



## Solicitation Information

21 April 06

RFP # B06249

**TITLE: Behavioral Health Training Services**

**Submission Deadline: 11 May 06 @ 2:00 PM (Eastern Daylight Time)**

PRE-BID/ PROPOSAL CONFERENCE: Yes Date: 27 April 06 Time:2:00 PM (ET) Mandatory : No Location: Department of Administration / Division of Purchases, 2 <sup>nd</sup> floor Bid Room, One Capitol Hill, Providence, RI
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Questions concerning this solicitation may also be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than **27 April 06 at 12:00 Noon (EDT)**. 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.

<b>SURETY REQUIRED:</b> No
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<b>BOND REQUIRED:</b> No
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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](http://www.purchasing.state.ri.us).**

**NOTE TO VENDORS:**

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

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

## **SECTION 1 - INTRODUCTION**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Human Services ("the Department"), is soliciting proposals from qualified organizations to provide certain behavioral health specialist services on behalf of Medicaid recipients who are adults with disabilities and elderly adults. Such services are expected to be provided on behalf of approximately 200 such Medicaid recipients each year. The contract term extends from the date of issue, expected to be on or about June 2006-September 30, 2006 All aspects of the proposed project will be performed according to the detailed specifications described elsewhere herein, and in accordance with the terms of this Request and the State's **General Conditions of Purchase, available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).**

This is a Request for Proposals (RFP), not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the 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 submitting 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 offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

All proposals must include the offeror's FEIN or Social Security number as evidenced by a W9, downloadable from the Division of Purchases website at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us).

The purchase of services under an award made pursuant to this Request will be contingent on the availability of funds.

**Offerors 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.**

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](http://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 - PURPOSE AND BACKGROUND**

### **PURPOSE**

Many people who use Rhode Island's home and community-based care system have psychiatric and cognitive disabilities. Psychiatric diagnoses account for more Medicaid-funded acute hospitalizations than any other diagnostic category and approximately thirty-five percent of adult applicants for Medical Assistance in Rhode Island have significant behavioral health needs. An extensive network of services and supports is funded for individuals classified as having severe

and persistent mental illness (SPMI) or having a developmental disability, but there are few resources available for those not meeting these classifications.

Adult-onset acquired brain injury, dementia, and mental illness secondary to other disabilities are just a few of the challenges that can interfere with a person's ability to remain in the community, if not appropriately treated and accommodated. People with these challenges may reside in private homes, apartments, assisted living or other supported settings, or institutional settings.

There is no system in place that actively prepares mainstream community supports (e.g., housing resources, transportation providers, and home health agencies) to accommodate people with cognitive, psychiatric, and/or behavioral problems. The Americans with Disabilities Act mandates public accommodations, but many providers do not have the tools and knowledge to accommodate "difficult" behaviors.

The purpose of this project is to provide resources to assist community-based supports in accommodating such behaviors. Specifically, the successful bidder will:

Provide expertise in interventions to accommodate behavioral and cognitive disabilities with the goal to create an enhanced system capacity to support individuals with significant behavioral health needs.

Conduct outreach to educate community on availability of services.

Produce training modules that can be used after grant funds are exhausted.

## BACKGROUND

The Rhode Island Department of Human Services ("the Department") is the State agency responsible for certain Federal/State-funded programs that provide support to eligible individuals and families. Programs administered by the Department are located within two major program Divisions. The Division of Health Care Quality, Financing and Purchasing ("the Division") administers the Medicaid program. The Center for Adult Health, within the Division, administers programs for adults with disabilities and elderly adults.

### A. Division of Health Care Quality, Financing and Purchasing

The Division of Health Care Quality, Financing and Purchasing ("the Division") is responsible for administering the Rhode Island Medicaid program. Medicaid is a Federal/State health care program for individuals and families with limited incomes and resources. The program was established by the Federal Government in 1965 as Title XIX of the Social Security Act. States are required to share in the cost of providing Medicaid benefits to State residents. In State Fiscal Year 2003, Rhode Island paid 46 percent and the Federal government paid 54 percent of the cost of providing the Medicaid benefits.

Since its inception, Medicaid has become both the primary payer and purchaser of health care for many individuals and families in need. Today, Medicaid is the chief source of funding for: long-term care for individuals with limited means, health care services for low-income adults with disabilities, and health care coverage for low-income families and their children, and pregnant women and infants.

