

Vermont Department of Corrections



Request for Proposals

Project Title: Strategic assessment and plan to address departmental concerns regarding policy, culture, race, gender bias, and equity.

Anticipated Contract Period: July 1, 2021 – June 30, 2023

Date RFP Issued: 4/12/2021

Bidders Conference: Not Scheduled Currently. Subject to Change.

Date of Bid Closing: 5/12/2021

Date of Bid Opening: 5/12/2021

Location of Bid Opening: Waterbury

Single Point of Contact: Rachel Feldman

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

Phone: (802)585-5582

Email: Rachel.feldman@vermont.gov

1. Overview

1.1 Requests for Proposals

The Vermont Department of Corrections (DOC), Office of Professional Development is seeking proposals to provide a multi-tiered strategic assessment and plan to address departmental concerns identified in the 2020 Downs, Rachlin, and Martin Report (DRM): "Report: Concerning Sexual Misconduct at the Chittenden Regional Correctional Facility".

(<https://doc.vermont.gov/sites/correct/files/documents/Report%20of%20Investigation%2012.23.20.pdf>)

The anticipated period of work will be two years with an approximate start date of July 1, 2021. The option to renew will be based upon performance of the vendor and any additional legislative mandates addressing sexual exploitation and/or abuse of power within the DOC. The specific focus of proposals will be on the recommendations developed from the investigatory findings and conclusions from the attached report. In addition to the DRM investigatory recommendations the DOC is seeking proposals to identify and assess department wide systemic concerns related to policy, culture, race and gender bias, and equity. Proposals will include strategies that reflect the complexities and specific nature of mission shift in corrections and criminal justice. The DOC is seeking proposals that will also identify already available resources regarding gender responsive approaches, and risk and safety assessments specific to incarcerated and justice involved individuals. Bidders must be able to identify already available and sustainable tool kits for leadership development, implicit and explicit bias, and inclusive organizations.

DOC is seeking proposals prepared to navigate complex corrections and criminal justice projects cross pollinating culture, security and operations, policy, recruitment, and relevant areas of criminal justice workforce development. Proposals will include recommendations for an expanded DOC preservice corrections academy, as well as in service competencies designed to address both the emotional and physical safety of justice involved individuals, as well as DOC employees.

Contractor will be expected to work closely with DOC, community partners, and criminal justice leaders within Vermont. This includes but is not limited to, the Governor's Director of Race and Equity, The Governors Women's Caucus, and the Executive Director of the Vermont Criminal Justice Council. This collaboration will reflect the Governor's strategic goals to grow the economy, make Vermont affordable and protect the vulnerable. This critical work will parallel with law enforcement efforts toward modernization and law enforcement efforts to diversify the workforce and reflect the needs of Vermont communities.

Proposals will include plans to solidify the process for a mission focused department that creates sustained culture change for the contemporary workforce and supports Vermont's vision of rehabilitation and re-entry. Candidates should include plans for addressing the Commissioner's commitment to community partnerships, and external stakeholders including the Vermont State Employees Association, and Criminal Justice Agency Heads. In response to DRM investigatory findings proposal will include planning

and development of statewide symposiums to educate and outline barriers and opportunities for improvement in prevention detection and investigation of employee misconduct more specifically bias, gender, and sexual abuse.

1.2 Background and Need Statement

In 2020, DOC leadership began work on the initial phase of designing a framework and workplan for the standing up of the office of Professional Standards to address challenges in DOC's culture and workforce. This mission critical work was designed to align with the DOC Commissioner's intentions for a safe, diverse, respectful, professional, and inclusive Department of Corrections. The DOC is and has been seeking consult from several community and agency partners to assist in establishing the framework and support to ensure sustained momentum in addressing barriers and identifying strengths. Recent legislation mandating the practices in the prevention detection and investigation of sexual harassment, sexual abuse, and sexual assault within the justice involved community has included statutory changes regarding staff sexual misconduct. This commitment is to justice involved individuals, as well as DOC employees.

