

# REQUEST FOR PROPOSAL

## Diversion Coaching RFP

ISSUE DATE: February 1, 2019  
QUESTIONS DUE BY: February 8, 2019  
RFP RESPONSES DUE BY: February 28, 2019, 4:00 p.m.  
PUBLIC BID OPENING: February 28, 2019, 4:15 p.m., Office of the Attorney General, 109 State St.,  
Montpelier, Vermont

PLEASE BE ADVISED THAT ALL NOTIFICATIONS, RELEASES, AND AMENDMENTS ASSOCIATED WITH THIS RFP WILL BE POSTED AT:

<http://www.bgs.state.vt.us/pca/bids/bids.php>; click on [Bid Search Menu](#)

THE STATE WILL MAKE NO ATTEMPT TO CONTACT INTERESTED PARTIES WITH UPDATED INFORMATION. IT IS THE RESPONSIBILITY OF EACH BIDDER TO PERIODICALLY CHECK THE ABOVE WEB PAGE FOR ANY AND ALL NOTIFICATIONS, RELEASES AND AMENDMENTS ASSOCIATED WITH THIS RFP.

STATE CONTACT: Willa Farrell, Court Diversion and Pretrial Services Director  
TELEPHONE: (802) 828-1360  
E-MAIL: [willa.farrell@vermont.gov](mailto:willa.farrell@vermont.gov)

# **REQUEST FOR PROPOSALS**

## **Office of the Attorney General**

### **Diversion Coaching RFP**

#### **Section 1: OVERVIEW**

Through this Request for Proposal (RFP) the Attorney General's Office (hereinafter, AGO or the "State") is seeking to establish a contract for coaching and support of Court Diversion case managers.

- A. BACKGROUND:** The AGO provides grants to 12 organizations in all counties to Court Diversion Programs. Diversion encompasses three programs: Court Diversion, the Youth Substance Abuse Safety Program (YSASP), and the Civil DLS Diversion Program.
- a. Court Diversion is a restorative justice program for youth with a delinquency petition and adults charged with a crime. Recognizing that people and relationships have been harmed when someone commits an offense, Diversion empowers all stakeholders to collectively address the needs of the victim, the community and the person who violated the law. Court Diversion case managers work with those referred who are willing to take responsibility for their actions and engage in a restorative process aimed at repairing the harm. Service needs related to the delinquency petition/charge are addressed in a restorative agreement. Service needs unrelated to the delinquency petition/charge are offered but not included in a restorative agreement. Completion of the Diversion Program results in a dismissal of the delinquency/criminal charge.
  - b. YSASP is an alternative to the civil court process for youth who violate Vermont's underage alcohol or marijuana laws (7 V.S.A. § 656; 18 V.S.A. § 4230b). YSASP helps young people to understand the impact on themselves and others of using substances and to lower their risk of future use, while connecting those identified as using at higher-risk levels to professional substance use clinicians. YSASP follows an approach known as Screening, Brief Intervention & Referral to Treatment (SBIRT).
  - c. The Civil DLS Diversion Program works to restore people's privilege to drive by helping people to determine requirements for driver re-licensing and by providing alternative affordable means to satisfy those requirements whenever possible. Among other forms of assistance, staff file motions, including proposed reductions and payment plans, on behalf of participants with the Vermont Judicial Bureau (VJB), and collect and forward payments to the VJB.

Approximately 25 case managers work in Court Diversion programs based in the following towns: Middlebury, Bennington, St. Johnsbury, Burlington, St. Albans, Hyde Park, Chelsea, Newport, Rutland, Barre, Brattleboro, and White River Junction. See Attachment III for distribution of staff by location. In all locations, the three programs described above are provided. Staff's experience and expertise varies.

#### **B. SCOPE OF WORK**

The AGO seeks to provide coaching to case managers within the context of continued learning and service improvement. Various principles, practices, and approaches inform these programs, in particular restorative justice and risk/need/responsivity principles. Staff are expected to work with people in ways that affirm and build upon people's strengths, understanding the role of trauma and its far-reaching effects, and using motivational interviewing skills.

The goal of the coaching is to increase the proficiency of staff in application of trauma-informed practices and motivational interviewing. Bidders shall demonstrate knowledge of and experience in using these principles and practices, as well as experience in coaching others in both.

