

THIS IS NOT A REQUEST FOR PROPOSAL

REQUEST *FOR* INFORMATION

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SECTION I. BACKGROUND AND OBJECTIVES

1.1 *BACKGROUND INFORMATION FOR THE PROJECT*

The Iowa Department of Corrections (herein referred to as the Department) is committed to advancing nationally recognized best practices in Iowa's correctional system. Progress requires developing opportunities to improve operational, program, and staff efficiency and effectiveness.

Before offenders are placed in Iowa prisons, all are sent through a classification process at the Iowa Medical and Classification Center (IMCC) in Oakdale, Iowa. At the present time offenders who enter IMCC undergo screening with the Modified Mini Screen (MMS) and the Texas Christian University (TCU) Drug Screen II but do not undergo a substance abuse treatment service level assessment. The Department is seeking integration of its existing screening instruments with Respondent's assessment in order to identify substance abuse level of service as well as offenders with co-occurring disorders. Prison and treatment program placement decisions are made without the benefit of substance abuse service level need data. Given that treatment is not a one-size-fits-all intervention, the Department must remedy this deficiency in order to improve the appropriateness of its placement decisions and utilization of treatment resources. In the 2007 Iowa Department of Management Performance Audit Program Report, it was indicated that approximately only 40% of the offenders with LSI-r identified alcohol/drug problems received treatment before returning to the community.

The Department is seeking an assessment that will identify the level of substance abuse treatment needed, including co-occurring disorders. The Department's treatment capacity is limited and the level of service is a key element indicator of the most effective resource utilization, as well as enabling the Department to project future treatment needs. Treatment capacity refers to the "amount" and "level" of treatment that can be provided in any defined period of time. Treatment capacity is directly related to treatment slots, the number of staff available to provide treatment, and sufficient treatment/program space in which to hold treatment programs. The assessment should identify those offenders who would benefit from substance abuse treatment in the community and those who would benefit from treatment in outpatient, inpatient, relapse, or co-occurring programming while in prison.

The Department has received an appropriation from the State Legislature to hire staff or contract to provide a substance abuse treatment service level assessment and is seeking information from Respondents who are capable of and interested in providing information on such an assessment. The Department is also seeking information on additional screening tools that may be implemented at IMCC to better identify those offenders with co-occurring disorders.

The Department will provide an area at the Iowa Medical & Classification Center, Oakdale, Iowa in which to conduct the assessment process during the first 30 (thirty) days following admission to the Department of Corrections for approximately 4,500 offenders annually.

This RFI seeks to obtain the background information for the placement of such an assessment, at the designated site, at the discretion of the Department. The intended purpose of this RFI is to allow all interested Respondents to present models that are currently available and possibly also preview models that may be under development that will fit the requirements listed by the Department. The Department is interested in new and innovative methods of providing a substance abuse treatment service level assessment for the offenders. Please feel free to include both existing functionality and programs under development, if appropriate.

The Department is under the auspices of the Iowa Board of Corrections.

1.2 *INFORMATION SOUGHT*

The Department is seeking **information** from Respondents who are interested in providing a substance abuse treatment service level assessment at IMCC in Oakdale, Iowa, including all personnel, program materials, square footage, and equipment necessary to operate this program. The intended purpose of this RFI is to allow all interested Respondents to present information about programs that are currently available and preview any programs that are under development that will fit the requirements listed by the Department.

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The Department is looking for a Respondent in a cooperative venture that will be able to meet the following criteria:

- 1). Respondent must have a written policy manual including but not limited to the following:
 - 1). Staff background checks (The Department will do background checks on all of the Respondent's prospective staff and will have final authorization on their hire).
 - 2). Staff coverage
 - 3). Staff training and qualifications for co-occurring disorders assessment
 - 4). Security standards
 - 5). Staff and client accountability
- 2). Respondent must be able to show a minimum three-year history of successfully administering a level of service assessment for substance abusing criminal justice clients.
- 3). Respondent will work with Department staff to incorporate the "Best Practices" in programming for treating substance abusing offenders that includes social learning and cognitive approaches.
- 4). Respondent's staff will participate in the Department's Pre-Service and regular department-wide training on research-based assessment and treatment concepts, to be negotiated with the Department.
- 5). Respondent will provide semiannual statistical indicators and annual measures to be agreed upon with the Department. This information will include, but not be limited to:
 - Number of offenders assessed
 - Number of offenders assessed for residential inpatient
 - Number of offenders assessed for intensive outpatient
 - Number of offenders assessed for relapse prevention
 - Number of offenders assessed for co-occurring disorders treatment
 - Number of offenders assessed for treatment after release
- 6). The Department will have access to the Respondent's policy manual, via computer.

