



Solicitation Information

16 March 06

RFP # B06153

TITLE: Levels of Response to Traumatic Events – D.O.C.

Submission Deadline: 17 April 06 @ 1:40 PM (Eastern Time)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **3 April 06 at 12:00 Noon (ET)**. 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

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The “Official” time clock is 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

This solicitation, and subsequent award, is governed by the State's General Term's & Conditions of Purchase, available at www.purchasing.gov.ri.us

SECTION 2 - BACKGROUND AND PURPOSE

BACKGROUND:

The Rhode Island Department of Corrections (RIDOC) is a centralized, comprehensive correctional system for male and female adult offenders located on the John O. Pastore Complex in Cranston, R.I. Currently there are approximately 3500 sentenced and awaiting trial inmates housed in eight (8) facilities on a one square mile complex. Facilities include the State's only jail for pretrial detainees; five (5) sentenced male facilities and two (2) for female offenders. The RIDOC facilities in Cranston are Rhode Island's only jail and prison residential facilities for convicted State prisoners. There are approximately 3300 male offenders and about 190 women offenders.

The RIDOC Division of Rehabilitative Services provides a comprehensive array of rehabilitative opportunities including but not limited to GED, ABE, and educational opportunities, job training, mental health program, domestic violence education, discharge planning programs, infectious disease education and counseling, substance abuse education and residential treatment programs, religious services, parenting programs and a contractor operated counseling and group therapy sex offender program.

Of the 2,667 inmates surveyed in Rhode Island who were serving a sentence or awaiting a trial at the Rhode Island Department of Corrections in 2004, 62 percent reported having children. More than two thousand children visit a parent at the Adult Correctional Institution in Cranston each year. These children are forced to deal with a variety of traumatic emotions more rapidly than their ability to adjust or adapt. As a result, many of these children have difficulty returning to school; have serious problems in school; their academic performance deteriorates; they exhibit emotional numbness and antisocial behavior. Problems of children with a parent in prison are usually not recognized as being related to the incarceration of a parent.

SUMMARY:

The Department of Corrections (RIDOC) with federal Office of Juvenile Justice Prevention funding through the RI Justice Commission, is purchasing the Levels of Response to Traumatic Events Model (LORTE) program, which will be provided to children who have incarcerated parents. The RIDOC plans to pilot this 12-week program by using at least two (2) local service providers currently working with children of incarcerated parents as test sites to have the program evaluated, validated and subsequently listed as an Office of Juvenile Justice Program Model Program. The chosen test sites will, from the time of the award to September 1, 2006, be required to complete three (3), twelve (12) week sessions for 10 - 12 children per session. Children's ages should range between 8-15 years.

After this initial test phase the RIDOC intends to disseminate the program and offer training for trainers throughout the state's school districts, social service agencies, faith-based community and any person or group within the State of Rhode Island that works with children of incarcerated parents. In addition the RIDOC is currently creating a program for inmate parents based on the LORTE model. Inmate parents will learn about the effects that their actions and incarceration have had on their children, by teaching inmate parents to recognize the connection between their incarceration and the associated trauma, emotional cycles and expected behaviors exhibited by their children.

Goals & Objective:

The Department of Corrections believes that the utilization of the LORTE MODEL is the most sensible approach to assist children with incarcerated parents. In keeping with the Department's mission, implementation of this model in Rhode Island is a public safety issue. The program will not only decrease negative behaviors of children due to parental incarceration, but will also address the following:

- Lowering the chances that a child with an incarcerated parent will become negatively involved with the criminal justice system, including incarceration, thus breaking the inter-generational incarceration cycle and affecting the crime rate.
- Promoting school success by intervening prior to the need for costly specialized educational and treatment services.
- Increase the likelihood of maintaining the parent/child relationship. Research has shown that maintaining family ties during incarceration decreases the risk that the offender will turn to drugs or return to prison. Also, studies show that parents with regular contact with their children are more likely to contribute to paying child support.
- Maintaining contact with the incarcerated parent may mitigate some of the tragic consequences of parental incarceration for the children.
- Increase the resiliency of the children of prisoners and ex-prisoners.
- Equip adult professionals and youth with a tool to understand the unique circumstances of children of prisoners.
- Explain why adverse behavior is so often exhibited by defining, tracking and explaining the anticipated behavioral patterns of youth in conjunction with the trauma suffered.
- Simplify the task of creating effective treatment goals.

