



Solicitation Information
5 May 06

RFP# B06302

TITLE: Adult Corrections Educational Services (ACES)

Submission Deadline: 25 May 06 @ 1:40 PM (EDT)

PRE-BID/ PROPOSAL CONFERENCE: No

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **17 May 06 @ 12:00 Noon (EDT)**. 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.

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.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/Office of Purchases, on behalf of the Rhode Island Department of Corrections, is soliciting proposals from qualified firms to provide Adult Corrections Educational Services (ACES) including but not limited to, testing, instruction, all legally required special education services, and related duties as required, 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 will 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.

- 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.
- 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).
- 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

OVERVIEW:

The Rhode Island Department of Corrections (RIDOC) intends to contract with a public or private organization to provide educational instruction to RIDOC's institutional population. The name of the educational program shall be referred to as Adult Corrections Educational Services (ACES). The services had previously been provided by RIDOC staff. This contract is anticipated to be implemented in September 2006, and will remain in effect for four (4) years. Responders to this RFP are encouraged to propose innovative methodologies to fulfill the service requirement. Preference will be given to a single vendor contract; however, the State reserves the right to contract with multiple vendors.

The purpose of ACES is to ensure that all inmates in the custody of the Rhode Island Department of Corrections (RIDOC), regardless of their status, have access to all available educational services and programs, providing at the very least, the opportunity to achieve

functional literacy skills, English language proficiency, vocational competency, and/or GED attainment. Programming shall occur in every facility year round for a minimum of 220 days per year. Each facility has designated classroom areas and libraries that are available to all inmates as scheduling permits.

Service starts upon request or conviction. The provider will be expected to review screening results on file and to administer an assessment device approved by the Rhode Island Department of Education (RIDE), currently the Test of Adult Basic Education (TABE). Inmates 21 years of age or less must be screened for special education histories. Classification board recommendations will be reviewed, and all inmates recommended for educational services will be identified, assessed, and placed. The educational and vocational component (which will include pre-vocational assessments) of the "Individual Program Plan (IPP)" will be developed for each student that includes placement and educational goals

Program offerings consist of a full range of basic education/GED academic classes, all classes and related services designed to satisfy the requirements of various offenders' Individual Education Plans (IEP's) specifically and the Individuals with Disabilities Education Act (IDEA) generally, Title One Remedial Reading/Math classes, English as a Second Language (ESL) classes and vocational training programs. An American Council on Education certified and self contained GED testing program operates on year round basis with all populations and in each facility.

GED classes will be offered in all facilities. Instruction will include but not be limited to, written expression, science, social studies, literature and the arts, and mathematics. Instruction shall comply with the standards needed for GED attainment as well as the Rhode Island Department of Corrections Core Curriculum. Students will be administered the GED Official Pre-Test upon commencement and upon completion of the class. Students demonstrating readiness for the GED Test shall be tested for the GED.

Students that do not pass the GED or those who do not meet the entry criteria for the GED class will be provided with Adult Basic Education (ABE) classes. These classes will provide individualized lessons for participants reflecting the participant's IPP educational goals. For inmates scoring at or below the 6.0 grade equivalent on the TABE, a "Personal Literacy Plan" will be written reflective of values promulgated by the RIDE.

Inmates 21 years of age shall be screened for special education histories. For all qualified special needs students, permission for evaluation will be obtained, educational and psychological evaluations administered and interpreted, Individual Education Plans (IEP) developed (consistent with the federal Individuals with Disabilities Education (IDEA) Act), and all related services including counseling, transition planning, and social history summaries, will be provided.

English as a Second Language (ESL) services will be offered to all non-English speakers in need of such service. Vocational training will be offered as well.

BACKGROUND:

The RIDOC is a centralized, comprehensive correctional system for male and female offenders located on the John O. Pastore Complex in Cranston, RI. 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 3310 male offenders and about 190 women offenders.

The RIDOC Division of Rehabilitative Services provides a comprehensive array of rehabilitative services in addition to educational services including but not limited to mental health programs, domestic violence education, 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. The Department of Corrections annually receives federal dollars intended to supplement existing programs both for Adult Education and the federally protected population of Neglected and Delinquent youth and special needs students twenty-one years of age and under. For inmates that have obtained their GED or are high school graduates, post secondary academic and vocational classes are currently offered through an agreement with the Community College of Rhode Island (CCRI).

The typical client requiring ACES is of low literacy skill level and without a high school diploma, lacking any type of marketable skill, and of limited English proficiency. This profile holds for both the men's and women's population and in a broader context, basically defines the inmate population as a whole. A recent "snapshot" of the inmate population derived from a statistical analysis of TABE results shows nearly 25% of the population has reading deficits severe enough to warrant a Personal Literacy Plan, 60% require intensive remediation in mathematics, and 50% are unable to compose a coherent essay.

