State of Minnesota
Department of Corrections

REQUEST FOR PROPOSAL

Employment Matters CBI Employ

SWIFT Event #2000013286

Date Posted: August 9, 2022

- Responses must be received not later than 4pm, Central Time, August 30, 2022
- Late responses will not be considered

Minnesota’s Commitment to Diversity and Inclusion

The State of Minnesota is committed to diversity and inclusion in its public procurement process. The goal is to ensure that those providing goods and services to the State are representative of our Minnesota communities and include businesses owned by minorities, women, veterans, and those with substantial physical disabilities. Creating broader opportunities for historically under-represented groups provides for additional options and greater competition in the marketplace, creates stronger relationships and engagement within our communities, and fosters economic development and equality.

To further this commitment, the Department of Administration operates a program for Minnesota-based small businesses owned by minorities, women, veterans, and those with substantial physical disabilities. For additional information on this program, or to determine eligibility, please call 651-296-2600 or go to the Office of Equity in Procurement home page, at www.mn.gov/admin/oep.

SPECIAL NOTICE: This is a request for proposal. It does not obligate the State of Minnesota to award a contract or complete the proposed program, and the State reserves the right to cancel this solicitation if it is considered in its best interest.
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**Solicitation Attachments**

- Attachment A: Responder Declarations
- Attachment B: Exceptions to State's Terms and Conditions
- Attachment C: Cost Detail
- Attachment D: Responder Forms
  - Veterans Preference Form
  - Workforce Certification
  - Equal Pay Certificate Form

**Sample Contract**

- Exhibit A: Contract Terms
- Exhibit B: Insurance Requirements
- Exhibit C: Specifications, Duties, and Scope of Work
- Exhibit D: Pricing
SECTION 1 – INSTRUCTIONS TO RESPONDERS

Steps for Completing Your Response

Follow the steps below to complete your response to this Solicitation:

Step 1: Read the solicitation documents and ask questions, if any
Step 2: Write your response
Step 3: Submit your response

Incomplete Submittals

A response must be submitted along with any required additional documents. Incomplete responses that materially deviate from the required format and content may be rejected.

STEP 1 – READ THE SOLICITATION DOCUMENT & ASK QUESTIONS, IF ANY

How to Ask Questions

The contact person for questions is:
Malinda Steffan, Reentry Finance Coordinator
Minnesota Department of Corrections
Malinda.steffan@state.mn.us

Questions should be emailed to the contact by August 17th, 2022.
Other personnel are not authorized to answer questions regarding this Solicitation.

STEP 2 – WRITE YOUR RESPONSE

The Proposal Content section is in Section 4. Prepare a written response and supply all requested content. Responses should address the requested information and documents detailed in Section 4. DO NOT INCLUDE Non-Public/Trade Secret data (as defined by Minn. Stat. § 13.37).

Review, sign, and include the Responder Declarations with your response.

STEP 3 – SUBMIT YOUR RESPONSE

All responses to this solicitation (termed an “Event” within SWIFT) must be submitted through SWIFT using the Supplier portal (https://mn.gov/supplier). Training and documentation on how to submit your response is available through the Supplier portal link above. Fax, e-mail, and printed responses will not be accepted or considered. All costs incurred in responding to this solicitation will be borne by the responder.

Late responses will not be considered. Responses received after End Date above will not be considered, even if errors or delays were caused by issues outside of responders’ control. If you need assistance please contact the SWIFT Vendor Assistance Helpline at 651-201-8100, Option 1, and then Option 1.

By submitting a response, your company is making a binding legal offer for the period of time set forth below in Section 6, Conditions of Offer.
SECTION 2 – SUMMARY OF SCOPE

Procurement Overview and Goals.

The Minnesota Department of Corrections (“DOC”) is soliciting proposals from nongovernmental organizations to provide University of Cincinnati Corrections Institute’s Cognitive-Behavioral Interventions for Employment – Adult (CBI-EMP). Cognitive-Behavioral Interventions for Employment (CBI-EMP) is designed for justice involved individuals who are moderate to high risk of re-offense with a specific need in the area of employment. The DOC is looking to contract with Community Service Providers (CSPs) to facilitate these pre and post release services. Pre-release services will feature a co-facilitated groups with a DOC staff and CSP staff. Post-release services will be provided by CSP only, as well as individualized one to one follow up to strengthen application of learned skills.

Goals

Reduce recidivism by increasing employment readiness, job obtainment, and retention through CBI-EMP.

