

Vermont Department of Corrections

Sealed Bid

Request for Proposals

Project Title: Risk Reduction Program Coordinator – Northwest Region

Contract Range: \$50,000-\$80,000

**Contract Period: Two Years with the potential for two one year renewals
05/01/2016 – 4/30/2018**

Date RFP Issued: February 9, 2016

Bidders Conference: None

Date of Bid Closing: March 18, 2016

Date of Bid Opening: March 21, 2016

Location of Bid Opening: Central Office

Single Point of Contact: Kim Bushey, DOC Program Director

**Contact Address:
Department of Corrections
NOB 2 South
280 State Drive
Waterbury, VT 05671-2000**

Phone: (802) 241-0009

Email: kim.bushey@vermont.gov

1. Overview

1.1 Requests for Proposals

Applicants may either be individuals or agencies

The Vermont Department of Corrections (VTDOC) is seeking proposals to provide oversight and structure to DOC programming in the Northwest region of Vermont. Anticipated contract period will be for two years, with option to renew for two consecutive one year periods. The option to renew will be based upon performance of contractor and continued funding.

The Vermont Department of Corrections is aligning programming statewide with an evidenced based approach and utilizing the Correctional Program Checklist (CPC). The CPC is an instrument developed by the University of Cincinnati that was adapted from the Correctional Program Assessment Instrument (CPAI). The CPC measures if a program has the components that research indicates are needed to deliver effective risk reduction programming.

Additionally, the Risk Reduction Program Coordinator (RRC) role is to ensure fidelity to the programming models currently being developed and transitioned by VTDOC. The RRC will be responsible for ensuring that services are delivered as designed, delivered on time and delivered with fidelity to the model.

Additionally, the RRC will have a collaborative relationship with both VTDOC staff in Central Office as well as local site staff. The RRC must possess administrative, managerial and clinical skills. The RRC will work at the programming sites to ensure that offender care plans reflect the needs that their risk assessments and ancillary assessments indicate require intervention.

The RRC will also coordinate with VTDOC staff and work to ensure an efficient programming admission and discharge process.

The following is a list of the qualifications necessary for a Risk Reduction Coordinator:

- 1) the RRC will have a minimum of two years of supervisory experience and preferably specific training pertinent to supervision strategies
- 2) must be able to articulate what current correctional literature defines as evidenced based practices
- 3) experience facilitating cognitive behavioral and/or substance abuse curriculum
- 4) willingness to work alternative schedules including some nights
- 5) a masters degree in a helping profession

The following is a list of qualifications that are preferred for a Risk Reduction Program Coordinator.

- 1) minimum of a 60 credit masters degree in a helping profession, preferably licensed, or license eligible
- 2) minimum of 3 years experience working with an offender population and a minimum of one year working for a corrections organization or working collaboratively with corrections
- 3) licensure in a helping discipline

The RRC is a 40 hour per week full-time position, if it is a facility contract that would mean the contractor will spend 40 hours per week at that facility unless directed otherwise by VTDOC. If the RRC is working at various field sites then the 40 hour plan will be developed in conjunction with the identified needs of the VTDOC.

1.2 Background and Need Statement

The Vermont Department of Corrections is restructuring correctional programs using the guidance of the CPC. In 2011 the VTDOC contracted with the University of Cincinnati to train VTDOC staff in use of the CPC.

These are the sites as identified by the Vermont DOC; Correctional facilities (Southeast State sexual offenders, Chitenden Regional female offenders, Northern State males with high need areas in violence and substance abuse) and the field quadrants will be Northeast, Northwest, Southeast and Southwest.

The VTDOC has the following desired outcomes from the risk reduction programs that are delivered.

Intermediate – (incarcerated)

- 1) a reduction in criminal behavior (measured by reviewing Disciplinary Reports)
- 2) development of behavioral skills that demonstrate the ability to transfer cognitive skills to behavioral skills (measured by behaviors such as quality of group work, being on time, etc.)
- 3) development of cognitive skills to mitigate criminal thinking
- 4) an increase in the educational level of participants
- 5) an increase in job attaining and job retention skills
- 6) an increase in pro-social behavior i.e. being respectful, listening to contrary opinions, etc.
- 7) application of the skills reviewed in the various curricula

Long Term- (in community)

- 1) reduction in recidivism rate
- 2) increase in job acquisition and retention
- 3) mitigate criminogenic needs as identified by Risk/Need instruments
- 4) application of the skills reviewed in the curricula

2. Scope of Work

The overall scope of work for the RRC is to ensure that VTDOC programs are delivered as designed. The RRC will demonstrate the ability to form cohesive teams that can deliver evidenced based programs with fidelity to the model.

