



# SEALED BID

## REQUEST FOR PROPOSAL

### Cosmetology and/or Barbering Instructor

ISSUE DATE	October 17, 2024
QUESTIONS DUE	November 8, 2024 – 4:30 PM (EST)
RFP RESPONSES DUE BY	December 2, 2024 – 4:30 PM (EST)

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

[Current RFPs | Department of Corrections \(vermont.gov\)](#)  
and  
[Vermont Business Registry and Bid System - Home](#)

**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 WEBPAGE FOR ANY AND ALL NOTIFICATIONS, RELEASES AND ADDENDUMS ASSOCIATED WITH THIS RFP.**

**STATE CONTACT:** Tyler Prue, Facility Operations Manager  
**E-MAIL:** [Tyler.Prue@vermont.gov](mailto:Tyler.Prue@vermont.gov)

## 1. OVERVIEW:

- 1.1. **SCOPE AND BACKGROUND:** Through this Request for Proposal (RFP) the AHS / Department of Corrections (hereinafter the “State”) is seeking to establish contracts with one or more companies that can provide Cosmetology and Barbering Instructor Services.
- 1.2. **CONTRACT PERIOD:** Contracts arising from this RFP will be for a period of 2-years with an option to renew for up to three additional twelve-month periods. The State anticipates the start date for such contract(s) will be January 1, 2025
- 1.3. **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.
- 1.4. **BIDDERS’ CONFERENCE:** A bidders’ conference will not be held,
- 1.5. **QUESTION AND ANSWER PERIOD:** Any bidder 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 question 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 <https://doc.vermont.gov/content/current-rfps> . 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.
- 1.6. **CHANGES TO THIS RFP:** Any modifications to this RFP will be made in writing by the State through the issuance of an Addendum to this RFP and posted online at <https://doc.vermont.gov/content/current-rfps>. Modifications from any other source are not to be considered.

## 2. GENERAL REQUIREMENTS:

The Vermont Department of Corrections intends to award a Vocational Training Program Provider contract(s) to a Cosmetology and/or Barbering Instructor for female Incarcerated Individuals and Males located at any of the six facilities around the state. Successful completion of the program must qualify Incarcerated Individuals for entry-level employment post release.

## 3. SCOPE OF WORK

### Place of Performance:

- 3.1. The cosmetology Occupational Training Program and/or Barbering will be taught at all of the following Facilities:
  - 3.1.1. Chittenden Regional Correctional Facility. (CRCF)-South Burlington.
  - 3.1.2. Marble Valley Regional Correctional Facility. (MVRCF)-Rutland.
  - 3.1.3. Northern State Correctional Complex (NERCF & CCWC)-St. Johnsbury.
  - 3.1.4. Northern State Correctional Facility. (NSCF)- Newport.
  - 3.1.5. Northwest State Correctional Facility. (NWSCF)- Swanton.
  - 3.1.6. Southern State Correctional Facility. (SSCF)- Springfield.

### Program Education and Qualification Requirements:

- 3.2. The vendor will be a post-secondary institution, vocational training school, or industry-based professional with all qualifications required to instruct students in Cosmetology and Barbering.
- 3.3. Vendor will provide training for students to receive industry-recognized certification in the ones mentioned above.
- 3.4. The occupational education program must fall under the provider’s umbrella of accreditation and lead to an industry-accepted certificate.

- 3.4.1. Contract instructor shall be certified to practice in the State of Vermont.
- 3.5. The vendor awarded this contract, at a minimum; must have completed a State of Vermont cosmetology license and/or barbering license.
  - 3.5.1. The vendor will provide a copy of all diplomas and/or certificates with contact information, to support stated qualifications.
- 3.6. The vendor will provide the program curriculum to the corresponding authority before the start of the program. Curriculum topics should include, but are not limited to, the following:
  - 3.6.1. Cosmetology and or Barbering Basic Practices according to the health and safety standards of the Vermont Board.
  - 3.6.2. Preference will be given to Contractors with education and experience with natural hair.
- 3.7. The curriculum, lesson plans, and routine organization of the program will be the responsibility of the vendor following the facility schedule, not the academic calendar or days off, of the awarded institution.
  - 3.7.1. The vendor will be responsible for initiating communication with the corresponding authority.
- 3.8. Classroom size will be up to but not greater than 8 trainees per facility.
- 3.9. Trainee's program completion will be determined by the contractor based on the fulfillment of classroom assignments and projects, a demonstration of proficiency in all related skills, and completion of a minimum number of hours of on-the-job training or practical lab experience.