The Federal Government establishes core requirements concerning Medicaid funding, eligibility standards, and the quality and scope of medical services. Medicaid is an entitlement program; anyone who meets specified eligibility criteria may receive Medicaid services. Medicaid's core required health services include basic health services such as physician services and hospital services. Within this structure, States have flexibility to determine certain aspects of their own programs in the areas of eligibility, reimbursement rates, benefits, and service delivery.

The Division has been implementing its consumer-focused value-based purchasing philosophy by adopting the following operating principles to develop and manage its programs:

Assess consumer needs

Involve consumers in decisions that affect the services they receive

Involve providers in defining performance expectations that respond to consumer needs and assure the quality, efficiency and accountability of service provision

Define benefits, design payment methodologies, and create contract structures that support:

Improved health status of the consumer population

Ability to obtain and maintain work opportunities for those with disabilities

Cost-conscious expenditure of public funds

Use of data to track progress, inform decisions, and continuously improve programs

**The Division's program development, administration, and staff are located in three centers:**

**Center for Adult Health**

**Center for Child and family Health**

**Center for Finance and Administration**

**B. Center for Adult Health (CAH)**

The Center for Adult Health (CAH) administers programs for:

Elderly adults (age 65 and over):

Aged, blind, and disabled at or below 100% of poverty  
Medically needy  
Medicare beneficiaries below the poverty level  
People eligible for long term care

Adults with disabilities (aged 22 to 64):

Blind and disabled persons with income at or below 100% of FPL  
Medically needy  
Medicare beneficiaries below certain income levels  
Long-term care eligibles

**In State Fiscal Year (SFY) 2004, the average monthly caseload of Rhode Island Medicaid recipients included:**

Approximately 23,000 adults with disabilities. Ninety-six percent of this population reside in the community, and four percent live in nursing homes

Approximately 19,000 elderly adults, one-third of whom reside in nursing homes

The adult with disabilities and elderly adult populations are served through the traditional Medicaid fee-for-service (FFS) system as well as under certain waiver programs approved by the Federal Government. These home and community-based waiver programs include:

Physically Disabled Waiver – This waiver, approved through 2007 is administered through a partnership between the Department and the People Actively Reaching Independence (PARI) Independent Living Center. Independent living agencies provide case management and personal care services for individuals with quadriplegia or functional hemiparesis. Participants may receive case management, a personal care attendant, consumer preparation, environmental modification, special medical equipment, homemaker services, and emergency response services. In SFY 2004, approximately 84 individuals received services through this waiver.

Assisted Living Waiver – This waiver, approved through 2007, is a collaborative effort between the Department and the Department of Elderly Affairs to provide services to some individuals residing in assisted living facilities. Eligible individuals may receive case management, assisted living, and special medical equipment. In SFY 2004, approximately 248 individuals received services through this waiver.

Mentally Retarded/Developmentally Disabled Waiver – This waiver, approved through 2006, is jointly administered by the Department and the Department of Mental health, Retardation and Hospitals. Eligible individuals may receive case management; specialized homemaker services, adult foster care, homemaker services, respite care, environmental modification, special medical equipment, residential day habilitation, and supported employment. In SFY 2004, approximately 2,246 individuals received services through this waiver.

Community-Based Elderly Waiver — This waiver, approved through 2006, is jointly administered by the Department and the Department of Elderly Affairs. Eligible individuals over 65 may receive case management, homemaker services, personal care, Meals-on-Wheels, senior companion services, environmental modifications, and special medical equipment. In SFY 2004, approximately 503 individuals received services through this waiver.

Habilitative Waiver – This waiver, approved through 2005, is for people who require daily habilitative and or skilled nursing services to a degree that cannot be provided adequately at a nursing facility level of care. Eligible individuals may receive case management, resident habilitation, day habilitation, supported employment, private duty nursing, and rehabilitation services. In SFY 2004, approximately 13 individuals received services through this waiver as the waiver only started in May 2002.

CAH also oversees the Medicaid Management Information System (MMIS) on behalf of the Division. The MMIS processes medical claims, makes capitation payments, enrolls providers, maintains eligibility information, and generates financial and utilization reports.