SECTION 3 - SCOPE OF WORK

TASKS:

- Provide teachers to work in three 2.5 hour blocks for each of the eight facilities between the hours of 8:30 AM and 8:30 PM in the provision of adult education and GED instructional services
- Provide special education teachers certified by the Rhode Island Department of Education to work in three 2.5 hour blocks for each of the eight facilities between 8:30 AM –8:30 PM in the provision of remedial educational services to offenders identified as having special needs or declared as Neglected and Delinquent Youth
- Provide certified vocational/industrial arts instructors to work in 2.5 hour blocks for the provision of vocational education. Vocational areas shall include, but not be limited to: carpentry/woodworking, sheet metal, metal fabrication, welding, drafting, auto body repair.

- Provide thirty-five hours per week of diagnostic prescriptive teacher services in all facilities – such services to include screening, assessment, diagnosis, creation of instructional recommendations, IEP meeting participation. Services must be provided by certified special education teachers.

DELIVERABLES:

- All lesson plans will be submitted to the RIDOC Administration.
- All instructors will be required to participate in facilities IEPs, such activities to be scheduled in lieu of normal instructional hours.
- The contractor will submit attendance records and class size information to DOC
- The contractor may employ appropriate distance and E-learning technology in the provision of services
- The contractor will submit monthly progress reports to DOC.
- All students leaving the program will receive a progress chart indicating the skills and levels achieved
- The contractor shall provide any related services required per IEP (i.e. speech, audiology, occupational therapy) consistent with the IDEA §300.24

CONTRACTOR RESPONSIBILITIES:

- All teaching staff shall have an English as a Second Language endorsement, an equivalent credential or demonstrated proficiency in working with non-English speakers.
- The contractor must be certified by the Rhode Island Department of Education (RIDE) as a qualified educational program provider, primarily in special education.
- Contractor will provide on site supervision at all times
- Institutional schedules vary and instruction at all facilities shall mirror offender contact hours, times and availability
- Contractor will manage all part time grant funded programs in addition to the day school program
- Contractor will furnish all student progress reports, attendance records, and a class size reports to the RIDOC on a monthly basis.
- Contractor will provide a statistical summation of program information on a quarterly basis with an annual report at the conclusion of the fiscal year.
- Contractor will furnish lesson plans on a weekly basis

- Contractor will provide certified substitute teachers where required in the event of a staff absence
- Contractor will provide appropriate professional development and training for staff in the field of education.
- Contractor will provide Pre / Post TABE test results as well as GED results through the development and maintenance of an appropriate database.
- Contractor will provide all books, paper, pencils, pens, and related materials for classroom instruction
- Contractor will participate in all training as required by the RIDOC.
- Contractor shall furnish the services of a sufficient enough certified and professional staff in addition to support and supervisory staff to deliver educational services to the offender population spanning the hours of 8:30 AM - 8:30 PM equating to a 220 day school year in all facilities.
- **Security Requirement:** Employees of contractor who must gain entrance into correctional facilities are subject to police record checks; the Department retains the right to refuse entrance to contractor employees with felony convictions. Access to correctional facilities also requires adherence to rigid security rules as far as property search, contact with inmates, etc.
- The contractor will provide professional evaluation of all certified teaching staff.
- The contractor shall have posted student contact hours.
- The contractor will perform background checks on all staff.

RIDOC RESPONSIBILITIES:

- RIDOC will provide training on the Department's mission, objectives, goals, and principles via its New Employee Orientation (NEO) Program.
- The RIDOC professional staff will provide clinical oversight of all delivered programming.

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 **17 May 06 @ 12:00 Noon (EDT)**. 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.

Interested offerors may submit proposals to provide the services covered by this Request on or before the date listed on the cover page. 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.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
3. 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 the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualification).

- c. Work Plan/Approach Proposed

This section shall describe the 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 (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. Previous Experience and Background, including the following information:
 - i. A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects, and a contact name and telephone number from the client;
 - ii. 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 procurements. Questions concerning this requirement should be addressed to Charles Newton, M.B.E. Officer, at (401) 222-6253.

Proposals - an original plus six (6) additional 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 marked with the RFP # and Title as listed in the cover sheet of the RFP.

**RI Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908-5855**

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	20 Points
Capability, Capacity, and Qualifications of the Offeror	30 Points
Quality of the Work plan	20 Points
Suitability of Approach/Methodology	25 Points
Minority Business Enterprise Consideration [Offeror is a registered Minority Business Enterprise, or proposal includes workable plan for use of MBE in subcontracts]	5 Points
Total Possible Technical Points	100 Points
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 40 points]	40 Points
Total Possible Points	140 Points

Notwithstanding the foregoing, 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 of 70 out of 100 possible 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, 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.

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: _____

Telephone: _____ Fax: _____

E-Mail: _____

COST PROPOSAL	Year 1	Year 2	Year 3	Year 4
Cost per 2.5 hour block of GED Instructional Services				
Cost per 2.5 hour block of Special Ed Instructional Services				
Cost per 2.5 hour block of Vocational Ed Instructional Services				
Cost per 35 hours of diagnostic prescriptive teacher services				

Signature of Authorized Agent: _____

Date: _____