Prioritizing this work for the department will be critical in addressing employee needs and stabilizing the DOC culture. As stated in the DRM report "DOC should partner with a qualified organization to overhaul the curriculum for gender responsive training provided at the Corrections Academy and seriously consider outsourcing that training entirely to a qualified organization" (DRM). The assessment and development of gender responsive training at the DOC will be an expectation throughout the department, and not solely at the correctional officer level, or only at the DOC Corrections Academy. More critical to sustaining DOC mission change and accountability, is the need for fluency in the areas of gender responsive corrections, bias, and equity. It is mission critical that the highest level of operations demonstrate competency, specifically operational managers, senior level managers, deputies, directors, chiefs, district managers, and superintendents. Long term success will rely heavily on the leadership's ability to demonstrate understanding of how to operationalize an inclusive, trauma, and gender responsive organization.

DOC Leadership is committed to change around culture and employee engagement. Proposals for work should include an understanding of equity and employee value at all levels. DOC's future is dependent on building an engaging learning environment using expert facilitators, providing meaningful content, and using training techniques that will include discussion groups, scenarios, and activities to strengthen trust, collaboration, and a shared vision of leadership success as a team. There are distinct differences with DOC including its position under the Agency of Human Services, and that it is a unified system representing both field and facility supervision. Equally impactful to workforce stabilizations is efficient functioning of human resources, investigations, employee classification and merit bonuses. These opportunities are intertwined with various cross sections of processes, skill assessments, and investigatory styles. Ongoing culture work needs to include assessment for equity at all levels and most especially pay equity and workload equity. Proposals will need to include a deep level of understanding of complex project management in government agencies, particularly agencies developing and training in high liability high risk environments.

Bidders must also show aptitude and experience in managing multiple organizational projects simultaneously and demonstrate capacity for providing any number of subject matter experts as needed, often in a short period of time. Expertise in organizational development, leadership development, policy development, as well as corrections security and operations will be the minimum criteria. Bidders will be further prepared to tackle several mission critical projects allowing for community involvement, and stakeholder and partnership guidance. Proposal should include examples of experience in demonstrating developing and implementing best practices in trauma informed and trauma responsive approaches to direct service, and employee wellness.

2. Scope of Work

The selected contractor will work in partnership with key criminal justice leaders including Vermont Criminal Justice Council, Vermont criminal justice agency heads, Vermont legislators, and relevant caucuses. Community leaders and community members representing all marginalized and underserved and will be a critical component of DOC cultural and operation assessments. The DOC is seeking proposals prepared to address each of these areas fully and interactively.

OBJECTIVES

Assessment- Planning and Implementation

Office of Professional Standards (OPS)

1. Instructor development in collaboration with OPS including virtual, online, in-person, or a combination of online and in-person. Assist in the development of an expanded corrections academy.
2. Recommendations for an expanded academy including recommendations for sustainable learning environment.
3. Development of operational management professional development plans. Plans will include race, bias, and gender informed practices.
4. Assessment of OPS capacity for development and instruction.
5. Assessment of DOC Corrections Academy capacity for learning space, staffing needs, and professional development.

Certification and Development

1. Professional regulations and decertification process for DOC employees.
2. In partnership with the Vermont Criminal Justice Council recommendations for statewide collaborative capacity for certification and accountability.
3. Plan will include implementation recommendations for supporting body cameras and any other avenues for staff support and accountability.
4. De-escalation techniques that include cultural competence and reflect the diverse needs of Vermont communities and our most vulnerable population.
5. Operational assessments for safety and defensive strategies that includes de-escalation and crisis intervention continuum specific to gender and cultural competence.

Response to DRM Investigatory findings

1. Assessment/ Recommendations for staff misconduct/Prison Rape Elimination Act (PREA) investigations in corrections and confinement settings.
2. Development of leadership competencies for addressing PREA/ misconduct investigations and allegations.
6. Assessment and recommendations regarding capacity for internal investigations regarding PREA and sexual abuse.
7. In partnership with DOC - anchor a formalized investigative process, to include an investigations report template, logging system, and supervisory oversight process. Assessment of the internal discipline process. This includes identifying the unique and complex needs of correction organizations regarding investigations (e.g., trauma informed, race/gender/LGTBQ informed and the impact of power.