**Supplies and Equipment:**

- 3.10. The State will supply all cosmetology and barbering-related supplies including the Milady standard Cosmetology, 2016 edition, ISBN: 978-1-2857-6943-1 textbooks and Milady's standard professional Barbering ISBN 978-1-4354-9715-3. Each facility will maintain hair-cutting kits consisting of the following items:
  - 3.10.1. Military-style boar bristle brush
  - 3.10.2. Two wall professional super taper with eleven hair clippers
  - 3.10.3. 7' cutting comb pack of two
  - 3.10.4. Wall professional peanut clipper/trimmer
  - 3.10.5. Unbreakable mirror
  - 3.10.6. Barbicide liquid disinfectant
  - 3.10.7. Andis cool care plus
  - 3.10.8. Wahl 8- pack color coded cutting guides with organizer
  - 3.10.9. Two small plastic containers with a cover to use for disinfecting. clipper guards
  - 3.10.10. Wahl clipper oil
  - 3.10.11. Andis cool care plus to disinfect clippers.
  - 3.10.12. Barbicide to soak combs.
- 3.11. Any equipment not listed above must be pre-approved by Facility Manager
- 3.12. Additional supplies provided by the Vendor may be eligible for reimbursement upon approval.
- 3.13. The vendor will ensure that all hair-cutting chemicals are properly inventoried and stored per the facility's chemical control procedure.
- 3.14. The vendor will provide recommended suppliers which will assist the local Facility Manager in ordering available products.

3.15. Contractor will not use any other chemicals for cutting hair. Contractor will ensure that all hair cutting chemicals are properly inventoried and stored per the facility chemical control procedure.

#### 4. PAYMENT PROVISIONS

4.1. Pricing should include costs for all required items listed in the Scope of Work to be completed.

4.2. All costs should be inclusive of travel expenses.

5. **PRICING:** Bidders must price the terms of this solicitation at their best pricing. Any and all costs that Bidder wishes the State to consider must be submitted for consideration. If applicable, all equipment pricing is to include F.O.B. delivery to the ordering facility. No request for extra delivery cost will be honored. All equipment shall be delivered assembled, serviced, and ready for immediate use, unless otherwise requested by the State.

5.1.1. Prices and/or rates shall remain firm for the initial term of the contract. The pricing policy submitted by Bidder must (i) be clearly structured, accountable, and auditable and (ii) cover the full spectrum of materials and/or services required.

5.1.2. **Cooperative Agreements.** Bidders that have been awarded similar contracts through a competitive bidding process with another state and/or cooperative are welcome to submit the pricing in response to this solicitation.

6. **STATEMENT OF RIGHTS:** 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. The State of Vermont reserves the right to obtain clarification or additional information necessary to properly evaluate a proposal. Failure of bidder to respond to a request for additional information or clarification could result in rejection of that bidder'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.

6.1. **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.

6.2. **Presentation.** An in-person or webinar presentation by the Bidder may be required by the State if it will help the State's evaluation process. The State will factor information presented during presentations into the evaluation. Bidders will be responsible for all costs associated with providing the presentation.

7. **WORKER CLASSIFICATION COMPLIANCE REQUIREMENTS:** In accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), Bidders must comply with the following provisions and requirements.

7.1. **Self Reporting:** For bid amounts exceeding \$250,000.00, Bidder shall complete the appropriate section in the attached Certificate of Compliance for purposes of self-reporting information relating to past violations, convictions, suspensions, and any other information related to past performance relative to coding and classification of workers. The State is requiring information on any violations that occurred in the previous 12 months.

7.2. **Subcontractor Reporting:** For bid amounts exceeding \$250,000.00, Bidders are hereby notified that upon award of contract, and prior to contract execution, the State shall be provided with a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54). This requirement does not apply to subcontractors providing supplies only and no labor to the overall contract or project. This list MUST be updated and provided to the State as additional subcontractors are hired. A sample form is available online at <http://bgs.vermont.gov/purchasing-contracting/forms>. **The subcontractor reporting form is not required to be submitted with the bid response.**

#### 8. EXECUTIVE ORDER 05-16: CLIMATE CHANGE CONSIDERATIONS IN STATE PROCUREMENTS:

For bid amounts exceeding \$25,000.00 Bidders are requested to complete the Climate Change Considerations in State Procurements Certification, which is included in the Certificate of Compliance for this RFP.

After consideration of all relevant factors, a bidder that demonstrates business practices that promote clean energy and address climate change as identified in the Certification, shall be given favorable consideration in the competitive bidding process. Such favorable consideration shall be consistent with and not supersede any preference given to resident bidders of the State and/or products raised or manufactured in the State, as explained in the Method of

Award section. But, such favorable consideration shall not be employed if prohibited by law or other relevant authority or agreement.