The RRC primary responsibility is to ensure that offenders receive the necessary program dosage through ensuring that groups take place as scheduled. The RRC will provide timely communication to VTDOC staff regarding offender participation including attendance, behavior and level of engagement.

The RRC will ensure all materials that are needed for program delivery are in place.

The RRC will also need to work collaboratively with VTDOC staff. The RRC will coordinate with site liaisons around referrals, admissions, progress reviews, discharges and change in program status. The RRC will coordinate with the contract manager, facilitator staff contract manager and the Chief Clinical Specialist.

Some of the specific tasks that will need to be delivered by the RRC are:

- 1) Oversight of contracted provider staff in the delivery of risk reducing activities
- 2) Observation of groups and completing the observation/feedback forms, in addition substituting for facilitators that are unable to facilitate a group at a particular time. The goal is for all groups to run as scheduled. Both facilitators and RRCs will fill in as needed.
- 3) Monthly observation of each of the contracted staff that the RRC oversees. At that meeting, there needs to be feedback delivered on how risk reducing activities are delivered and those sessions are all to be documented and the documentation will be reviewed by VTDOC staff.
- 4) An annual performance review will be completed in writing for each of the contracted program staff overseen by the RRC. These reviews will be coordinated with VTDOC.
- 5) The RRC will audit documentation related to the programs such as notes, logs, sign out sheets, etc.
- 6) The RRC will be responsible for tracking data predetermined by VTDOC.
- 7) The RRC will work with VTDOC staff to ensure that offenders are receiving the necessary interventions to reduce risk as indicated on the offender program plan.
- 8) The RRC will attend meetings and trainings required by VTDOC.
- 9) The RRC will ensure that contracted staff performs the tasks defined by their contracts on time and in the places designated for such activities.
- 10) RRC will be responsible for all curricula used at sites. This means that the RRC is to ensure that curricula are not missing and are not in a state of disrepair.
- 11) The RRC will facilitate team meetings as well as daily shift change meetings in the facilities.

3. Contractor Performance Guidance

All bidders will be held to specific performance review criteria over the life of the contract to ensure that project deliverables as outlined in the RFP and attested to in the Scope of Work are being met.

Performance Measures that will be monitored by the State are:

- 1) The completion rate of offenders attending programming, the range should be between 65 and 85 percent. Measured by VTDOC planning division.
- 2) The accuracy and the quality of the documentation as it relates to programming. Measured by audits forms used by VTDOC Central Office staff.
- 3) The amount and quality of the documented observation/feedback forms and the monthly individual meetings that take place between the facilitators and the RRC. VTDOC Central Office staff will review the feedback forms when they review all feedback documentation of facilitators.
- 4) The quality of the minutes from team meetings at programming sites, these will be reviewed on an ongoing basis as they will be forwarded to VTDOC Central Office staff upon completion (within two days of each meeting).
- 5) The ability of offenders to reach the desired outcomes in the Background and Needs section of this RFP. This data will be retrieved by the VTDOC planning department.
- 6) The management of offender flow in (waiting list) and out of programs (time efficient completion of programs).
- 7) Feedback from offender surveys which will be processed on a bi-annual basis.

5. Proposal Requirements

5.1 Proposal Guidelines

This RFP defines the scope of work required and work/management structure within which the chosen Contractor must operate. In order to be considered for selection, bidders must complete all responses to this RFP in the format described in this document. Proposals not meeting the requirements described in this RFP will not be considered.

5.2 Single Point of Contact

Kim Bushey, Program Director, is the sole contact for this proposal. All communications concerning this RFP are to be addressed in writing to the attention of Kim Bushey listed on cover sheet of this proposal. Attempts by bidders to contact any other party could result in the rejection of their proposal as determined by the VTDOC.

5.3 Question and Answer Period

Any bidder requiring clarification of any section of this proposal or wishing to submit questions may do so according to the **5.5 Timetable** schedule listed in this section. Questions may be e-mailed to Kim Bushey listed on page 1 of this proposal. Any clarification or questions submitted following the last day of the question period to the RFP will not be responded to.