### **C. Real Choice Systems Change Grant**

The Department also receives grants from the Federal Government and private entities for special initiatives for eligible populations. One such grant is the Real Choice Systems Change Grant awarded by the Centers for Medicare & Medicaid Services (“CMS”) and started in SFY 2002. The purpose of the grant is to support ten linked project activities aimed at achieving three goals:

- Increasing the state’s capacity to provide services
- Increasing informed choice for consumers
- Improving the integration of health and social services

The eight linked activities include:

Design and develop a Web-based benefit screener/resource directory.

Design and develop Information and Referral tracking software.

Plan and hold a conference on community-based services.

Conduct a survey and needs assessment.

Conduct an analysis of Medicare data.

Assess “High End Residential” youth.

Analyze and track residential and community-based youth services.

Develop behavioral health training modules for use in community based residential settings.

The latter is the focus of this solicitation.

### **SECTION 3 - SCOPE OF WORK**

#### **A. TASKS:**

Provide the necessary organization and staffing to manage this project and provide the services called for herein.

Provide expertise in interventions to accommodate behavioral and cognitive disabilities with the goal to create an enhanced system capacity to support individuals with significant behavioral health needs.

Conduct outreach to make the services known.

Produce training modules that can be used after grant funds are exhausted.

Fulfill project reporting requirements.

#### **B. DELIVERABLES**

Develop a variety of training tools to assist workers and caregivers in dealing with many of the most common behavioral issues encountered within residential settings.

Submit monthly and final progress reports delineating the services provided, issues or problems encountered, and problems/solutions to these issues/problems, due within 30 days of end of each reporting period. The final report shall be due by September 30, 2006. The final report should include information and data that can be used to demonstrate the sustainability of this project.

## **C. REQUIREMENTS**

### ***1. Completion of Tasks***

The tasks described in the “Tasks” portion of this section must be completed in the order in which they are described. As the required activities can only reasonably be completed in this order, this should not present a problem to the potential contractor.

The entire project must be completed by September 30, 2006. This includes completion of tasks, analysis, and report by this date.

### ***Required contractor expertise, experience, ability and capability***

The contractor must have demonstrated expertise and experience delivering behavioral health training services, and training individuals to work with individuals experiencing behavioral issues. The contractor’s expertise must be primarily based on practice guidelines promoting educational motivational techniques and change theory incorporating strengths, positive reinforcement and independence without coercion or harsh consequences.

### ***3. Term of contract***

The contract term will be from the date the contract is signed by the Department and the contractor to September 30, 2006.

### ***4. Single award***

One contract will be awarded.

### ***5. Conditions governing subcontracting***

If the contractor intends to use any subcontractors, the contractor must clearly identify the subcontractor in the response to the RFP. The contractor retains responsibility for the completion and quality of any work assigned by subcontractors.

### ***6. Setting for work, meeting and other relevant activities***

The Department will not provide office or other space for the contractor. All work other than meetings with Division staff will occur at a location of the contractor’s choosing. The location(s) chosen must be equipped to conduct the required activities as specified in the RFP. The offer must describe the ways in which the facility is sufficient to ensure the contractor can successfully complete all required project tasks.

### ***Compliance with statutory, regulatory, or other standards***

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

### ***Compliance with program standards***

The contractor is required to comply with all applicable RI State laws and DHS program standards. The contractor will follow all requirements regarding confidentiality of client

information as required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

***Use of state data***

As noted in Items 7 and 11, the contractor must follow HIPAA requirements regarding confidentiality of client data.

***Cooperation/coordination with other agencies, contractors, or entities***

In signing a contract with the Department, the contractor agrees to work cooperatively with all required agencies, contractors, or entities.

***Agreement that rights to data and work products revert to the State on payment***

In signing a contract with the Department, the contractor agrees that all data and other work products developed as part of this project are the property of the Department on the completion of the project and payment of the contractor.

***Confidentiality***

As required by HIPAA and other State and Federal rules, the contractor must maintain the confidentiality of all information on Medicaid clients. Information which may be provided by the Division to the contractor for the completion of the project may not be sold, given or otherwise shared with outside parties.

***Computer equipment/data/data collection support***

The Contractor will provide all computers and associated equipment (including but not limited to printers, modems and other equipment) required for the completion of the project.

The Contractor will ensure that any data that may be collected is done so in a manner consistent with generally accepted methods. The methods are subject to approval by the CAH. Even if the Contractor utilizes a sub-contractor for data collection, the Contractor remains responsible for the quality of both the data collection effort and all resulting data. The Contractor is responsible for the work of all sub-contractors and employees involved in data collection, analysis and all other elements of the project.