9. **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 and/or to products raised or manufactured in the state, and then to bidders who have practices that promote clean energy and address climate change, as identified in the applicable Certificate of Compliance.

9.1. **Evaluation Criteria:** Consideration shall be given to the Bidder’s project approach and methodology, qualifications and experience, ability to provide the services within the defined timeline, cost, and/or success in completing similar projects, as applicable, and to the extent specified below.

9.1.1. The State will evaluate proposals based on the following criteria and accompanying point values. Total score achievable for required scope is 100.

Evaluation Factors	Score Value
Vendor is able to provide a curriculum that is including but not limited to Basic Practices of natural hair according to the health and safety standards of the Vermont Board	20
Vendor is currently in possession of barbering or cosmetology license for the State of Vermont	20
The training curriculum provided is reviewed and acceptable by the Commissioner of Corrections (per VSA Title 26, Chapter 6, Subchapter 1, § 273. Exemptions, part 6 and part 7)	20
Vendor is able to participate in all (6) locations	15
Can establish a system of recording and certifying apprenticeship hours for services performed by Incarcerated Individuals to put towards future barbering / cosmetology licensing requirements upon community re-entry	15
Vendor has professional instructor experience and can provide contact information to support qualification	5
Vendor is certified in the general field of post-secondary education with certification in their area of expertise in the State of Vermont	5

9.2. **CONTRACT NEGOTIATION:** Upon completion of the evaluation process, the State may select one or more bidders with which to negotiate a contract, based on the evaluation findings and other criteria deemed relevant for ensuring that the decision made is in the best interest of the State. In the event State is not successful in negotiating a contract with a selected bidder, the State reserves the option of negotiating with another bidder, or to end the proposal process entirely.

9.3. **COST OF PREPARATION:** Bidder shall be solely responsible for all expenses incurred in the preparation of a response to this RFP and shall be responsible for all expenses associated with any presentations or demonstrations associated with this request and/or any proposals made.

9.4. **CONTRACT TERMS:** The selected bidder(s) will be expected to sign a contract with the State, including the Standard Contract Form and Attachment C as attached to this RFP for reference. If IT Attachment D is included in this RFP, terms may be modified based upon the solution proposed by the Bidder, subject to approval by the Agency of Digital Services.

9.4.1. **Business Registration.** To be awarded a contract by the State of Vermont a bidder (except an individual doing business in his/her own name) must be registered with the Vermont Secretary of State’s office <https://sos.vermont.gov/corporations/registration/> and must obtain a Contractor’s Business Account Number issued by the Vermont Department of Taxes <http://tax.vermont.gov/>.

9.4.2. The contract will obligate the bidder to provide the services and/or products identified in its bid, at the prices listed.

9.4.3. **Payment Terms.** Percentage discounts may be offered for prompt payments of invoices; however, such discounts must be in effect for a period of 30 days or more in order to be considered in making awards.

9.4.4. **Quality.** If applicable, all products provided under a contract with the State will be new and unused, unless otherwise stated. Factory seconds or remanufactured products will not be accepted unless specifically requested by the purchasing agency. All products provided by the contractor must meet all federal, state, and local standards for quality and safety requirements. Products not meeting these standards will be deemed unacceptable and returned to the contractor for credit at no charge to the State.

10. **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.

10.1. The bid should include a Cover Letter and Technical Response and Price Schedule.

10.2. **COVER LETTER:**

10.2.1. 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).

10.2.2. All responses to this RFP will become part of the contract file and will become a matter of public record under the State's Public Records Act, 1 V.S.A. § 315 et seq. (the "Public Records Act"). If your response must include material that you consider to be proprietary and confidential under the Public Records Act, your cover letter must clearly identify each page or section of your response that you consider proprietary and confidential. Your cover letter must also include 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, you must include a redacted copy of your 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 may your entire response be marked confidential, and the State reserves the right to disqualify responses so marked.

10.2.3. Exceptions to Contract Terms and Conditions. If a 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.

10.3. **TECHNICAL RESPONSE.** In response to this RFP, a Bidder shall:

10.3.1. Provide details concerning your form of business organization, company size and resources.

10.3.2. Describe your capabilities and particular experience relevant to the RFP requirements.

10.3.2.1. Identify all current or past State projects.

10.3.3. Identify the names of all subcontractors you intend to use, the portions of the work the subcontractors will perform, and address the background and experience of the subcontractor(s), as per RFP section 4.3.2 above.

10.4. **REFERENCES.** Provide the names, addresses, and phone numbers of at least three companies with whom you have transacted similar business in the last 12 months. You must include contact names who can talk knowledgeably about performance.