Sample Tasks

Tasks to be delivered and outcomes expected:

- Using Core Correctional Practices and evidence informed research, establish a UCCI CBI-EMP delivery structure that includes exclusionary criteria, group norms, rewards and sanctions to be used, participant satisfaction survey, and establish written completion criteria.
- Groups and services may be held during non-traditional business hours at the correctional facilities or in the community. Respondents should have flexibility in the delivery of the services requested.
- Deliver CBI-EMP curriculum as designed to targeted participants. Deliver at least three CBI-EMP groups at both MCF Faribault and Shakopee (total of 6 during contract).
- CBI-EMP groups will be delivered using a co-facilitation method, using one trained facilitator from the contracted vendor and one trained facilitator from the facility.
- Deliver at least two CBI-EMP groups in community on correctional supervision.
- Provide one to one aftercare follow up sessions to reinforce CBI-EMP after completion for at least 70 participants. Approximately one hour per session, this will include skill application, coaching, and problem solving for workplace success.
- Participation in facilitator bi-weekly meetings to review curriculum, successes, challenges, and updates.
- Tracking and reporting on participation and completion of CBI-EMP.
- Participation in or facilitating boosters and/or communities of practice to maintain and improve facilitator skills and curriculum updates.
- Planning and participation in graduation ceremonies at each facility for each completed cycle.
SECTION 3 – PROPOSAL INSTRUCTIONS AND ADDITIONAL INFORMATION

1. **Anticipated Contract Term.**
The term of this contract is anticipated to be from October 1, 2022 to September 30, 2023 with the option to extend an additional four years.

2. **Question and Answer Instructions.**
All questions should be submitted no later than the date and time listed in Section 1, Instructions to Responders. The State is not obligated to answer questions submitted after the question due date and time.

Only personnel listed above are authorized to discuss this solicitation with responders. Contact regarding this solicitation with any personnel not listed above could result in disqualification. This provision is not intended to prevent responders from seeking guidance from state procurement assistance programs regarding general procurement questions.

If a Responder discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in the solicitation, please immediately notify the contact person detailed above in writing of such error and request modification or clarification of the document.

SECTION 4 – PROPOSAL CONTENT

Please submit the following information:

1. **A Statement of Understanding.** The objectives, goals, and tasks to show or demonstrate the Responder's view and understanding of the nature of the contract.

2. **Work Plan.** Responder should provide a description of the deliverables to be provided by the Responder along with a detailed work plan that identifies the major tasks to be accomplished and be used as a scheduling and managing tool, as well as the basis for invoicing. This document should NOT list cost detail. If cost detail is included in this document, the State may disqualify the proposal as non-responsive.

3. **Qualifications and Experience.** Responder should provide an outline of background and experience with examples of similar work done by the Responder and a list of personnel who will conduct the project, detailing their training, and work experience. Resumes or other information about project personnel should not, if possible, contain personal telephone numbers, home addresses, or home email addresses. If it is necessary to include personal contact information, please clearly indicate in the response that personal contact information is being provided. All staff identified in the proposal to deliver the curriculum must be trained and certified to deliver CBI-EMP.

4. **Cost Detail.** Complete and submit Attachment C, “Cost Detail,” attached to this solicitation.

5. **Sample Transaction Documents.** Prior to award, a potential successful Responder must submit samples of any transaction documents (invoice) proposed for use under the resulting contract. The State will review the transaction documents to ensure they contain sufficient detail and to review additional terms and conditions contained therein, if any. The State reserves the right to request additional detail in the transaction documents or to reject additional terms and conditions within transaction documents. Once approved by the State, Contractor may not materially change transaction documents unless a change has been approved in writing by the Commissioner of Administration, as delegated to the Office of State Procurement. Any terms and conditions included in transaction documents but not approved by the State are voidable by the State. Any terms and
conditions that are in conflict with Minnesota law or in conflict with the terms of the State Contract are void. Failure to void a non-approved term or condition included in a transaction document does not waive the State’s right to void any non-approved term or condition.

Submit all requested documentation, including, but not limited to, the following documents:

1. Attachment A: Responder Declarations
2. Attachment B: Exceptions to State’s Standard Terms and Conditions
3. Attachment C: Cost Proposal
4. Attachment D: Responder Forms
   a. Veterans Preference Form
   b. Workforce Certification

DO NOT INCLUDE Non-Public/Trade Secret data (as defined by Minn. Stat. § 13.37).
SECTION 5 – EVALUATION PROCEDURE AND CRITERIA

The State will conduct an evaluation of responses to this Solicitation. The evaluations will be conducted in three phases:

1. Phase 1 – Review responses for responsiveness and pass/fail requirements
2. Phase 2 – Evaluate responses
3. Phase 3 – Select finalist(s)

Phase 1 – Responsiveness and Pass/Fail Requirements
The purpose of this phase is to determine if each response complies with mandatory requirements. The State will first review each proposal for responsiveness to determine if the Responder satisfies all mandatory requirements. The State will evaluate these requirements on a pass/fail basis.

Mandatory Requirements. The following will be considered on a pass/fail basis:

- Responses must be received by the due date and time specified in this RFP.
- Respondents and their employees must provide documentation acknowledging training and certification to deliver CBI-EMP.
- Responder must submit as part of its proposal a statement confirming that it is able to complete training and background checks required to enter the participating DOC correctional facilities.

Phase 2 – Evaluate Responses
Only those responses found to have met Phase 1 criteria will be considered in Phase 2.

The factors and weighting on which responses will be evaluated are:

1. Statement of Understanding 200 points
2. Work Plan for Deliverables 300 points
3. Qualifications and Experience 200 points
4. Cost Detail 300 points
5. Preference Points (if applicable) 60 points (in addition to 1,000 available)

Preference points are described under Solicitation Terms and will be applied to the total score after points have been awarded.