***Office space, office equipment, office support***

The Contractor will provide office space, office equipment and office support sufficient to allow the Contractor to fulfill contractual requirements in a timely and high-quality manner.

***Travel***

No travel is expected other than locally to the Division's offices. Any and all expenses related to that travel is the Contractor's responsibility.

***Supervision of subcontractors***

The Contractor assumes all responsibility for contractual activities, whether performed directly or by another agency or agencies under subcontract. The Contractor serves as the sole point of contact with regard to sub contractual matters, including payment of any and all charges resulting from the subcontract. If any part of the proposed work is to be subcontracted, the contractor's

proposal should include the subcontractor's firm name and address, contact person, complete description of work to be subcontracted, descriptive information about the subcontractor's organizational abilities, and estimated cost. The State reserves the right to approve subcontractors and to require the contractor to replace subcontractors found to be unacceptable. The contractor is totally responsible for adherence by the subcontractor to all provisions of the contract.

#### **D. Period of Performance**

This request is for behavioral health training services to be provided on behalf of Medicaid recipients who are adults with disabilities and elderly adults. The period of performance will begin on, or about June 15, 2006(**upon receipt of a purchase order**) and continue through September 30, 2006.

#### **E. Restrictions Against Disclosure**

The contractor agrees to keep information related to the identity of responding employers confidential. Other than the reports submitted to the State, the contractor agrees not to publish, reproduce, or otherwise divulge such information in whole or in part or in any form, or authorize or permit others to do so.

The contractor agrees to immediately notify, in writing, the State's authorized representative in the event there is reason to suspect a breach of this requirement.

### **SECTION 4 - PROPOSAL SUBMISSION**

Proposals must include the following:

A signed and completed **RIVIP Bidder Certification Cover Form** (all three pages) with **a letter of transmittal** signed by an owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the Department of Human Services. The signature of the official with legal authority to bind the organization into a contractual agreement should also be included. This form is downloadable from [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us)

A **Cost Proposal** for the provision of behavioral health training services including training materials/training implementation. The proposal will present the salary or wage rate and level of effort for each position or position category included in the staffing plan presented in the Technical Proposal, associated fringe benefit costs and the basis for calculation, direct costs for operating expenses such as materials, supplies, and purchased services, and indirect costs and the basis for calculation. (**See proposed format in Appendix 1.**) The cost proposal shall consist of the offeror's proposed costs for the contract period. Each training module should be priced

separately. The Department reserves the right to pick which training modules it will include in the contract. These costs must be reported separately. The department is under no obligation to extend the contract beyond the initial contract period and would do so at its sole discretion and only if funding were available.

A *separate* **Technical Proposal** describing the qualifications of the applicant and experience with similar programs, as well as the workplan proposed for this requirement.

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

A. Executive Summary

The Executive Summary should highlight the contents of the Technical Proposal, and provide State evaluators with an overview of the offeror's technical approach and ability.

B. Offeror's Organization and Staffing

A description of staffing, including an organizational chart highlighting the persons or unit(s) responsible for the project.

This section shall include identification of all key 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, demonstrating prior relevant experience and qualifications. (For currently vacant positions, the minimally required levels of education and experience should be provided.)

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

**C. Workplan/Approach Proposed**

This section shall describe the offeror's understanding of the Department's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a workplan for accomplishing the results proposed. The section shall include a discussion and justification of the methods proposed for each task identified in the Scope of Work (above), and the technical issues that will or may be confronted at each stage on the project. The workplan description shall include a detailed proposed project schedule by task, a list of tasks, activities, and/or milestones that will be employed to administer the project, and the task assignments of staff members and level of effort for each, linked to the Cost Proposal.

D. Previous Experience and Background

This section shall include the following information:

A description of the offeror's experience with the development of behavioral training materials and subsequent related training.

A description of the offeror's experience providing services to adults with disabilities and/or elderly adults.

A description of the offeror's educational background.

A description of the offeror's experience working with entities that provide transitional living, assisted living, or other supportive housing.

A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position, and the offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Economic Development, and/or a subcontracting plan which addresses the State's goal of ten percent (10%) participation by MBE's in all State procurements. For additional information, contact the MBE Officer at 401 222-6253

Note: Prior to award being made, the successful applicant must complete a Financial Disclosure, Signatory Authorizations, Authorization for Criminal Background Check, Demonstration of Fiscal Capacity, and Evidence of Application to do Business in Rhode Island.