The LORTE model will define for children with incarcerated parents what is happening, why and what to do to head off and/or minimize any adverse effect. The model will allow each youth, with the help of trained staff, to find his or her own place on the LORTE chart and individually design the most effective intervention. This model provides a tool for this work.

SECTION 3 - SCOPE OF WORK

Implement LORTE Model/Program: (up to \$14,500 each for 2 programs)

The vendors chosen will provide the following services:

1. Designate a minimum of two (2) staff members who:

- a. Will participate in at least two (2) full day training sessions on the LORTE Model.
 - b. Will facilitate and complete twelve (12), 2- hour sessions of LORTE instruction to groups composed of 10 to 12 of children of incarcerated parents. The chosen providers will complete three (3) cycles of the program for a total of seventy two hours (72) of programming prior to September 01, 2006. This should result in a minimum of 30 children who have successfully completed the program.
 - c. Will be available to meet at least weekly with RIDOC staff.
 - d. Will provide the RIDOC and designated representatives, accurate and detailed data and information related to this project as specified by the RIDOC.
2. Provide adequate space with an appropriate environment suitable for the delivery of the LORTE program.

Program Components:

The chosen vendors must be able to address the issue of confidentiality in policies and procedures that insure that group meetings, records and all related activities are protected by a strict code of confidentiality and in compliance with all HIPAA regulations.

The chosen vendors must have the capability, independent from the RIDOC, to identify and recruit the requested number of children who have incarcerated parents.

The RIDOC will provide to the chosen vendors all training, training materials, work books, evaluations and assessment instruments related to the delivery of the LORTE Model and the successful completion of this project.

RESULTS: PROGRAM EVALUATION/COORDINATION OF SERVICES

The Professional Services Coordinator for Institutional Programs, RIDOC Parenting Coordinator or designees will coordinate with the selected vendors in order to provide general supervision of the programs.

Due to the research nature of this project, the vendor shall be responsible to ensure that all research instruments provided by the RIDOC are fully completed in a timely manner and include accurate information.

The chosen vendors will be responsible for all requirements related to the Scope of Work

and will be responsible for all clerical work associated with delivering to the RIDOC the results of the programs. Those services associated with travel will be borne by the chosen vendor.

OTHER REQUIREMENTS

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

1. The appropriate contractor staff will participate in regularly scheduled meetings with RIDOC staff to monitor the status of the contract.
2. The chosen vendors will not, under any circumstance, copy, distribute, sell, lend or by any other method, transmit the LORTE Model and/or any of its contents and/or components, including information regarding the participants, to any individual or entity without written permission from the RIDOC Professional Services Coordinator – Institutional Programs, or designee.

REPORTS

The contractor shall provide the following reports:

1. Monthly statistical reports in a form provided by the RIDOC to the chosen vendors.
2. A grant ending narrative report containing participant evaluations; narrative evaluations of the program, including the status of the contract; program accomplishments and obstacles encountered; and on-going suggestions for improvement and any other information requested by the RIDOC.
3. A monthly summary of weekly time sheets of staff involved in the project are to be submitted to the RIDOC Professional Services Coordinator, Institutional Programs, with the monthly bill.
4. All records are subject to the confidentiality guidelines provided by the HIPAA. Individual files will be the property of the vendor and the information contained within the files will be shared with the RIDOC in accordance with the confidentiality policy of the vendor and RIDOC policy and security standards. These files are will subject to clinical and evaluation review by designated RIDOC personnel, and/or designee(s).

