



Solicitation Information
30 March 06

RFP # B06194

TITLE: GENDER RESPONSIVE SERVICES - D.O.C.

Submission Deadline: 2 May 06 @ 2:20 PM (EDT)

**PRE-BID/ PROPOSAL CONFERENCE: Yes Date:12 April 06 Time: 10:00 APM
Mandatory: No
Location: Department of Administration / Division of Purchases (2nd floor, Bid Room), One Capitol Hill, Providence, RI**

Questions concerning this solicitation may be emailed to the Division of Purchases at questions@purchasing.state.ri.us, no later than 10 April 06 @ 12:00 Noon (Eastern time). Please send questions in a *MicroSoft Word Document* and reference the RFP / LOI number on all correspondence. Answers to questions received, if any, will be posted, as an addendum to this solicitation, on the internet at www.purchasing.ri.gov.

SURETY REQUIRED: No

BOND REQUIRED: Yes

**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.

SECTION 1 – INTRODUCTION

The Rhode Island Department of Administration/Office of Purchases, on behalf of the Rhode Island Department of Corrections, is soliciting proposals from qualified firms to develop and operate a gender responsive reentry program for women under the supervision of community corrections in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at <http://www.purchasing.ri.gov>

This is a Request for Proposals, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price, there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

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

- 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.
- 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 successful bidder.
- 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

SECTION 2 – OVERVIEW AND BACKGROUND

In an effort to assist female offenders break the cycle of involvement with the criminal justice system, the Rhode Island Department of Corrections is seeking proposals from qualified vendors to develop and operate a community-based gender responsive transitional service program for women who are on probation or parole. The program will include a comprehensive residential component for 12-15 women on community supervision and limited nonresidential case management services in collaboration with a Probation Officer for an additional 75 women on an intensive probation or parole caseload. The contract renewable for up to five years. Proposals should not exceed a total all inclusive amount of \$511,000.

This program is state funded and is part of the RIDOC annual budget. It will provide subsidized housing and support services for 12 to 15 female offenders at any given time and in partnership with Probation and Parole, limited case management support for up to 75 women living independently under the supervision of Probation or Parole. The target population will be chronic women offenders who have been active participants in programs and treatment either while incarcerated or in the community. They may have had significant involvement with the criminal justice system and may have made strides in addressing lifestyle changes. The program will collaborate with Adult Probation and

Parole, which will dedicate specialized gender specific supervision by one or more Probation Officer(s) with appropriate training on the management of female offenders. Participating parolees may be supervised separately by a Parole Officer. The Probation and Parole Officer(s) will work closely with the selected vendor as a collaborator and partner.

The RIDOC desires to begin placement of participants into the residential program and services by approximately July 1, 2006. This contract is renewable for up to five years. The vendor should provide a timeline with tasks/deliverables in order to meet this goal.

The number of women in prison in the United States has increased dramatically over the past several decades, exceeding the growth rate of male offenders. Although the percentage of incarcerated women has remained at 6% of the total population of over two million in 2005, the number of women in prison has risen proportionately. The percentage of women on Community Supervision has recently exceeded 21% of the total. While property and drug offenses remain the major categories, women are also being adjudicated more often on assaultive and other violent offenses. For the purposes of eligibility for the program, no distinction will be made based on charge.

This RFP is intended to allow women to reenter the community gradually through supported housing and/or intensive community supervision and support. Our experience indicates that women are very likely to lack the ability to secure their own apartments immediately upon release. They are, therefore, more likely to move into housing with family or friends even when those arrangements have proven to be unsafe for them in the past. Safe affordable transitional housing is an important element in reentry planning for women. In this program women will be given time to practice the skills they have gained while in prison in the real world with strong staff support rather than being abruptly released to the community entirely on their own.

