



Solicitation Information
December 13, 2017

**LOI: Rhode Island Department of Public Safety
Grant Administration Office (PSGAO)**

TITLE: Sexual Assault Services Program (SASP)

SUBMISSION Wednesday, February 14, 2018

DEADLINE: at 3 pm (Eastern Standard Time)

PRE-BID/ PROPOSAL CONFERENCE: NO: **FY-2017 SASP LOI**

Questions concerning this solicitation must be received by the Public Safety Grant Administration Office (PSGAO), Michael J. Hogan, Administrative Manager, Mmichael.Hhogan@ripsga.gov no later than **January 10, 2018**.

Questions should be submitted in a *Microsoft Word attachment*. Please reference the **FY-2017 SASP LOI** on all correspondence. Questions received, if any, will be posted on the PSGAO website <http://psga.ri.gov/> as an addendum to this solicitation. It is the sole responsibility of all interested parties to download this information.

Rhode Island Department of Public Safety
Public Safety Grant Administrative Office
311 Danielson Pike, North Scituate, RI 02857

Michael J. Hogan, Administrative Manager
Michael.Hogan@ripsga.gov
401-764-5794

Sexual Assault Services Program - FY-2017 SASP LOI

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SECTION 1 -- INTRODUCTION

The Rhode Island Department of Public Safety Grant Administration Office (PSGAO) is soliciting proposals from qualified firms to provide intervention, advocacy, accompaniment, medical facility outreach, and support services to victims of sexual assault, in accordance with the terms of this Letter of Interest (LOI). A one year sub-grant award or awards (with two renewable years contingent upon funding and program performance) will be awarded.

This is a Letter of Interest, 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 Public Safety Grant Administration Office pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential respondents are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. 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.
3. 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 respondent. The State assumes no responsibility for these costs.
4. 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.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Public Safety Grant Administrative Office 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 at the reception area of the RI Public Safety Department/RI State Police Headquarters, 311 Danielson Pike, North Scituate, RI 02857.
7. It is intended that an award (or awards) pursuant to this LOI will be made to a prime vendor(s) who will assume responsibility for all aspects of the work proposed. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used clearly identified in the proposal.
8. All proposals should include the vendor's FEIN as evidenced by a W-9, downloadable from the RI Department of Purchasing website www.purchasing.ri.gov .

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9. The purchase of services under an award made pursuant to this LOI will be contingent on the availability of funds.
10. Bidders are advised that all materials submitted to the State for consideration in response to this Letter of Interest 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.
11. Interested parties are instructed to peruse the Public Safety Grant Administration website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this LOI. It is the responsibility of all potential offerors to monitor the website and be familiar with any changes issued as part of an addendum.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 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 State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
13. In accordance with Title 7, Chapter 1.2 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). *This is a requirement only of the successful vendor(s).*
14. The respondent should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Compliance Officer at (401) 574-8253, or visit the website at www.mbe.ri.gov.
15. It is the responsibility of the vendor to ensure that all subcontractors meet all Federal and State laws and regulations including Health Insurance Portability & Accountability Act (HIPAA) requirements and that the appropriate business agreements are in place.
16. Per the Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Part 200, Subpart D, §200.331 relating to the new risk assessment process, the successful offeror will be required to submit to the Rhode Island Department of Public Safety Grant Administration Office, if applicable as determined by the Grant Administration Office, any material weakness findings against the vendor and/or subcontractor(s) with an approved corrective action plan(s), in order for a submission to be considered. An updated/current status report on the corrective action plan(s) must also accompany the submittal.

SECTION 2 -- BACKGROUND AND PURPOSE

BACKGROUND:

The Sexual Assault Services Formula Program (SASP) was created by the *Violence Against Women and Department of Justice Reauthorization Act of 2005*. The SASP Formula Program directs grant dollars to states to assist them in supporting rape crisis centers and other non-profit, nongovernmental agencies that provide core services, direct intervention, and related assistance to victims of sexual assault. The Reauthorization Act, established in 2005, recognized the dual role that agencies can provide for both sexual violence and domestic violence intervention services.