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than date & time indicated on page one of this solicitation.. Please reference the RFP/LOI # on all correspondence. Questions received, if any will be discussed at the pre-bid conference and included in the meeting summary which 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.

Offerors are encouraged to submit written questions to the Office of Purchases in advance of the pre-proposal Conference and / or to attend the pre-proposal conference. No other contact with State parties will be permitted.

Interested offerors may submit proposals to provide the services covered by this Request within 30 days on or before the date & time indicated on page one of this solicitation..Proposals received after this time and date may not be considered.

Proposals (an original plus four copies) should be mailed or hand-delivered in a sealed envelope marked "RFP #B06249: Behavioral Health Training Services" to:

RI Dept. of Administration  
Division of Purchases, 2<sup>nd</sup> 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 faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases

## **SECTION 5 - EVALUATION AND SELECTION**

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

Capability, Capacity, Qualifications and experience of the Offeror

Understanding of the scope of the project.

Qualifications and capabilities to execute the project including organizational capacity and staffing. The amount and relevance of the experience of the organization and the proposed key staff providing behavioral health services, working with adults with disabilities and elderly adults, and working with entities that provide transitional housing, assisted living, and other supportive housing.

### **Workplan/Approach**

The overall proposed technical approach to the provision of the behavioral health training services specified.

Competitiveness of Cost

Total cost for providing the behavioral health training services, calculated as (the cost contained within the lowest responsive cost proposal divided by the cost of this proposal) times 30 points.

Evaluation Criteria and Point Scale

1. General Requirements	Pass/Fail
2. Technical Proposal Executive Summary and Offerors Organization/Staffing	30 Points
3. Technical Proposal Workplan/Approach Proposed	40 Points
Subtotal	70 Points
4. Cost Proposal	30 Points
Grand Total	100 Points

Cost will be scaled based upon the lowest inclusive proposed cost receiving thirty (30) points.  
Cost points = (lowest response cost ÷ cost of proposal being evaluated) x 30 points.

*Evaluation of responses to this request for proposals will be judged separately on technical merits and cost. Cost proposals will remain sealed until the technical scoring is completed. This approach is intended to ensure that Technical appraisals of capacity, capability, and expertise are uninfluenced by considerations of cost or cost constraints.*

Notwithstanding the above, the State reserves the right to award on the basis of cost alone.

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.

The Technical Review Sub-Committee will present written findings, including the results of all evaluations, to the State's Architect/Engineer and Consultant Services Selection Committee, which will recommend three finalists to the Director of the Department of Administration, who will make the final selection for this requirement.

Evaluation of responses to this request for proposals will be judged separately on technical merits and cost. Cost proposals will remain sealed until the technical scoring is completed. This approach is intended to ensure that Technical appraisals of capacity, capability, and expertise are uninfluenced by considerations of cost or cost constraints.

Notwithstanding the foregoing, the State reserves the right to award on the basis of cost alone.

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.

The State may at its sole discretion, and based upon available funding, elect to extend this contract for a period of twelve months.

The Technical Review Sub-Committee will present written findings, including the results of all evaluations, to the State's Architect/Engineer and Consultant Services Selection Committee, which may recommend up to finalists to the Director of the Department of Administration, who will make the final selection for this requirement.

**APPENDIX 1.**

**COST PROPOSAL SUMMARY**

**SERVICES – BEHAVIORAL HEALTH TRAINING SERVICES**

**Name of Offeror:** \_\_\_\_\_

**Contract Term:** \_\_\_\_\_

**PERSONNEL (Outreach, training modules, training and other):**

Position	Employee	Rate	Effort	Cost
_____				
_____				
_____				

Total Salaries and Wages	\$ _____
Fringes (specify basis)	\$ _____
Total Personnel	\$ _____

**OPERATING EXPENSES (Outreach, training modules, actual training and any other operational expenses.) Specify each category:**

Item Description	Cost
_____	
_____	
_____	

Total Operating Expenses	\$ _____
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**SUBCONTRACTS:**

Description	Subcontractor	Cost
_____		

Total Subcontracts	\$ _____
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**TOTAL DIRECT COSTS** \$ \_\_\_\_\_

**INDIRECT COSTS (specify basis)** \$ \_\_\_\_\_

**TOTAL COSTS** \$ \_\_\_\_\_