Leadership

1. Development of gender informed leadership and coaching model.
2. Development of gender informed policy, security, and grievance protocols.
3. Mentoring and professional development plan for all levels of DOC.

Classification and Custody level.

1. Assessment and recommendations for appropriate inmate dynamic risks, inmate vulnerability and predatory tendencies.
2. Identification and development of risk assessment tools: assessment of safety specific to gender and race, as well assessment for needs and vulnerability.

Continuity of services and communication

1. In partnership with DOC Health Services division, assess and develop efficient and responsive communication map. This will include an assessment of roles and responsibilities of DOC Health Services contractors and practitioners involved in the reporting and care of justice involved individuals with grievances and allegations regarding sexual, physical, and emotional safety related to or involving PREA.

Workforce Development and Support

1. In collaboration with OPS - assessment and development of staff merit bonus and recognition, peer support, and employee wellness policies.
2. Assessment and development of equitable functioning and support of the contemporary employee. This includes the pre-candidate experience as well as new employee on boarding and welcoming.
3. In service assessment of employee protection policies such as nepotism, and employee promotional possibilities.
4. Assessment and recommendation of employee pay equity and equity regarding skill, educations, risk, and workload.

Empirical Support

1. Facilitate engagement with DOC staff and stakeholders to obtain baseline information on existing data utilization. Develop recommendations for data development, collection and matrices that reflects best practices and furthers the goals and mission of the DOC.
2. Conduct and maintain ongoing collaboration and engagement with stakeholders from key initiatives to ensure alignment and coordination of findings with the developments and proposed recommendations from each initiative and report. All reports, studies, and initiatives will be integrated in a manner that reflects consistency in guidance.
3. Holistic assessment of the capabilities of existing technology and ascertain the potential of system integration within DOC to allow incidents, grievances, and performance management systems to be integrated. Additionally, conduct an overview of potential integration and interface of DOC data programs and systems with the impacted criminal justice partners.
4. Data assessment of existing systems with capabilities, functionalities, and interface abilities. Recommendations for data measurement and matrices.

Constituency Services

1. Establish framework for community stakeholders/reentry advisory group.
2. Assessment for capacity operational feedback loop.
3. Development of tracking and accountability plan.

Project Management

1. DOC requires monthly project progress reports that document activities, successes, information on emergent project issues and risks, including proposed mitigation strategies as appropriate, and status on any proposed resource needs or changes.

3. General Provisions

3.1 Contract Terms

The selected contractor will sign a contract with the DOC to carry out the specifications and provide the activities detailed in the proposal. Terms and conditions from this RFP and contractor's response may become part of the contract. This contract will be subject to review throughout its entire term. The DOC will consider cancellation upon discovery that a contractor is in violation of any portion of the agreement, including an inability by the contractor to provide the products, support and/or service offered in their response.

3.2 Contract Award

The DOC may award one or more contracts and reserves the right to make additional awards to the same vendor or other vendors who submitted proposals at any time during the first year of the contract if such award is deemed to be in the best interest of the DOC.

3.3 Subcontractors

Any subcontractors hired by the primary contractor must adhere to the same standards

and contract provisions applicable to the primary contractor. The primary contractor retains overall responsibility for contract performance. The primary contractor must advise the DOC of intent to hire a subcontractor and provide the name of company, name of president/owner and location of company. The DOC reserves the right to reject the hiring of subcontractor during the term of contract.

3.4 Invoicing

All invoices are to be submitted by the Contractor on the Contractor's standard invoice. The invoice must include the following: a signed signature, name and address for remittance of payment by the state, the contract number, date of performance and a brief description of the service or product provided.

3.5 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. Review of project deliverables will occur at intervals agreed upon by both the State and the Contractor and designated in the contract.

3.6 Contractor Staffing

Key staff member(s) must be assigned to this contract for the full duration proposed. None of the key staff member(s) may be reassigned or otherwise removed early from this project without explicit written permission of the DOC.