The purpose of this solicitation is to provide funding for direct intervention and related assistance to victims of sexual violence that is culturally relevant and responsive to immediate and long-term needs. Priority area specific to the development and support of projects:

- Strengthen and revitalize coordinated community response and multi-disciplinary teams, prioritizing those that meaningfully involve organizations and programs that focus on marginalized communities;
- Increase support for sexual assault services;
- Offer meaningful access to OVW programming for specific underserved populations (based on age, ethnicity, sexual orientation, gender identity, disability, age);
- Increase the use of evidenced-based practices.

SECTION 3 -- SCOPE OF WORK

SCOPE OF WORK:

The SASP Formula Grant Program emphasizes the establishment, maintenance, expansion of rape crisis centers and other nonprofit, nongovernmental organizations, such as dual programs addressing sexual assault and domestic assault for the provision of direct intervention, core services and related assistance to youth, and child victims of sexual assault.

As noted, the purpose of SASP is to provide intervention and advocacy and related assistance to:

- Adult, youth and child victims of sexual assault;
- Family and household members of such victims;
- Those collaterally affected by victimization (friends, co-workers);
- Support for rape crisis centers providing direct intervention and related assistance services;
- Support dual programs that provide sexual assault and domestic violence services to enhance the provision of sexual assault related direct intervention and related assistance programs;
- Retain core services for victims of sexual assault;
- Increase support of underserved populations in culturally appropriate manner, with a special emphasis on African-American, Hispanic and Asian communities and other communities of color, as well as tribal and LGBT communities.

The Public Safety Grant Administration Office, in the administration of the SASP program, has an expectation that the prospective agency(ies) awarded funds through this solicitation shall provide direct intervention and various related assistance services that may include, but not necessarily be limited to:

- 24-hour hotline services providing crisis intervention services and referral;
- Accompaniment and advocacy through medical, criminal justice, and social support service systems, including medical facilities, police and court proceedings;
- Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and non-offending family or household members;
- Information and referral to assist the sexual assault victim and non-offending family or household members;
- Community-based and culturally specific services and support mechanisms, including outreach to underserved communities;
- Development and distribution of materials related to the services described in previous bullets.

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The following activities are out of the scope of work and CANNOT BE SUPPORTED through SASP federal funding:

- Research projects;
- Sexual assault forensic examiner projects;
- Activities focused on prevention efforts (bystander intervention, social norm campaigns, presentations on healthy relationships);
- Criminal justice related projects, including law enforcement, prosecution, courts and forensic interviews;
- Providing domestic violence services not related to sexual violence;
- Physical modifications to buildings, including minor renovations.

SECTION 4 -- TECHNICAL PROPOSAL

Narrative & format: *The separate technical proposal should specifically address each of the required elements:*

- 1. Staff Qualifications** – Provide staff resumes / core values and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field. Staff qualifications should key in on areas that are specific to providing sexual assault services to victims of sexual assault. Length of service and experience of Executive Director and key professional staff and/or clinicians should be provided. The applicant shall provide a description of their organizational capacity, financial stability and collaborating partners that incorporates budget, staffing and Board of Directors.
- 2. Capability, Capacity, and Qualifications of the Offeror** – Provide a detailed description of the Vendor’s experience that is specific to providing sexual assault program services as well working effectively with victims of sexual assault and victims of domestic violence. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided. Provide number of years providing sexual assault services to victims. Provide training and/or certifications associated with sexual assault services. The applicant should describe what local sexual assault and/or domestic violence agency or group it plans to collaborate with and how such collaboration will take place as well as experience with such collaboration.
- 3. Work Plan** – Describe in detail, the framework within which requested services will be performed. The work plan should include an implementation plan for sexual assault program services and be specific in terms of addressing priority areas as outlined in Section 3, Scope of Work. The work plan should follow a Logic Model design. The Logic Model design should incorporate formalizing of goals, objectives and activities of the proposed program. As such, the applicant should provide objectives that are measurable steps that will lead to the success of achieving your goals. The measurable objectives shall be both process measures of success as well as outcome measures of success. Program Activities should be incorporated into the day to day functions of the proposed program. Last, the work plan should incorporate the resources needed. In this regard, the applicant shall focus on target population as well as outcomes seeking to achieve.
- 4. Approach/Methodology** – Define the methodology and procedures to be used that is specific to the implementation of sexual assault program services to be provided. This section of the application shall incorporate performance-based information to measure program implementation and success. Such performance measures shall center on victim services (victim served, victims not served, demographics, relationship of victim, victim services provided, outreach). Applicants should outline their plan and capacity for data collection and reporting. Grant recipients will be required to report specific data to the RIPS-GAO during intervals consistent with the grant requirements. Data/performance measures shall be provided on a quarterly basis.

