in cooperation with the Rhode Island State Department of Administration and the award recipient that will incorporate a final work plan and schedule. No more than 15 % in indirect costs are reimbursable for the contract awarded pursuant to this RFP.

EVALUATION CRITERIA

Responses will be evaluated in two parts. Part one will require the technical submission and will be evaluated on the following criteria:

SECTION 5 - EVALUATION AND SELECTION

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

Criteria	Possible Points
Staff Qualifications/demonstrated experience with comparable, statewide evaluation activities	15 Points
Capability, Capacity, and Qualifications of the Offerer/ demonstrated experience with comparable, statewide evaluation activities	15 Points
Quality of the Work plan	20 Points
Suitability of Approach/Methodology	20 Points
Total Possible Technical Points	70 Points
Cost – not to exceed \$800,000. [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]	30 Points
Total Possible Points	100 Points

All Offerers must receive a minimum score of 60 points on the technical submission. Offers not scoring at least 60 points will not be considered further.

A Technical Review Sub-Committee will review all submissions. After review, one or more Offerers may be invited to present to the sub-committee and answer questions. The

cost proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each. The cost proposal will also list the total fixed cost for the entire project. The cost proposal will represent 30 points for a possible total score of 100 points.

The ranked findings and selection recommendation will be submitted to the State's Architectural/ Engineering Consultant Services Selection Committee, and forwarded to the Director of Administration for final selection consideration.

Part One Submission Requirements:

Experience of the Offerer and project principals

Describe the Offerer's general experience as well as its experience and qualifications with projects of a similar size, scope and use. Identify the Project Manager, other consultants as well as other members of the project team.

Project Plan

This section shall describe the Offerer's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or method to be employed, and a Work Plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed for each task, and the technical issues that will or may be confronted at each stage and steps taken to assure that the project conform to time and financial constraints

References

Select a minimum of three projects and provide principal contacts, including all contact information for projects similar in size and scope to the proposed project. References will be contacted by members of the selection sub-committee to provide all required information. Please see evaluation criteria below relating to references.

Part Two Submission Requirements:

Offerers who have been short-listed as finalists will be expected, within two weeks of their selection, to provide a cost proposal. The cost proposal shall include a budget and narrative for the project providing a detailed justification of the Offerer's cost or fee structure for this project; this justification shall include the cost methodology used for all expenses related to the project and a justification for each line item. Any items that may represent costs outside of industry standards should be explained.

Provide a Work Plan description that shall include a detailed proposed project schedule (by task and sub-task), a list of tasks, activities and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each and the attributable deliverables for each. Please

list the level of effort to be committed to this project by each assigned staff or consultant in hours per week for the duration of the project. List the percentage of work to be completed by the Offerer and the percentage to be completed by outside consultants.

Deliverables

The Offerer must provide a tentative timetable to complete the following deliverables. The Offerer must agree to provide all deliverables by the dates established in the final work plan and schedule in any resulting contract:

1. The development of a plan for each component of this project, including but not limited to evaluation activities related to and/or support for:

- Data based decision making throughout the system of care
- Agency Performance Indicators
- Children's Intensive Services
- RICASSP
- Federal Child Welfare Outcomes/Performance Improvement Plan
- Juvenile Recidivism
- Developing evaluation plans for grants submitted by the DCYF
- Evaluation Services for the Positive Educational Partnerships Grant/CMHS/SAMHSA
- Studies/evaluations/research briefs in departmental performance areas
- Consultation/technical assistance as needed by the DCYF; and
- Presentation of findings to multiple stakeholders/dissemination at required professional conference and through publications.

The successful vendor shall be solely responsible for meeting all terms and conditions specified in this request, their proposal and any resulting contract. Subcontracts must be approved by the State; however, it is the responsibility of the selected vendor to supervise and monitor the work performed by the subcontractor.

The successful vendor must agree to provide the contract deliverable by the dates established in the final work plan and schedule.

Project Continuation/Expansion

At the sole option of the State, the successful vendor may be requested to provide additional services as an addendum to the Project Scope of Work. The Department reserves the right, with the approval of the Division of Purchases and at the state's sole discretion, to increase the amount of this contract to reflect additional evaluation activities to be performed which may be funded by successful grants or other sources.

Evaluation Criteria

(The Criteria listed below is based upon the standard criteria listed earlier in this document. If you use your own criteria, you will need to identify the areas upon which you will be basing your evaluation)

Phase One

Experience of Agency and Project Principals –35 Points

Does the OFFERER have experience with projects of a similar size, scope and use?

Does the Project Manager and each consultant assigned to the project have the background and experience necessary for a successful project?

Are staff and consultants assigned to this project experienced with projects of similar size, scope and use?

Does the Project team appear able to incorporate program goals and criteria into their work?

Project Plan –25 Points

Did the OFFERER analyze, interpret and discuss issues presented by the project in a manner likely to meet the needs of the client and other customers and end users?

Does the proposed program and design appear sensitive to budget and time constraints?

Does the plan address relevant design and program issues?

Does the plan include a discussion of value engineering and/or applicable standards?

Does the designer identify both constraints and opportunities posed by this project?

Is the project timeline and schedule achievable (not overly optimistic or needlessly long)?

References – Past Performance – 20 Points

Were the references provided of a similar size, scope and use to the proposed project?

Did the OFFERER's final project provide a good design and program fit?

Did the OFFERER identify problems and issues in a timely and complete manner?

Were technical, budget and aesthetic issues fairly balanced with a good outcome resulting?

Did the OFFERER adequately research relevant design and program issues?

Was the OFFERER's design process characterized by effective communication, clear graphic and verbal presentations and appropriate inclusion of all designated stakeholders?

Did the project come in on time and on cost?

Did the OFFERER contribute to overruns?

Were there an excessive number of change orders?

Budget (Phase two) – 30 Points

Does the OFFERER have a history of delivering projects on time and on budget?

Is the OFFERER able to make reliable cost estimates?

Does the budget submission fairly represent standard industry costs for similar projects?

Is the design proposal responsive to the established project budget?

Does the Project Manager appear able to work creatively to achieve program goals within budget constraints?

Is the staff to be assigned to the project, including a project manager, sub-contractors, engineers and others, identified including FTE and/or hourly effort? Does the level of effort for each appear adequate?

Does staffing and hours projected by each assigned staff correspond with the schedule?