Female offenders differ significantly from male offenders regarding individual characteristics, response to supervision or incarceration, length of sentence and nature of crime. Over one-half of the incarcerated female offenders in Rhode Island are serving one year or less for a non-violent crime. While women are often regarded as less serious offenders because their charges tend to be less weighty as a whole than men's and their terms of incarceration and/or supervision briefer, the greater constellation of needs specific to women contribute to their cycling through the system repetitively.

At least 75% of women in the criminal justice system are mothers of dependent children. Their roles as primary caretakers are crucial to understanding how and why they become involved in criminal behavior, as well as understanding their rehabilitative needs and motivations. The large majority of female offenders are substance abusers, and many suffer from a variety of treated and untreated mental illnesses. Trauma is extremely common among female offenders: they are frequently victims of childhood and adult sexual abuse and domestic violence. They are poorly educated, have limited work experience and often a chronic history of unemployment or underemployment. Many have learning disabilities that have never been diagnosed or addressed.

This program will target women who are residing in or being released to the community and who are under the supervision of probation or parole, and/or have a significant criminal justice history. In some cases, women may be placed in the residential

program as a condition of parole or probation. We also reserve the right to include women who may have concluded probation but are in need of transitional support. Limited case management services will also be made available to women who have safe housing, and therefore do not need residential services, or who have moved on from a residential placement to more permanent housing.

For all of the participants, Gender Responsive Specialized Services for Women Offenders in the Country will be designed to facilitate the women's successful integration into the community as productive citizens. Referrals will come through the Department of Corrections Women's Facilities, Department of Corrections Probation and Parole, the Rhode Island Parole Board or as a Court ordered condition following time served in prison.

Background Information on Institutional Programs

Program services will build upon the life experiences of participating women. The vendor should be aware of existing community-based services, and should become familiar with programs available in the prison for those participants who have been incarcerated.

Women in prison are offered the opportunity to participate in numerous programs. These include treatment and counseling programs addressing Domestic Violence for victims and/or perpetrators; Victims of Sexual Abuse; Residential Treatment for Substance Abusers; Discharge Planning for those within 60 days of release; Chaplaincy counseling; Health Education; Lifeline (a peer suicide prevention program); Education including special education, English as a Second Language, GED and various post secondary education; Mentoring; Work Release; Minimum Security job sites in community agencies; Parenting Education and extended mother/child visits; GROW groups for mental health problems; Recidivism group; and computer literacy.

The following is a more detailed description of institutional programs:

- Residential Drug Treatment – a 24 bed residential treatment unit for Minimum custody women and an intensive outpatient drug treatment program for Medium custody.
- Discharge Planning serves women within six months of release. Discharge Planners on contract with numerous community agencies build relationships with women and assess their post release needs. A transitional plan is designed to assist each woman as she prepares for her release. The Discharge Planner may remain in contact with the woman for three months to twelve months post release to provide support and referrals.
- Mentoring Program – this program utilizes volunteers as mentors to inmates within six months of release to provide additional support for the transition back into the community and for up to one year after release.
- Counseling for Victims of Sexual Abuse – group sessions are conducted weekly through a contract for service with the Sexual Assault and Trauma Resource Center.

- Parenting Education and Extended Visits – this program assists mothers in their efforts to maintain maternal bonds with their children while they are incarcerated and to improve their ability to understand and appropriately parent their children. Individual counseling is offered. It is offered in close collaboration with DCYF.
- Mental Health services including crisis intervention; medication management, specialized discharge planning. Mental Health, Retardation Hospitals (MHRH) and DOC also are collaborating on a plan to ensure placement of offenders with services mental illness are placed in appropriate community treatment after release.
- Spirituality and support programs to include Houses of Healing, and faith based mentoring.
- Department of Labor and Training (DLT) establishment of a corrections employment specialists. This position will provide employment training workshops to all offenders within the last several months of release and serve as a liaison to DLT employment centers.