The Contractor must identify staff member(s) who will remain on this project until completion, unless indicated otherwise in the Contractor's proposal. The Contractor may propose other staff members as "key" if desired. The Contractor will make every reasonable effort to ensure that the early removal of a key staff member has no adverse impact on the successful completion of this project.

3.7 Key Contractor Responsibilities

The selected Contractor must assume primary responsibility for the implementation of the contract specifications and activities.

3.7.1 The Contractor will successfully implement the plan to accomplish the tasks described and defined in the Scope of Work.

3.7.2 The Contractor must abide by all State policies, standards and protocols as provided, and defined in this contract. Before commencing work on this Agreement, the Party must provide certificates of insurance to show that the following minimum coverage is in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the state through the term of the Agreement. **No warranty is made that the coverage and limits listed herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.**

Workers Compensation: With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont. Vermont will accept an out-of-state employer's workers' compensation coverage while operating in Vermont provided that the insurance carrier is licensed to write insurance in Vermont and an amendatory endorsement is added to the policy adding Vermont for

coverage purposes. Otherwise, the party shall secure a Vermont workers' compensation policy, if necessary, to comply with Vermont law.

General Liability and Property Damage: With respect to all operations performed under this Agreement, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations
Products and Completed Operations
Personal Injury Liability
Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Each Occurrence
\$2,000,000 General Aggregate
\$1,000,000 Products/Completed Operations Aggregate
\$1,000,000 Personal & Advertising Injury

Automotive Liability: The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than \$500,000 combined single limit. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, limits of coverage shall not be less than \$1,000,000 combined single limit.

Professional Liability: Before commencing work on this Agreement and throughout the term of this Agreement, the Party shall procure and maintain professional liability insurance for any and all services performed under this Agreement, with minimum coverage of \$1,000,000.00 per occurrence, and \$3,000,000.00 aggregate. This is subject to review during contract negotiations and may increase or decrease as determined by Risk Management Division of the State of Vermont.

Additional Insured: The General Liability and Property Damage coverages required for performance of this Agreement shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, then the required Automotive Liability coverage shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Notice of Cancellation or Change: There shall be no cancellation, change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written prior written notice to the State.

3.7.2 The Contractor must abide by all Federal Regulations if applicable to this contract.

4. Management Structure and General Information

4.1 Project Management

The Contractor will be accountable to the Contract Manager and his/her designee(s), and holds responsibility for the project deliverables, schedule, and adherence to contract provisions. The Contractor must abide by all DOC standards and protocols as defined by the Contract Manager and his/her designee(s).

4.2 Status Reports

The Vermont Department of Corrections reserves the right to call meetings with the contractor either in person or by conference call to ensure that unresolved issues are resolved during this contract period. The contractor will be accountable in advising the Program Manager of this contract or designee when/if performance measures agreed upon will not be met.

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

The Principal Assistant is the sole contact for this proposal. All communications concerning this RFP are to be addressed in writing to the attention of Rachel Feldman as 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 DOC.

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 the contact 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 Call

DOC does not anticipate a Bidders Conference or Call for this RFP but reserves the right to schedule such a call should the need become apparent. Any such call will be advertised via update of the RFP posting on the Vermont Business Registry and on the DOC public website. The DOC will make best efforts to contact known interested

parties.

5.5 Timetable

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

RFP published	4/12/2021
Written questions due	4/23/2021
Response to questions	4/30/2021
Proposal due (see Section 5.6 for detailed instructions on proposal format and submission instructions)	5/12/2021
Contract negotiation period	6/1/2021-7/1/2021
Anticipated "Start Work Date"	7/1/2021

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.

5.6 Proposal Submission

Bidders must submit an electronic copy of the proposal in PDF format with a signed cover letter. Proposal must include an up-to-date W9 signed within 6 months, certificate of insurance demonstrating the coverage referenced in section 3.7.2 above.

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.

Bidders will submit their proposal to:

Vermont Department of Corrections
Attn: Rachel Feldman, Principal Assistant
NOB 2 South, 280 State Drive
Waterbury, VT 05671-2000

The closing date for the receipt of proposals is 5/12/2021.