At the close of the question period a copy of all questions or comments and the State's responses will be posted on the State's web site:

<http://www.vermontbusinessregistry.com>.

Every effort will be made to have these available soon after the question period ends, contingent on the number and complexity of the questions.

5.4 Bidders Conference

None

5.5 Timetable

The table below presents the VTDOC schedule for this RFP and contracting process. Please note that the VTDOC may change this schedule at any point.

EVENT	DATE
RFP published	
February 9, 2016	
Written questions due	
March 1, 2016	
Response to questions	
March 4, 2016	
Proposal due (see Section 5.6 for detailed instructions on proposal format and submission instructions)	
March 18, 2016 at 4:00 pm EST	

Anticipated "Start Work Date"

May 1, 2016

The State reserves the right to accept or reject any or all proposals. Selected State staff will evaluate proposals. If a proposal is selected, the chosen Contractor will be invited to negotiate a contract for all or part of the activities outlined in this RFP. Work to be completed under this contract will commence no later than June 30, 2016.

5.6 Proposal Submission

Bidders must submit an original and (six hard copies) along with a copy on CD of the proposal with a signed cover letter.

The State reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

Please note that any and all pages of the bidder's proposal containing confidential and proprietary information must be clearly marked "Proprietary and Confidential." After completion of this bid process, all proposal materials are in the public domain. Proposals may not be marked "Proprietary and Confidential" in their entirety.

The proposal must be organized in the order described below. Use the numbering designations outlined.

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Bidders will submit their proposal to:

Kim Bushey Director of Program Services

Department of Corrections
NOB 2 South
280 State Drive
Waterbury, VT 05671-2000

The closing date for the receipt of proposals is March 18, 2016 at 4:00 pm EST.

Bid must be delivered to Kim Bushey at the address listed above prior to that time. Proposals or unsolicited amendments submitted after that time will not be accepted and will be returned to the bidder. There are no exceptions to the closing date conditions.

Delivery Methods:

U.S. MAIL
Department of Corrections
NOB 2 South
280 State Drive
Waterbury, VT 05671-2000

EXPRESS DELIVERY:
Department of Corrections
NOB 2 South
280 State Drive
Waterbury, VT 05671-2000

HAND DELIVERY:
Department of Corrections
NOB 2 South
280 State Drive
Waterbury, VT 05671-2000

Electronic Submission:
Kim.Bushey@vermont.gov

5.7 Proposal Format

The minimum requirements for a proposal are:

- The proposal must contain the following items in the following order:
 - Response Section I: Cover Letter and Insurance Certificate
 - Response Section II: General Background and Qualifications
 - Response Section III: Ability to Implement the Activities and Specifications of this Contract
 - Response Section IV: References

- Response Section V: Staffing – bidder must identify individual/individuals that will deliver the services.
- Response Section VI: Proposed Work Plan
- Response Section VII: Cost Proposal
- Response Section VIII: Acceptance of RFP and State Contract Conditions

5.8 Response Section I: Cover Letter, Vermont Tax Certificate and Insurance Certificate

The cover letter must be signed and dated by a person authorized to legally bind the vendor to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. This must be completed and submitted as part of the response for the proposal to be considered valid. See Attachment C.

Along with introductory remarks, the cover letter must include by attachment the following information about the vendor and any proposed subcontractors:

- Name, address, principal place of business, telephone number, and fax number/email address of legal entity or individual with whom contract would be written.
- Legal status of the vendor (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business, as the entity now substantially exists.
- Location of the site/area from which the vendor would operate.
- Number of years experience carrying out the activities of this contract.
- Insurance Certificate must be included in Response Section I.
- Vermont Tax Certificate must be included in Response Section I.
- Statement outlining your acceptance of conditions outlined in the RFP and with the State's contract provisions.

Response Section II: General Background and Qualifications

Bidder must provide the following information about their company so that the VTDOC can evaluate the bidder's stability and ability to support the commitments set forth in response to the RFP. The VTDOC may require additional documentation to support and/or clarify requested information.

Response Section III: Ability and Approach to Implement the Activities and

Specifications of this Contract

The section of the proposal will contain the ability and approach that the vendor will take in implementing the activities and specifications described in this RFP (Section 2, Scope of Work). This section should include activities/tasks the contractor will accomplish along with measurable outcomes.