SECTION 3 – SCOPE OF WORK

The Rhode Island Department of Corrections seeks services from a qualified vendor to develop and operate a community-based gender responsive transitional services program for women who are on probation or parole and have a significant criminal justice history. The Department is interested in receiving proposals from providers who can demonstrate an ability to operate a residential program and ancillary rehabilitative services located in an appropriate community and based on gender responsive principles and philosophy. The intent of the program is to provide a comprehensive and intensive program for women to address their multiple and complex needs. The program also seeks to assist female offenders in completing requirements of probation or parole supervision, reduce the likelihood of re-offending and violation, and to help these women achieve long term stability through making necessary life style changes.

The program will be open entry and open exit based on individual circumstances but the expectation is that residential participants will make a significant time commitment to remain with the program. The vendor will participate in the Discharge Planning process in the Women's Facilities to identify participants at least three months prior to release from prison. The vendor will administer a validated risk/needs assessment instrument and develop a Transitional Accountability Plan (TAP) that will guide each woman seamlessly into the next phase of independent living.

Tasks

Program Requirements:

The vendor shall provide a comprehensive gender responsive program for women offenders in the community to include housing for 12-15 women, life skills and access to services, and limited support and case management services for up to 75 non-residential participants. Some services (particularly life skills training and support) should be provided directly by the vendor. Many others, such as specialized treatment

services for substance abuse or physical/ mental health needs or existing public and private sector employment, training and education programs, should be facilitated through referrals and collaboration with other providers. The vendor will plan for and facilitate access to the full range of services needed by each participating woman.

Ancillary rehabilitative services, detailed below, will be provided to each program participant. Services may be provided directly by the vendor (particularly life skills training) as well as arrangements with other service providers. The vendor will be expected to describe their capacity for serving non-residential participants.

Case plans for each woman will incorporate the following components, as appropriate based on a validated risk/needs assessment:

- Group and individual counseling.
- Trauma counseling.
- Training necessary to enhance life skills, including focus areas such as: problem solving, communication skills, anger management, goal setting relapse prevention, parenting skills, building healthy relationships, family reintegration, budgeting, shopping, food purchase and preparation, personal hygiene, employment retention, etc.
- Employment Assistance Placement/Job Development.
Assessment and Training – Each participant will be evaluated for skills and work history and develop an employment plan that reflects participant skill level and availability of jobs. Participant may, if appropriate, be referred to academic or vocational programs and may attend school or training full time while in subsidized housing to prepare for long term meaningful employment.
- Documentation: The program will ensure that every participant is in possession of state identification, birth certificate, social security card, school transcripts and/or GED. Applications, appeals and actual benefits such as SSI or SSDI should be examined if appropriate.
- Job Readiness Training: Job search techniques, transferable skills, interviewing.
- Job Development, Placement, Coaching, Job Retention
- Legal Responsibilities to include contacting the Courts to clear up old warrants; court costs and including, but not limited to fines; traffic court; small claims, etc
- Health Issues; especially regarding setting up and coordination of community medical resources, regular doctor, clinic contact and dentist etc...
- Social Service Linkage
- Educational Services
- Motor Vehicle Regulations/Fines
- Housing
- Family Responsibilities
- Credit and Banking; including personal budgeting education; and assisting in developing a community bank relationship
- Restorative Justice: “Reparative “ community projects
- Victim impact and sensitivity training

Aftercare

The program shall be designed to prepare women to transition out of the residential and on-site programs, and shall demonstrate the ability to integrate female offenders into appropriate community-based gender-responsive programs. Aftercare support in

collaboration with Probation or Parole Officer shall be available. Planning for participants will focus on resources available in the individual's home community.

