



Solicitation Information
23 Jan 06

LOI # B05986

TITLE: Hair Salon Management

Submission Deadline: 23 Feb 06 @ 11 AM (Eastern Time)

Questions concerning this solicitation may be e-mailed, in a Microsoft Word attachment, to the Division of Purchases at questions@purchasing.state.ri.us no later than 6 Feb 06 @ 12:00 Noon (Eastern Time). Please reference the LOI # 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 **Rhode Island Department of Corrections** is soliciting proposals for **Hair Salon Management**, from qualified OFFERERS, and in accordance with the terms of this Request for Letters of Interest/Proposals (LOI/RFP) and the State's General Conditions of Purchase.

This solicitation, and subsequent award, is governed by 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 OFFERERS 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 OFFEROR. The State also reserves the right to award this project based on pricing alone.

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 is to be considered 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 will not be considered.

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 subcontractors are permitted, provided that their use is clearly indicated in the OFFERER's proposal, and that the subcontractor(s) proposed to be used are identified in the proposal.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the selected vendor(s).*

Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Letter of Interest/Request for Proposal will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI.

The OFFEROR should be aware of the State's 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 at <http://www.rimbe.org>

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 three (3) years, renewable at the sole option of the State for a maximum of two (2) additional years.** Anticipated start date is 4/1/2006

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 **LOI/RFP # XXXXX** on all correspondence.

Responses to questions received, if any, will be provided, as an Addendum to this LOI, and posted on the Rhode Island Division of Purchases website at (www.purchasing.state.ri.us) 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.*

Letters of Interest to provide the required services must be received by the Division of Purchases **on or before DATE AND TIME listed on the cover page of this solicitation**. Responses (a clearly marked original plus **(4)** copies) should be mailed or hand-delivered in a sealed envelope on which the LOI number and title is marked to:

RI Dept. of Administration
Division of Purchases
One Capitol Hill
Providence, RI 02908-5955

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 will 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)**

SECTION 2 – EXECUTIVE SUMMARY

The RI Department of Corrections is seeking letters of interest from prospective vendors to manage a hair-cutting program. The program involves seven correctional facilities/hair cutting shops-all in the same complex, and the training and supervision of a minimum of 15 inmate apprentices at any given time. There are set hours of operation covering a six-day work-week, and the vendor must provide for absence back-up. This is a three-year contract, with an option to renew for an additional 2 years. Vendor will be selected on the basis of both credentials and price.

Background

The Rhode Island Department of Corrections has an institutional population of approximately 3,400 inmates—225 women and 3175 men. Population is distributed amongst seven facilities, all of which are located at the Adult Correctional Institutions (ACI) in the John O. Pastore Center in Cranston. Each of the facilities has a barbershop staffed by inmate apprentice barbers,

collectively under professional supervision of a licensed barber/instructor. The inmate barbers have a range of formal and informal training and experience; occasionally an inmate has a current barber's license.

The barbershops at the ACI are collectively licensed as a single shop by the Rhode Island Department of Health, and fall under the rules and regulations for the licensure of barbers as promulgated by that department. The regulations allow for the barber of record to supervise up to the 15 inmates as registered apprentice barbers. This number may increase as regulations allow. The barber program at the ACI accomplishes two goals: 1) provision of basic hair cutting services for all inmates at the ACI, and 2) vocational training for inmates registered as apprentice barbers leading to a barbers leading to a barber license or to continuation of training in the community upon release from prison.

SECTION – 3 SCOPE OF WORK

- A. The contractor will serve as the barber/manager of all hair cutting facilities at the ACI.
- B. The contractor will provide one or more licensed barbers to be on site (i.e., on the John O. Pastore Center, generally at one of the hair cutting shops) for a minimum of 40 hours per week, such hours to be at times during which one or more hair cutting shop are open.

Hours in which one or more shops are open include:

Monday thru Saturday	8:30a.m. to 11:00a.m.
	12:30p.m. to 3:00p.m.
	6:00p.m. to 9:00p.m.

- C. In cooperation with the contract manager, the contractor will select apprentice barbers. The contractor will assist prospective apprentices in the obtaining of apprentices licenses (the cost of such license which will be borne by the Department of Corrections).
- D. The contractor will make rounds of all hair cutting shops, offering training and advice to apprentices on proper hair cutting techniques. It is expected that the contractor will vary his/her hours from week to week to insure that each shop and each apprentice receives an equitable amount of oversight.
- E. The contractor will promulgate procedures for sanitation and operations specific to each hair cutting facility and in compliance with the Department of Health's regulations for barbershops. The contractor will update such regulations as needed for each facility.

- F. The contractor will prepare requisitions for the purchase of supplies and replacement equipment as needed, submitting such requisitions to the applicable warden.
- G. The contractor will maintain records of hours and training accomplishments completed by each apprentice. The contractor will provide appropriate certification of apprenticeship completed as required by the State Department of Health, and will assist the apprentice in obtaining a barber license or will provide certification of partial completion of apprenticeship which a released inmate can then present to a community barber shop for completion so apprenticeship.
- H. The contractor must provide a replacement barber during periods of extended absences (to be interpreted as absences greater than three working days).
- I. The contractor will invoice on a monthly basis.
- J. The successful bidder and any employees of the successful bidder who would work within the correctional institutions are subject to a criminal background check. Prior felony record is grounds for rejections.

SECTION 4 – PROPOSAL SUBMISSION

PROPOSAL SUBMISSION

Letters of interest must be accompanied by the following:

- A. A photocopy of a current barber/hairdressing license issued by the Department of Health
- B. Documentation of experience in the training of apprentice as well as in the cutting of both male and female hair and both Afro American and Caucasian hair.
- C. Description of any services provided in a correctional setting.
- D. Statement of rate per year for each of five years. **If only a single rate is offered, that rate will be valid for the maximum duration of the contract (up to five years).**
- E. The OFFEROR's status as a Minority Business Enterprise (MBE), certified

by the Rhode Island Department of Administration, and/or a subcontracting plan which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. Questions concerning this requirement should be addressed to Charles Newton, M.B.E. Officer, at (401) 277-6253.

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
Qualifications as a barber/hair stylist	25 Points
Experience in apprentice trianing programs	20 Points
Experience in Correctional Programming	20 Points
Minority Business Enterprise	5 Points
Sub-Total: Technical	
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]	30 Points
Total Possible Points	100 Points

All Offerors must receive a minimum score of 50 points on the technical submission. Offers not scoring at least 50 points will not be considered further.