Response Section IV: References

In order to validate the highest-ranking proposal, references will be contacted for further input. These clients may be contacted to determine the quality of the work performed and the personnel assigned to the project. The results of the reference calls will be used by the evaluation team in developing its recommendation for awarding the contract.

Bidder must provide at least three (3) references along with the name, title, phone number, and email address of the person who can speak to the bidder’s work and experience.

Response Section V: Proposed Work Plan (Response to Requirements)

This section should contain the following information about how the bidder will implement the approach described in Responses Section III, to accomplish the goals of the project.

Having reviewed the RFP please indicate how you propose to deliver the tasks that are indicated.

Response Section VI: Cost Proposal

This proposal should include a budget that includes the cost for salary, fringe benefits (detail each item in the benefits package), travel, administrative overhead, training, and other.

Type of Expense	Year 1	Year 2	Total
Salary			
Fringe Benefits (provide details)			
Travel			
Administrative (please state how the money spent on administrative funds benefits VTDOC for this contract)			
Training (provide details)			
Other (provide details)			

Response Section: Bidder's Review of RFP, State Contract Template, and Insurance Requirements.

Vendor has reviewed the terms and all provisions of the Request for Proposal, the State of Vermont contract template and insurance requirements and accepts conditions set forth.

6. Proposal Evaluation

The evaluation team will determine if each proposal is sufficiently responsive to the RFP to permit a complete evaluation of the individual/organization and experience. Proposals must comply with the instructions to bidders contained in **Section 5: Proposal Requirements**. Failure to comply with the instructions shall deem the proposal non-responsive and subject to rejection without further consideration. The State reserves the right to waive irregularities.

6.1 Minimum Requirements

Minimum requirements for a proposal to be given consideration are:

- The proposal must have been received by specified date, hour (Eastern Standard Time) and in the number and form of copies specified.

6.2 Finalists Presentations

The State reserves the right to request on-site demonstrations from bidders prior to the selection of a contractor.

6.3 Method of Award

The State reserves the right to accept or reject any or all proposals. Upon completion of the evaluation process, Kim Bushey will select bidders based on the evaluation findings and other criteria deemed relevant for ensuring that the decision made is in the best interest of the VTDOC. The selected vendors will be requested to enter into negotiation with the State of Vermont on contract specifications, including detailed work plans, deliverables and timetables.

In the event the VTDOC is not successful in negotiating a contract with selected bidders, the VTDOC reserves the option of negotiating with other bidders.

Any contract negotiated must undergo review and signature according to statute and policy.

The Contractor will be paid monthly for completed deliverables set forth in the contract.

Award of a contract and any renewals thereof are contingent upon availability of funds.

6.4 Scoring Information

The VTDOC evaluation review team will evaluate proposals based on the criteria listed in Section 6. Proposals will be scored as follows:

General Background and Qualifications

Relevant Experience

Quality of the interview with the proposed RRC

Ability of RRC during Hands On portion of the interview

Cost Proposal

Econometric Modeling Questionnaire

For bid amounts exceeding \$100,000.00 bidders are requested to respond to the questions identified below.

Act 112 of the Acts of 2012, "An act relating to evaluating net costs of government purchasing," requires the Secretary of Administration and the legislative economist to design and implement a pilot project to help measure the net fiscal impact to the state of certain identified purchases. In order to accomplish this goal, we are seeking data on contracts for goods and services to support the econometric evaluation.

Questions have been identified that may assist the state in the data collection process which will ultimately be used for Econometric Modeling. Indicate N/A if not applicable.

1. Vermont-based company?

Yes: _____ No _____

2. Describe your companies presence in Vermont:

Description: _____

3. Indicate number of employees residing in Vermont: _____

4. Indicate percentage (%) of employees residing in Vermont: _____
_____ (%)

5. Indicate Vermont payroll for most recent fiscal year: \$ _____

6. Indicate percent (%) of total payroll in Vermont: _____ (%)

When responding to questions 7 and 8, please indicate: Yes, No, or Not known at time of bid.

7. If Out-of-State Vendor (see Question 1), do you expect to use Vermont subcontractors to fulfill any portion of the Contract? Or, will Vermont be the source of any portion of goods sold? _____

8. If Vermont Vendor (see Question 1), will out-of-state subcontractors or goods sourced outside of Vermont be used to fulfill any portion of the contract?

Name of Bidder: _____

Signature of Bidder: _____

Date: _____