10.5. **REPORTING REQUIREMENTS:** Provide a sample of any reporting documentation that may be applicable to the Detailed Requirements of this RFP.

10.6. **PRICE SCHEDULE:** Bidders shall submit their pricing information in the Price Schedule attached to the RFP.

10.7. **CERTIFICATE OF COMPLIANCE:** This form must be completed and submitted as part of the response for the proposal to be considered valid.

## 11. SUBMISSION INSTRUCTIONS:

11.1. **CLOSING DATE:** Bids must be received by the State by the due date specified on the front page of this RFP. Late bids will not be considered.

11.1.1. The State may, for cause, issue an addendum to change the date and/or time when bids are due. If a change is made, the State will inform all bidders by posting at the webpage indicated on the front page of this RFP.

11.1.2. There will not be a public bid opening. However, the State will record the name, city and state for any and all bids received by the due date. This information will be posted as promptly as possible following the due date online at: <https://doc.vermont.gov/content/current-rfps> . Bidders are hereby notified to review the information posted after the bid opening deadline to confirm receipt of bid by the State. Any bidder that submitted a bid, and is not listed on the bid tabulation sheet, shall promptly notify the State Contact listed on the front page of this RFP. Should a bidder fail to notify the State Contact listed on the front page of this RFP within two weeks of posting the bid tabulation sheet, the State shall not be required to consider the bid.

11.2. **STATE SECURITY PROCEDURES: Please be advised extra time will be needed when visiting and/or delivering information to State of Vermont offices. All individuals visiting State offices must present a valid government issued photo ID when entering the facility.**

11.2.1. State office buildings may be locked or otherwise closed to the public. If this RFP permits hand delivery of bids, delivery instructions will be posted at the entrance to the State facility. **Any delay caused by State Security Procedures will be at the bidder's own risk.**

### 11.3. BID DELIVERY INSTRUCTIONS:

11.3.1. ELECTRONIC: Electronic bids will be accepted.

11.3.1.1. E-MAIL BIDS. Emailed E-MAIL BIDS. Emailed bids will be accepted. Bids will be accepted via email submission to [Tyler.Prue@vermont.gov](mailto:Tyler.Prue@vermont.gov). Bids must consist of a single email with a single, digitally searchable PDF attachment containing all components of the bid. Multiple emails and/or multiple attachments will not be accepted. There is an attachment size limit of 40 MB. It is the Bidder's responsibility to compress the PDF file containing its bid, if necessary, in order to meet this size limitation.

11.3.1.2. FAX BIDS: Faxed bids will not be accepted.

### 11.4. U.S. MAIL OR EXPRESS DELIVERY OR HAND DELIVERY:

11.4.1. All paper format bids must be addressed to the **State of Vermont, AHS / Dept of Corrections, Attn: Tyler Prue, VTDOC, 280 State Drive, NOB 2 South, Waterbury, VT 05671-2000**. BID ENVELOPES MUST BE CLEARLY MARKED 'SEALED BID' AND SHOW THE REQUISITION NUMBER AND/OR PROPOSAL TITLE, OPENING DATE AND NAME OF BIDDER.

11.4.2. **NUMBER OF COPIES:** 8

11.4.3. For bids submitted via mail, express, or in-hand, submit an unbound original (clearly marked as such) and three (8) paper copies and one digital copy in PDF format.

#### 11.4.4. Paper Format Delivery Methods:

11.4.4.1. U.S. MAIL: Bidders are cautioned that it is their responsibility to originate the mailing of bids in sufficient time to ensure bids are received and time stamped by the Department of Corrections prior to the time of the bid opening.

11.4.4.2. 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. Express delivery packages

will not be considered received by the State until the express delivery package has been received and time stamped by the Department of Corrections.

11.4.4.3. **HAND DELIVERY:** Hand carried bids shall be delivered to a representative at 280 State Drive, NOB 2 South, Waterbury, VT 05671-2000, Attn: Tyler Prue. A Security Officer is at 280 State Drive until 4:30PM which is the normal hours. A bid submitted by Hand Delivery will not be accepted after 4:30 PM.

**12. BID SUBMISSION CHECKLIST:**

- ✓ Required Number of Copies
- ✓ Cover Letter
- ✓ Technical Response
- ✓ Redacted Technical Response, if applicable
- ✓ References
- ✓ Price Schedule
- ✓ Signed Certificate of Compliance

**13. ATTACHMENTS:**

- 13.1. Certificate of Compliance
- 13.2. Price Schedule
- 13.3. Worker Classification Compliance Requirement; Subcontractor Reporting Form
- 13.4. Standard State Contract with its associated attachments, including but not limited to, Attachment C: Standard State Provisions for Contracts and Grants (October 1, 2024)