Staffing Requirements

Suggested positions are as follows:

- Project Director – a Project Director, employed by the vendor shall provide on site leadership and management of the residential services program. The Director will be expected to work closely with the Women's Facilities Transitional Planning Team and attend regular case assignment meetings in the institution. The Project Director's proposed job description, minimum qualifications (and name, resume and references if a specific person has been selected) shall be included in the proposal.
- Clinical Director - a qualified, clinically trained professional will oversee the individual program plan and monitor individual program implementation for clients regarding substance abuse treatment, mental health/ counseling, family reintegration and related issues.
- Case Managers – each resident in the housing program will have an assigned case manager who will oversee daily schedules, referrals, and program compliance; supplement life skills training; work closely with Probation and Parole Officers; and coordinate case conferences as needed. Case Managers will also remain in contact and provide support for participants who successfully complete a residential component and are living independently under Probation or Parole supervision. Limited services should be available to this group.
- House Manager will coordinate residential functions to include maintenance, food procurement and preparation and housekeeping with resident participation.
- Overnight staff – Arrangements for overnight coverage should be described including the number of staff, hours, on call.
- Variations to the above staffing pattern and responsibilities may be acceptable.

Room and Board

Residents who are able to secure employment will be expected to contribute their income toward costs of room and board. The vendor is authorized to levy a board and room fee equal to 10% of the residents' employment earnings. The vendor is expected to furnish or arrange for all meals and meet the nutritional requirements for female residents who lack the ability to pay and/or are not employed. However, the vendor must accept that some of the residents will attend an education or training program that postpones gainful employment and the ability to pay the board and room fee.

Security and Safety Requirements

The vendor shall provide a plan for security 24 hours/day, and 7 days/week. Entrance to and egress from a housing unit should be tracked and recorded. The vendor shall describe a system to physically account for female offenders housed within the transitional housing unit and procedures for immediate and agreed upon notification to the assigned Probation or Parole Officer when there are discrepancies. Information will be shared with Probation Officer on a continuous basis regarding housing assigned, employment changes, treatment, discharges, releases or transfers, illicit or illegal activities, and any police contacts.

A Program Rule Book should describe the program in detail as well as the rules for safekeeping resident resources and personal property.

Property selected for this program will provide all state required life/fire/safety measures and will be a 'homelike' setting conducive to community living. The location(s) will be convenient to public transportation and employment opportunities. It should be located in a community that may also offer long term housing opportunities. Alternatives to a single residential site may be suggested.

Data Collection and Program Evaluation

Quarterly reports will be submitted including statistics, accomplishments, obstacles and plans for following quarter.

Vendor will be expected to maintain a data base tracking all residents consistent with the DOC TPC database. Vendor will cooperate with audits and periodic program evaluation provided by DOC Planning Unit.

Requirements and Clarification

Gender Responsive Specialized Services for Women Offenders in the Community will be a partnership between the Rhode Island Department of Corrections and a vendor chosen to develop and operate the program. The contract will be managed by the Community Corrections Unit. The Program Director will be an integral member of the Community Corrections Unit participating in its meetings and supervision. The RIDOC reserves the right to interview and approve of all staff prior to the final job offer. Criminal background may influence approval of staff. All staff will be required to attend RIDOC training for non DOC staff.

Role of RIDOC

1. RIDOC is the contracting agency. The vendor shall submit itemized invoices for payment on a monthly basis. Invoices will detail staff expenses, operating expenses and property expenses.
2. The Program will be managed by RIDOC Community Corrections. The Associate Director of Community Corrections or designee will be responsible for operational and fiscal review/oversight. The vendor will coordinate the development and operation of the Program with Associate Director Community Corrections Jeffrey Renzi (401) 462-0373 or designee.

3. Referrals will be accepted from the Women's Facilities, the Rhode Island Parole Board or as part of a split sentence condition of Probation after serving time in prison.
4. The RIDOC will create gender specific supervision by one or more Probation Officer(s) trained in the management of female offenders based on NIC gender responsive principles. Parolees may be supervised separately by a Parole Officer with the same training. The intent is to maintain modified intensive caseload(s) of approximately 75 women. Community Corrections and Institutional staff will work in close collaboration with the vender program director and staff.