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SECTION 5 -- COST PROPOSAL

Detailed Budget and Budget Narrative: Provide a proposal for fees charged reflecting the hourly rate, or other fee structure, proposed to complete all the requirements of this project for a period of 12 months. Explain the basis and rationale of your fee structure. Cost proposal should not exceed \$336,000. Alternative fee schedule proposals will be considered; however, you must provide an understandable fee structure and explain the benefits of the alternative approach. The cost proposal should be separate from Technical Proposal.

COST PROPOSAL SUMMARY

Offeror:	
Address:	
Taxpayer ID#	
Authorized Agent	
Title	
Tel. & Fax #	
E-mail	

Cost Proposal:

Please specify in detail:
<ul style="list-style-type: none">• The personnel to be assigned under the contract and the number of hours per week offered under the contract.• Detailed hourly rate (ID # of hours in a standard work week) and/or annual salary for all personnel identified.• Other costs incorporated into the contract.

SECTION 6 -- EVALUATION AND SELECTION

Proposals will be reviewed and scored by a Technical Review Committee formed by Public Safety Grant Administration Office and its STOP Violence Against Women Act (VAWA) Advisory Committee. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 64 (80%) out of a maximum of 80 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or more will be evaluated for cost and assigned up to a maximum of 20 points in that category, bringing the potential maximum score to 100 points.

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The Public Safety Grant Administrative Office reserves the exclusive right to select the firms (vendors) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications <i>Provide staff resumes / core values and describe qualifications and experience of key staff who will be involved in the project, including their experience in the field.</i>	20 Points
Capability, Capacity, and Qualifications of the Offeror <i>Provide a detailed description of the Vendor's experience. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.</i>	25 Points
Quality of the Work plan <i>Describe in detail, the framework within which requested services will be performed.</i>	20 Points
Suitability of Approach/Methodology <i>Define the methodology and procedures to be used.</i>	15 Points
Total Possible Technical Points	80 Points
Cost – To be calculated as: [lowest responsive cost proposal] divided by [this cost proposal] multiplied by 30 points.	20 Points
Total Possible Points	100 Points

Points will be assigned based on the Offeror's clear demonstration of their abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

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SECTION 7 -- PROPOSAL SUBMISSION

Offerors are encouraged to submit written questions to the Public Safety Grant Administration Office if any portion of this LOI is unclear. **No other contact with State parties will be permitted.** Questions concerning this solicitation may be e-mailed to Michael J. Hogan, Administrative Manager, Public Safety Grant Administration Office at Michael.Hogan@ripsga.gov no later than January 10, 2018. Please reference **FY-2017 SASP LOI** on all correspondence.

Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation at the Public Safety Grant Administration Office website: <http://psga.ri.gov/>.

It is the sole responsibility of any interested party to access and/or download any pertinent information regarding this LOI.

Interested Offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation (Wednesday, February 14, 2018 at 3 pm).

Responses —**an original (1) plus four (4) copies**— should be mailed or hand-delivered in a sealed envelope marked LOI – Sexual Assault Program Services to:

Rhode Island Department of Public Safety Grants Administration Office
311 Danielson Pike, North Scituate, RI 02857
Attn: Michael J. Hogan

NOTE: Proposals received after the due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Public Safety Grant Administration Office by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Public Safety Grant Administration Office will not be considered.

RESPONSE CONTENTS

Responses should include the following:

1. A completed and signed **W-9** downloaded from the RI Division of Purchases Internet home page at: www.purchasing.ri.gov ;
2. A **letter of transmittal** signed by the owner, officer, or authorized agent of the Offeror (firm or organization) acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the State;
3. A **separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices). As appropriate, resumes of key staff who will provide services covered by this request;
4. A **separate, signed and sealed Cost Proposal** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.

SECTION 8 - CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award a contract(s), or to award on the basis of cost alone, to accept or reject any or all proposals, and/or to award 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.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the LOI. The State's General Conditions Purchases / General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

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