1.3 REQUEST FOR INFORMATION PROCEDURE

This request requires any Respondent wishing to submit **information** to respond to this Request for Information (RFI) by 3:00 p.m., Central Time, Wednesday, December 19, 2007.

RELEVANT DATES

Event

Issue RFI
RFI Submission

Dates

November 19, 2007
December 19, 2007

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1.31 Technical questions about this RFI are to be submitted to the Department: attention of Katrina Carter-Larson, katrina.carterlarson@iowa.doc. Response to questions will be made to the Respondent by the Department within three working days of receipt of question.

1.4 SUBMISSION OF RESPONSE

The Respondent's response may be hand-delivered, faxed, e-mailed, or mailed to the Department of Corrections, ATTN: Katrina Carter-Larson, Jessie Parker Bldg. – 510 E 12th Street, Des Moines, Iowa 50319. Responses will not be accepted over the telephone. All responses must be received at the Department by 3:00 p.m., Central Time, Wednesday, December 19, 2007.

1.5 CONTACT INFORMATION

The contact at the Department for scheduling, inquiries, and comments will be:

Katrina Carter-Larson	e-mail	katrina.carterlarson@iowa.gov
Department of Corrections	Telephone	515-725-5784, 515-314-2645
Jessie Parker Bldg. – 510 E 12 th Street	FAX	515-725-5798
Des Moines, IA 50319		

1.6 REVIEW AND REJECTION OF RFI RESPONSES

The Department reserves the right to reject any and all responses, in whole and in part, received in response to this RFI at any time. **Issuance of the RFI in no way constitutes a commitment by the Department to award any contract.** This RFI is designed to provide Respondents with the information necessary for the preparation of informative response proposals. This RFI process is for the Department's benefit and is intended to provide competitive information to assist in the selection of a Respondent to provide a program including materials and equipment. The RFI is not intended to be comprehensive and each Respondent is responsible for determining all factors necessary for submission of a comprehensive response. The RFI response will not be subject to an RFP type evaluation but only to a review of suggested program, performance, and cost (**cost may be estimated by Respondent, if an estimate Respondent shall state that it is an estimated or approximate cost**), of the program offered and of abilities to perform services that may be of use to the Department.

1.6.1 A RFI response may be rejected outright and not reviewed for any one (1) of the following reasons; therefore, Respondents are asked to make every effort to meet the RFI timelines and to include the requested information:

1.6.1.1 Failure of Respondent to deliver the response by the due date and time.

1.6.1.2 Failure to include information requested in the RFI.

1.7 PUBLIC RECORDS AND REQUESTS FOR CONFIDENTIALITY

1.7.1 The release of information by the Department to the public is subject to Iowa Code Chapter 22 and other applicable provisions of law relating to the release of records in the possession of a State agency. Respondents are encouraged to familiarize themselves with these provisions prior to submitting a bid proposal. All information submitted by a Respondent may be treated as public

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information by the Department unless the Respondent properly requests that information be treated as confidential at the time of submitting the proposal.

