



**State of Rhode Island
Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Tel: (401) 574-8100 Fax: (401) 574-8387**

**Solicitation Information
May 14, 2020**

ADDENDUM #5

RFP # 7602838

TITLE: Peer Recovery Specialists for Behavioral Health Training and Technical Assistance

Bid Closing Date & Time: **May 29, 2020 @ 10:00 AM Eastern Time (ET)**

Notice to Vendors

1. Zoom meeting information for bid opening;
2. Attached are vendor questions with State responses. No further questions will be answered.

**Dawn Vittorioso
Buyer II**

Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.



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COVID-19 EMERGENCY PROTOCOL FOR BID OPENINGS

Vendors and the public are advised that due to Covid-19 emergency social distancing requirements bid openings at the Division of Purchases shall be conducted via live streaming on the ZOOM website/application. Vendors and the public shall not be permitted to enter the Division of Purchases to attend bid openings. Vendors and the public who attend bid openings via live streaming shall be required to identify themselves and a record of all such attendees shall be maintained by the Division of Purchases. Vendor bid proposals shall be opened and read aloud at the date and time listed herein. The results of bid solicitations requiring a public copy for public works projects shall be posted on the Division of Purchases website as soon as possible after the bid opening. For RFP solicitations only vendor names shall be read aloud at the opening.

Vendors and the public are further advised that visitor access to the Powers Building at One Capitol Hill, Providence, RI requires pre-screening at the entrance to the building. In accordance with the Governor's Executive Order(s) and Department of Health emergency regulations all visitors to the Powers Building must wear a cloth mask which covers the nose and mouth. Vendors delivering bid proposals to the Division of Purchases should allow sufficient time for the pre-screening process. The Division of Purchases assumes no responsibility for delays caused by the screening process or any other reason. Vendors are solely responsible for on time delivery of bid proposals. The Division of Purchases shall not accept late bids for any reason.

Division of Purchases is inviting you to a scheduled Zoom meeting.

Topic: 7602838

Time: May 29, 2020 @ 10:00 AM Eastern Time (ET)

Join Zoom Meeting:

<https://zoom.us/j/99932098132?pwd=OTdPd3ZFZWQ3VTgyWitSMDFhWDcwZz09>

Meeting ID: 999 3209 8132

Password: 571569

One tap mobile

+16465588656,,99932098132#,1#,571569# US (New York)

+13017158592,,99932098132#,1#,571569# US (Germantown)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

833 548 0276 US Toll-free

833 548 0282 US Toll-free

877 853 5247 US Toll-free

888 788 0099 US Toll-free

Meeting ID: 999 3209 8132

Password: 571569

Find your local number: <https://zoom.us/j/99932098132>

Vendor Questions with State Responses for RFP #7602838 – Peer Recovery Specialists for Behavioral Health Training and Technical Assistance

Question 1: Does the State have an incumbent vendor for these services and, if so, which vendor(s)?

Answer to question 1: Parent Support Network is currently under contract to provide services covered by this request for proposals.

Question 2: Are the services in this RFP continually needed, even beyond the term of the resulting contract, and therefore may be bid out again?

Answer to question 2: It is likely that the services contained in this RFP will be needed beyond the terms of resulting contract, but we cannot project the form those services would take at this time.

Question 3: Can stipends related to paid internships be charged to this project?

Answer to question 3: It is anticipated that the successful vendor will propose a mix of paid and unpaid internship opportunities needed to fulfill the field experience requirement for the Certified Peer Recovery Specialist credential issued by the RI Certification Board. If the vendor determines that providing additional support, beyond what is described in Task 1.B *Administer a Scholarship Fund* at page 8, is necessary to retain a prospective peer recovery specialist in an internship, the strategies needed should be described in detail in the Proposed Approach section of the proposal. Be sure to include associated costs in the budget and budget narrative. The source of funds for this contracted service is a federal Block Grant and must conform to federal guidelines and requirements related to allowable costs. Stipends are generally not an allowable cost except with prior approval. BHDDH would recommend that in lieu of use of stipends, specific supports and services to support retention (such as bus passes, mileage, child care) be described and justified in the proposal.

Question 4: Can you share BHDDH internship policies and procedures referenced on page 7 of the RFP?

Answer to question 4: BHDDH will make the policies and procedures referenced on page 7 available to the successful vendor during the course of contract negotiations as needed. Vendors submitting a proposal should include their existing or proposed policies or procedures as an appendix or addendum to their application.

Question 5: RFP states that the work plan could be appended as an attachment or included in the body of the proposal. Where should the work plan be placed? And does the work plan count against the 15-page limit?

Answer to question 5: There is a work plan template attached to the solicitation. It should be attached as an appendix. It does not count against the page limit.

Question 6: Please clarify the requirement for “job descriptions for positions that will be hired”:

A: Does this mean that descriptions are only necessary for positions with no proposed staff person in place?

B. Also, please clarify if the descriptions are to be included as part of the technical narrative (and count towards the page limit), or should be included as an attachment.

Answer to question 6: (A) Please provide job or position descriptions regardless of the status of the position (e.g. vacant or filled). In the narrative section of proposal, please indicate whether the position is vacant or filled. For positions that are filled, please provide the name and qualifications, including relevant training, education and credentials. Please include resumes or curriculum vitae for the individual who currently serves in that position.

(B) Job descriptions, resumes and curriculum vitae may be appended and do not count towards the page limit.

Question 7: Under Task 6 it states, “All bidders must bid on Task 6 using the hourly rates established in the award.” However, during the pre-bid conference it was mentioned that we do not have to bid on anything for Task 6. Please confirm and specify.

Answer to question 7: Task 6 – Special Enhancement Task is exercised at the sole discretion of the state and is where a new funding source becomes available to expand or scale up tasks contained in the scope of work. Please do not submit a cost proposal for Task 6; only for Tasks 1—5.

Question 8: Please confirm/clarify how often the state wants the vendor to offer a CPRS Supervisor training in the first year?

Answer to question 8: A CPRS Supervisor Training is expected in the first year and should be built into the workplan. It can certainly be scheduled in the latter part of the first year based on project start up requirements. Two during the first year would be recommended.

Question 9: Are there required or recommended numbers of how many Evidenced-Based Practices Trainings will be offered in the first year?

Answer to question 9: There is not a required number of evidence-based practices trainings to be offered in the first year. Two during the first year would be recommended.

Question 10: Submission guidelines: It states two (2) completed original and copy versions. Does this mean one original and one copy or one original and two copies?

Answer to question 10: MBE: Submit two (2) original signed documents; copies are unnecessary.