Bidders may submit proposals for coaching delivered using a variety of strategies, tools, and techniques. Bidders shall explain the rationale for the proposed coaching method and describe how the bidder will document services provided and staff proficiency in the use of trauma-informed practices and motivational interviewing. Coaching shall be provided in a trauma-informed manner consistent with motivational interviewing principles.

Bidders may submit proposals to serve one or more locations. The AGO may prioritize locations depending upon proposals received such that not all locations receive services.

**C. SINGLE POINT OF CONTACT:** All communications concerning this RFP are to be addressed in writing to the State Contact listed on the front page of this RFP. Actual or attempted contact with any other individual from the State concerning this RFP is strictly prohibited and may result in disqualification.

**D. QUESTION AND ANSWER PERIOD:** Any vendor requiring clarification of any section of this RFP or wishing to comment on any requirement of the RFP must submit specific questions in writing no later than the deadline for questions indicated on the first page of this RFP. Questions may be e-mailed to the point of contact on the front page of this RFP. Questions or comments not raised in writing on or before the last day of the question period are thereafter waived. 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.bgs.state.vt.us/pca/bids/bids.php>. Every effort will be made to post this information as soon as possible after the question period ends, contingent on the number and complexity of the questions.

## **Section 2: GENERAL REQUIREMENTS**

**A. CONTRACT TERMS:** The selected bidders will be expected to sign a contract with the State, including the Standard Contract Form and Attachment C as linked in this RFP for reference. In addition the selected bidder shall provide documentation of \$1million per claim/\$2million aggregate professional liability insurance. Contracts arising from this RFP will be for a period of a minimum of one year with the possibility of renewal. The State anticipates the contract start date will be April 1, 2019.

**B. SUBCONTRACTORS:** If a Bidder intends to use subcontractors, the Bidder must identify in the proposal the names of the subcontractors, the portions of the work the subcontractors will perform, and address the background and experience of the subcontractor(s).

**C. PRICING:** Bidders must price the terms of this solicitation at their best pricing using the price quotation form in Attachment IV. Any and all costs that a Bidder wishes the State to consider must be submitted for consideration.

**D. BEST AND FINAL OFFER (BAFO):** At any time after submission of Responses and prior to the final selection of Bidder(s) for Contract negotiation or execution, the State may invite Bidder(s) to provide a BAFO.

The state reserves the right to request BAFOs from only those Bidders that meet the minimum qualification requirements and/or have not been eliminated from consideration during the evaluation process.

**E. METHOD OF AWARD:** Awards will be made in the best interest of the State. The State may award one or more contracts and reserves the right to make additional awards to other compliant bidders at any time if such award is deemed to be in the best interest of the State. All other considerations being equal, preference will be given first to resident bidders of the state.

The State shall have the authority to evaluate responses and select the Bidder(s) as may be determined to be in the best interest of the State and consistent with the goals and performance requirements outlined in this RFP.

Consideration shall be given to the Bidder's proposal as specified here

	Total Possible Points
Qualifications and experience	25
Coaching proposal	30
References	20
Cost proposal	25

**F. STATEMENT OF RIGHTS:** The State of Vermont reserves the right to obtain clarification or additional information necessary to properly evaluate a proposal. Vendors may be asked to give a verbal presentation of their proposal after submission. Failure of vendor to respond to a request for additional information or clarification could result in rejection of that vendor's proposal. To secure a project that is deemed to be in the best interest of the State, the State reserves the right to accept or reject any and all bids, in whole or in part, with or without cause, and to waive technicalities in submissions. The State also reserves the right to make purchases outside of the awarded contracts where it is deemed in the best interest of the State.

### **Section 3: CONTENT AND FORMAT OF RESPONSES**

The content and format requirements listed below are the minimum requirements for State evaluation. These requirements are not intended to limit the content of a Bidder's proposal. Bidders may include additional information or offer alternative solutions for the State's consideration. However, the State discourages overly lengthy and costly proposals, and Bidders are advised to include only such information in their response as may be relevant to the requirements of this RFP.

#### **A. COVER LETTER:**

1. Confidentiality: To the extent your bid contains information you consider to be proprietary and confidential, you must comply with the following requirements concerning the contents of your cover letter and the submission of a redacted copy of your bid (or affected portions thereof).