- 1.7.2 Any requests for confidential treatment of information must be included in a cover letter with the Respondent's proposal and must enumerate the specific grounds in Iowa Code Chapter 22 or other legal reasons which support treatment of the material as confidential and must indicate why disclosure is not in the best interests of the public. The request must also include the name, address, and telephone number of the person authorized by the Respondent to respond to any inquiries by the Department concerning the confidential status of the materials.
- 1.7.3 Any documents submitted which contain confidential information must be marked on the outside as containing confidential information, and each page upon which confidential information appears must be marked as containing confidential information. The confidential information must be clearly identifiable to the reader wherever it appears. All copies of the proposal submitted, as well as the original proposal, must be marked in this manner.
- 1.7.4 In addition to marking the material as confidential material where it appears, the Respondent must submit one copy of the bid proposal from which the confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the document as possible. These pages must be submitted with the cover letter and will be made available for public inspection.
- 1.7.5 The Respondent's failure to request, in the bid proposal, confidential treatment of material pursuant to this Section and the relevant laws and administrative rules will be deemed by the Department as a waiver of any right to confidentiality which the Respondent may have had.

1.8 COPYRIGHTS

By submitting a response the Respondent agrees that the Department may copy the response for purposes of facilitating the evaluation or to respond to requests for public records. The Respondent represents that such copying will not violate any copyrights in the materials submitted.

1.9 RESTRICTIONS ON GIFTS AND ACTIVITIES

Iowa Code chapter 68B contains laws which restrict gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Respondents are responsible for determining the applicability of this chapter to their activities and for complying with these requirements. In addition, Iowa Code chapter 722.1 provides that it is a felony offense to bribe a public official.

1.10 CONTENT OF THE RFI

1.10.1 This RFI is designed to provide Respondents with the information necessary for the preparation of an appropriate response. It is not intended to be comprehensive, and each Respondent is responsible for determining all factors necessary for submission of a comprehensive response.

1.10.2 The Department reserves the right to modify this RFI at any time.

1.10.3 Responses should be based on the material contained in this RFI or any other relevant information the Respondent thinks is appropriate.

1.10.4 By submitting a response each Respondent agrees that it will not bring any claim or have any cause of action against the Board of Corrections, the Department, the State of Iowa, or any employee of

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the Department or the State, based on any misunderstanding concerning the information provided or concerning the Department's failure, negligent or otherwise, to provide the Respondent with pertinent information as intended by this RFI.

1.11 COST TO RESPONDENTS

The Department is not responsible for any costs incurred by a Respondent which are related to the preparation or delivery of the response, any on-site inspection which may be required, or any other activities related to this RFI.

1.12 RESPONSES PROPERTY OF THE DEPARTMENT

All printed information used to demonstrate a Respondent's product becomes the property of the Department. The Department will have the right to use ideas or adaptations of ideas that are presented in the responses.

1.13 SOURCES OF INFORMATION USED BY THE DEPARTMENT IN ADDITION TO THE RESPONSES

The Department reserves the right to contact Respondents after the submission of responses for the purpose of clarification and to ensure mutual understanding.

1.14 NO OBLIGATION TO ISSUE RFP

The issuance of this RFI does not obligate the Department in any way to issue an RFP for the program, materials, and services described in this RFI.

SECTION II. RESPONDENT RESPONSES

2.1 IDENTIFYING INFORMATION

- 2.1.1 State the name and principal place of business of the Respondent.
- 2.1.2 Identify the Respondent's type of business entity such as a corporation or partnership.
- 2.1.3 State the Respondent's place of incorporation, if applicable. At the Respondent's discretion, provide an organization chart for the Respondent. Include any parent, subsidiary, and affiliate companies or organizations you feel may be relevant to this presentation.
- 2.1.4 State the name, address, email address, telephone number, and FAX number of the Respondent's representative to contact regarding all technical matters concerning this RFI.

2.2 RESPONDENT REFERENCE

List all jurisdictions for which the Respondent has provided a substance abuse treatment service level assessment and indicate the dates on which each program or contract began and ended. Please include any applicable references.

SECTION III. GENERAL REQUIREMENTS

Please describe how your program, equipment, and service would meet any or all of the information sought and general requirements including, but not limited to, estimated cost, functionality, process,

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service, personnel, product specifications, time frames, square footage needed, hours of operation, and other considerations.

Section IV. *OTHER FEATURES*

Is there any other feature, service, or option you believe the Department should be aware of should they choose to prepare an RFP? If so, please describe the feature, service, product, or option, and explain how it would improve the program served as identified in this RFI.