SECTION 4 – PROPOSAL/QUESTIONS & SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than the date listed on the cover sheet. Please reference the RFP # on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the Help Desk at 401 222-2142, ext 134

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

Proposals must include the following:

1. A completed and signed R.I.V.I.P. generated bidder certification cover form (downloaded from the R.I. Division of Purchases Internet home page at: <http://www.purchasing.ri.gov>);
2. A signed and sealed Cost Proposal reflecting the fee proposed for this scope of service, including completion of the Cost Proposal Summary form;
3. 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 format.
4. A signed Cost Proposal reflecting an acceptance of the pre-set cost award of on the Cost Proposal Summary form, enclosed. The second page of the cost proposal summary form to include a per hour cost for program group sessions, a per hour cost for staff training, a per hour cost for data collection and a per hour cost for meeting with RIDOC representatives.
5. 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 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) and the Offeror's experience describing the background, qualification, and experience working with children of incarcerated parents and programs/activities provided to this group.

c. Work Plan/Approach Proposed

This section shall contain a thorough explanation of all programmatic aspects and services required to complete the Scope of Work section. This will include a demonstration of the knowledge and ability to identify, recruit, retain and successfully "graduate" program participants, and fully describe the proposed days, times, venue and available program space to be utilized for the program groups.

IMPORTANT: Offerers must have the capability, independent from the RIDOC, to identify and recruit the requested number of children who have incarcerated parents. Offerers must describe in detail their plan for identifying appropriate program participants, estimated number of children with incarcerated parents that the Offerers are or have provided services to and the age ranges of these children.

This section shall also describe the Offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed to be taken for each task, and the technical issues that will or may be confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule, time line (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.

Include a description of any additional services to be provided beyond the scope of work within the Request, and resources to be used for these services.

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

- 1) A comprehensive listing of similar projects undertaken especially in the area of criminal justice programs and/or similar clients served, including a brief description of the projects.

- 2) A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position.
- 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 procurement. Questions concerning this requirement should be addressed to the, M.B.E. Officer, at (401) 222-6253.**

Proposals - an original plus five (5) copies of the Technical component and an original plus 2 copies of the Cost component should be mailed or hand-delivered in a sealed envelope, marked with the RFP name and number listed on the cover sheet, 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 may 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 emailed, or faxed, to the Division of Purchases will not be considered.

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
Vendor Corporate Stability and Capacity to accomplish work	15 Points
Quality of Staffing/ Supervision and Evaluation Plan	15 Points
Quality of the Work plan /Timelines /RFP required elements	25 Points
Suitability of Approach/Methodology	20 Points
Minority Business Enterprise Consideration [Offeror is a registered Minority Business Enterprise, or	5 Points

proposal includes workable plan for use of MBE in subcontracts]	
Total Possible Technical Points	80 Points
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 20 points]	20 Points
Total Possible Points	100 Points

Notwithstanding the above, the State reserves the right to award on the basis of cost alone, accept or reject any or all bids, and to act in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. *Proposal must receive a minimum 60 of 80 technical points to warrant further consideration. Proposals receiving less than these minimum technical points will not have their cost proposals opened or evaluated.*

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

The Technical Review Committee will present written findings and an award recommendation (s), to the State's Purchasing Agent, or his designee, who will make the final selection for this requirement.

COST PROPOSAL SUMMARY

Offeror: _____
Address: _____
Taxpayer ID#: _____
Authorized Agent : _____
Title: _____
Telephone: _____ Fax: _____
E-Mail: _____

Cost Proposal:

\$ _____ /Hour for Staff Training Attendance
\$ _____ /Hour for Programming
\$ _____ /Hour for Staff Meeting Attendance
\$ _____ /Hour for Data Collection and Reporting

Total proposed cost not to exceed \$14,500 per year for required services.

Signature of Authorized Agent: _____

Date: _____