SECTION 4 – PROPOSAL SUBMISSION

A Pre-proposal Conference, for the purpose of clarifying the scope and intent of this requirement, as well as the evaluation criteria to be employed in the review of responses to this Request, will be conducted on/at the date, time and location shown on the cover sheet of this solicitation

Questions may also be submitted by email, per the terms and conditions expressed on page one of this solicitation.

RIDOC will make available to firms attending the pre-proposal conference:

- Statistics relating to female offender population (incarcerated and on probation or parole).
- Information and literature describing gender responsive programming for women.

A summary of this meeting will be issued, as an addendum, and posted on the Rhode Island Division of Purchases home page at the Internet address listed on Page 1.

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

Proposals must include the following:

1. A completed and signed R.I.V.I.P. generated bidder certification cover form (downloaded from the RI Division of Purchases Internet home page at: <http://www.purchasing.state.ri.us>;
2. A signed and sealed Cost Proposal reflecting the fee structure proposed for this scope of service, including completion of the Cost Proposal Summary form, enclosed. An Original Cost Proposal, and two copies, are required.
3. Eight (8) copies of a *separate* Technical Proposal describing the background, qualification, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement.

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.

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 duties, responsibilities and concentration of effort which apply to each (as well as resumes if possible).
- c. Work Plan/Approach Proposed
This section shall 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 either 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.
- d. The vendor shall name community-based agencies with which they will collaborate and describe the conditions of collaboration. As part of the proposal, letters of support from community agency partners that are willing to accept female offenders into their programs would be welcomed.
- e. The vendor shall submit a detailed plan of staffing for seven-days/week 24-hours/day coverage or the vendor may propose alternative staff positions that would fulfill comparable purposes. Positions should be indicated as full time or part time. Vendor may suggest alternative coverage for overnight supervision. A staffing pattern should indicate responsible coverage 24/7 with leadership available for emergencies at all times.
- f. The vendor shall furnish an organizational chart for all staff of the transitional housing unit and describe how the staff will be supervised to include scheduling coverage.
- g. The vendor shall provide a copy of the job description for all positions. This should list appropriate education, certification, experience, and responsibilities. Resumes should be provided for any individual staff members who can be identified.

- h. The vendor shall describe provisions and requirements for training and continuing education for all staff members.
- i. Previous Experience and Background, including the following information:
 - i. A comprehensive listing of similar projects undertaken and/or similar clients served specifically experience with female offenders and administering residential programs for offenders, including a brief description of the projects, and a contact name and telephone number from the client, experience may include process and outcome evaluation;
 - ii. A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position.

j.. 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) 222-6253.

Proposals – an original plus seven (7) copies of the Technical component and an original plus two (2) copies of the Cost component should be mailed or hand-delivered in a sealed envelope upon which is marked the solicitation name and RFP number and RFP # shown on the cover page of this solicitation To:

**RI Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02940-6528**

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; Capability, Capacity and Qualifications of the Offer or and Staff	45 Points
Quality of the Work Plan; Suitability of Approach/Methodology/Community Location	50 Points
Minority Business Enterprise Consideration /DBE (Vendor is a registered Minority Business Enterprise, or proposal includes workable plan for use of MBE subcontracts]	5 Points
Total Possible Technical Points	100 Points
Cost [the percentage of the budget going to direct service, the financial soundness of the proposal]	30 Points
Total Possible Points	130 Points

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

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award. Recommendations are submitted to the State Purchasing Agency which makes the final decision.

A performance bond, for the full face value of the project, will be required of the successful vendor, prior to the issuance of a purchase order.

COST PROPOSAL SUMMARY

Offeror: _____

Address: _____

Taxpayer ID#: _____

Authorized Agent: _____

Title: _____

Signature of Authorized Agent: _____

Date: _____ Telephone #: _____

E-Mail: _____ Fax#: _____

Cost Proposed