Phase 3 – Select Finalist(s)
Only those responses that have been evaluated under Phase 2 shall be eligible for Phase 3.

The State will make its selection based on best value, as determined by this evaluation process. The State reserves the right to pursue negotiations on any exception taken to the State’s standard terms and conditions. In the event that negotiated terms cannot be reached, the State reserves the right to terminate negotiations and begin negotiating with the next highest scoring responder or take other actions as the State deems appropriate. If the State anticipates multiple awards, the State reserves the right to negotiate with more than one Responder.

It is anticipated that the evaluation and selection will be completed by September 15th.
SECTION 6 – SOLICITATION TERMS

1. **Competition in Responding**
The State desires open and fair competition. Questions from responders regarding any of the requirements of the Solicitation must be submitted in writing to the Solicitation Administrator listed in the Solicitation before the due date and time. If changes are made the State will issue an addendum.

Any evidence of collusion among responders in any form designed to defeat competitive responses will be reported to the Minnesota Attorney General for investigation and appropriate action.

2. **Addenda to the Solicitation**
Changes to the Solicitation will be made by addendum with notification and posted in the same manner as the original Solicitation. Any addenda issued will become part of the Solicitation.

3. **Data Security - Foreign Outsourcing of Work is Prohibited**
All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all levels.

4. **Joint Ventures**
The State allows joint ventures among groups of responders when responding to the solicitation. However, one responder must submit a response on behalf of all the others in the group. The responder that submits the response will be considered legally responsible for the response (and the contract, if awarded).

5. **Withdrawing Response**
A responder may withdraw its response prior to the due date and time of the Solicitation. For solicitations in the SWIFT Supplier Portal, a responder may withdraw its response from the SWIFT Supplier Portal. For solicitations done any other way, a responder may withdraw its response by notifying the Solicitation Administrator in writing of the desire to withdraw.

After the due date and time of this Solicitation, a responder may withdraw a response only upon showing that an obvious error exists in the response. The showing and request for withdrawal must be made in writing to Solicitation Administrator within a reasonable time and prior to the State’s detrimental reliance on the response.

6. **Rights Reserved**
The State reserves the right to:

- Reject any and all responses received;
- Waive or modify any informalities, irregularities, or inconsistencies in the responses received;
- Negotiate with the highest scoring Responder[s];
- Terminate negotiations and select the next response providing the best value for the State;
- Consider documented past performance resulting from a State contract may be considered in the evaluation process;
- Short list the highest scoring Responders;
- Require Responders to conduct presentations, demonstrations, or submit samples;
- Interview key personnel or references;
- Request a best and final offer from one or more Responders;
- The State reserves the right to request additional information; and
• The State reserves the right to use estimated usage or scenarios for the purpose of conducting pricing evaluations. The State reserves the right to modify scenarios, and to request or add additional scenarios for the evaluation.

7. **Samples and Demonstrations**
Upon request, Responders are to provide samples to the State at no charge. Except for those destroyed or mutilated in testing, the State will return samples if requested and at the Responder’s expense. All costs to conduct and associated with a demonstration will be the sole responsibility of the Responder.

8. **Responses are Nonpublic during Evaluation Process**
All materials submitted in response to this Solicitation will become property of the State. During the evaluation process, all information concerning the responses submitted will remain private or nonpublic and will not be disclosed to anyone whose official duties do not require such knowledge. Responses are private or nonpublic data until the completion of the evaluation process as defined by Minn. Stat. § 13.591. The completion of the evaluation process is defined as the State having completed negotiating a contract with the selected responder. The State will notify all responders in writing of the evaluation results.

9. **Trade Secret Information**

   9.1 Responders must not submit as part of their response trade secret material, as defined by Minn. Stat. § 13.37.

   9.2 In the event trade secret data are submitted, Responder must defend any action seeking release of data it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments awarded against the State in favor of the party requesting the data, and any and all costs connected with that defense.

   9.3 The State does not consider cost or prices to be trade secret material, as defined by Minn. Stat. § 13.37.

   9.4 A responder may present and discuss trade secret information during an interview or demonstration with the State, if applicable.

10. **Conditions of Offer**
Unless otherwise approved in writing by the State, Responder’s cost proposal and all terms offered in its response that pertain to the completion of professional and technical services and general services will remain firm for 180 days, until they are accepted or rejected by the State, or they are changed by further negotiations with the State prior to contract execution.

11. **Award**
Any award that may result from this solicitation will be based upon the total accumulated points as established in the solicitation. The State reserves the right to award this solicitation to a single Responder, or to multiple Responders, whichever is in the best interest of the State, providing each Responder is in compliance with all terms and conditions of the solicitation. The State reserves the right to accept all or part of an offer, to reject all offers, to cancel the solicitation, or to re-issue the solicitation, whichever is in the best interest of the State.

12. **Requirements Prior to Contract Execution**
Prior to contract execution, a responder receiving a contract award must comply with any submittal requests. A submittal request may include, but is not limited to, a Certificate of Insurance.