The successful response will become part of the contract file and will become a matter of public record, as will all other responses received. If the response includes material that is considered by the bidder to be proprietary and confidential under the State's Public Records Act, 1 V.S.A. § 315 et seq., the bidder shall submit a cover letter that clearly identifies each page or section of the response that it believes is proprietary and confidential. The bidder shall also provide in their cover letter a written explanation for each marked section explaining why such material should be considered exempt from public disclosure in the event of a public records request, pursuant to 1 V.S.A. § 317(c), including the prospective harm to the competitive position of the bidder if the identified material were to be released. Additionally, the bidder

must include a redacted copy of its response for portions that are considered proprietary and confidential. Redactions must be limited so that the reviewer may understand the nature of the information being withheld. It is typically inappropriate to redact entire pages, or to redact the titles/captions of tables and figures. Under no circumstances can the entire response be marked confidential, and the State reserves the right to disqualify responses so marked.

**2. Exceptions to Contract Terms and Conditions:** If the bidder wishes to propose an exception to any terms and conditions set forth in the Standard Contract Form and its attachments, such exceptions must be included in the cover letter to the RFP response. Failure to note exceptions when responding to the RFP will be deemed to be acceptance of the State contract terms and conditions. If exceptions are not noted in the response to this RFP but raised during contract negotiations, the State reserves the right to cancel the negotiation if deemed to be in the best interests of the State. Note that exceptions to contract terms may cause rejection of the proposal.

**B. PROPOSAL:** Provide a narrative proposal responsive to the RFP and prepared in this format: single-spaced, 11-point font, and one-inch margins. The proposal should not exceed 8 pages including the budget, and résumé(s) and include a description of the following:

- a. the bidder's qualifications and experience relative to coaching staff within the context of trauma-informed practices and motivational interviewing
- b. the approach and plan proposed by the bidder, including locations to be served
- c. a cost proposal including hourly rate and any anticipated expenses, per location, using the price quotation form in Attachment IV, and a narrative explanation of how each line item was calculated.

**C. REFERENCES:** Provide names and contact information of three references who can speak to the bidder's experience and qualifications to provide this service.

## **Section 4: SUBMISSION INSTRUCTIONS**

**A. CLOSING DATE:** Bids must be received by the due date specified on the front page of this RFP.

Bids must be submitted electronically via email to: [willa.farrell@vermont.gov](mailto:willa.farrell@vermont.gov) and in accordance with the following requirements:

- The subject line of the email submission must read "Diversion Coaching RFP."
- Bids must consist of a single email with a digitally searchable PDF attachment containing all components of the bid. Multiple emails and/or excessive attachments will not be accepted.
- There is an attachment size limit of 25 MB. It is the Bidder's responsibility to compress the PDF file containing its bid, if necessary, in order to meet this size limitation.

## **ATTACHMENTS:**

I. [Standard Contract for Services \(12/15/2017 Revised\)](#)

- a. <https://bgs.vermont.gov/purchasing-contracting/forms> - under Standard Contract for Services

II. [Attachment C: Standard State Contract Provisions \(December 15, 2017\)](#)

- a. <https://bgs.vermont.gov/purchasing-contracting/forms> - under Standard RFP Attachments

III. Diversion Staffing by Location

IV. Price Quotation Form

**Attachment III**

**DIVERSION STAFFING BY LOCATION**

<b>Location and Service Area</b>	<b>Number of staff who will participate in coaching</b>
Middlebury, Addison County	1
Bennington, Bennington County	2
St. Johnsbury, Caledonia & Essex Counties	1
Burlington, Chittenden County	3
St. Albans, Franklin & Grand Isle Counties	3
Hyde Park, Lamoille County	2
Chelsea, Orange County	1
Newport, Orleans County	2
Rutland, Rutland County	2
Barre, Washington County	2
Brattleboro, Windham County	2
White River Junction, Windsor County	2

**Attachment IV**  
**PRICE QUOTATION FORM**

Location served	Hourly Service Rate	# of hours of services	Hourly Travel Rate	# of hours of travel	Mileage expense (# miles at federal rate of .58/mile)	Total Cost
<b>TOTAL</b>						