Bid must be delivered to the contact 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:** Bidders are cautioned that it is their responsibility to originate the mailing of bids in sufficient time to insure receipt by the State prior to the time of the bid opening.
- EXPRESS DELIVERY:** If bids are being sent via an express delivery service, be certain that the RFP designation is clearly shown on the outside of the delivery envelope or box.
- HAND DELIVERY:** Hand carried bids will not be accepted.
- ELECTRONIC/EMAIL:** Electronic bids will / will not be accepted.
- FAXED BIDS:** Faxed bids will not be accepted.

5.7 Proposal Format

The format of the vendor’s proposal must include, at a minimum the following chapters, numbered as follows:

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.
- Disclose if you, your Chief Financial Officer (or equivalent), or any persons who may be directly involved in this funded agreement over the past five years has been convicted, imprisoned, placed on probation or under supervision, or fined for any violation of any law including motor vehicle violations.
- Disclose if you, Chief Financial Officer (or equivalent), or any persons who may be directly involved in this funded agreement has been convicted of a felony.
- Location of the facility from which the vendor would operate.

- Number of years experience carrying out the activities of this contract.
- Demonstrate adequate financial resources and be financially sound as proven by furnishing balance sheet/financial statements, showing that the vendor has been in business continually for the last three (3) years.
- Provision of a single point managerial level contact to coordinate all State requirements and to be the point of contact for any problems/questions that may arise.
- Statement showing agreement that vendor's procedures shall be in compliance with all applicable Federal and State laws.
- 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 DOC can evaluate the bidder's stability and ability to support the commitments set forth in response to the RFP. The DOC may require additional documentation to support and/or clarify requested information.

- A brief description of the company, including past history, present status, and if fitting future plans, etc.
- Company size and organization.
- Disclose any history of defaults, contract terminations, and bankruptcies.

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: Staffing

Response Section VI: 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.

Response Section VII: Quality Control

Response Section VIII: Cost Proposal

Response Section IX: Exceptions

If the vendor should choose not to address a certain Activity, Deliverable or Condition, the vendor's proposal must clearly explain why and what the vendor proposes as an alternative.

Response Section X: 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.
- 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
- Response Section VI: Proposed Work Plan
- Response Section VII: Quality Control
- Response Section VIII: Cost Proposal
- Response Section IX: Exceptions
- Response Section X: Acceptance of RFP and State Contract Conditions

6.2 Finalists Presentations

The State reserves the right to request on-site demonstrations in Burlington, VT 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, the DOC will select one bidder based on the evaluation findings and other criteria deemed relevant for ensuring that the decision made is in the best interest of the DOC. The selected vendor 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 DOC is not successful in negotiating a contract with a selected bidder, the DOC reserves the option of negotiating with another bidder.

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

The Contractor will be paid monthly upon submittal of invoice for completed deliverables set forth in the contract.

Penalties and/or Retainage may be a condition of this contract.

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

The anticipated contract term is for (one/two year(s): 7/1/2021 through 6/30/2023. The contract may be renewed without rebidding for up to two consecutive one-year periods with approval from the Administration.

6.4 Scoring Information

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

Overall Relevant Experience	20%
Demonstrated understanding of complex high liability, high risk environments and training development within those environments	40%
Connection with Correctional Strategies involving Culture Change	20%
Cost	20%

Although the criteria listed above are material factors, they are not the sole factors in proposal evaluation. A grant award will be made to the applicant(s) whose proposal(s) are determined to be the most advantageous to the State, taking into account cost and other evaluation criteria as set forth in this RFP. Additional consideration will be given to proposals that leverage multiple resource streams for on-going program operations.

Staff of other departments, agencies and/or consultants may be involved in the evaluation of the proposals.

During the evaluation process, applicants may be contacted for the purpose of obtaining clarification of their response. However, no clarification will be sought if an applicant completely fails to address a feature contained in the RFP document. If the failure was in response to a mandatory feature, the applicant may be disqualified.