

Agency of Human Services / Department of Corrections  
280 State Drive, NOB 2 South | Waterbury VT 05671-2000  
802-241-2442 phone  
<https://doc.vermont.gov/content/current-rfps>



## SEALED BID REQUEST FOR PROPOSAL

Community and Restorative Justice Services

ISSUE DATE	October 25, 2024
BIDDERS CONFERENCE	November 19, 2024– TIME 12:30 PM – 12:50 PM (EST)
RFP RESPONSES DUE BY	January 31, 2025 – 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:	Derek Miodownik,
E-MAIL:	Derek.Miodownik@vermont.gov

## 1. Overview

### 1.1 Requests for Proposals (RFP)

The Vermont Department of Corrections (DOC) is requesting proposals for the provision of Community and Restorative Justice Services in the Middlebury Probation and Parole District. Funding is available up to an annualized maximum of \$173,438 for a municipality or Vermont based non-profit organization located within the Middlebury Probation and Parole (P&P) service area. The anticipated grant period will be July 1, 2025, through June 30, 2027. An option to renew for up to two consecutive one-year periods will be based upon performance of grantee and available resources.

## 2. Scope of Work

The applicant is expected to deliver services built on restorative justice principles that utilize local volunteers and victim engagement efforts to address the impact of crime and provide opportunities for repair. Proposals must demonstrate an ability and corresponding plan to provide the following services:

- **Post-adjudication Reparative Panels**
- **Circles of Support and Accountability (COSA)**
- **Reentry Navigation**

Service delivery should reflect commitments to Diversity, Equity Inclusion, trauma-informed and gender-responsive practices.

### Post-adjudication Reparative Panels

The grantee will provide reparative panels for cases referred by the Court as a sentencing condition with or without Probation, and/or referred by the Middlebury Probation & Parole Office as a condition of Corrections supervision.

Process Steps of a Reparative Panel Meeting:

- Establish Common Ground
- All Understand the Impact of the Harm
- Responsible Party Accepts Responsibility
- All Develop a Collective Plan to Address the Harm

Reparative activities shall address each of the following goal areas:

- To learn about the impact of the crime on victims and the community.
- To repair the harm to the victim(s) when possible.
- To repair the harm to the community.
- To learn ways to avoid re-offense and understand community responsibility and obligations.

The goal is to complete the activities within a 90-day period after the initial panel meeting. If necessary, a 120-day period for completion is acceptable.

### Circles of Support and Accountability (COSA)

Incarcerated individuals who are pending release to DOC community supervision during the grant period and assessed as moderate to high risk to reoffend will constitute the broad pool from which COSA referrals are chosen by DOC. COSAs should be reserved for core members presenting the highest levels of risk/need, including individuals convicted for sexual and/or violent offenses.

When a case is referred, grantee staff meet with prospective candidates and with DOC to identify supervision requirements, victim's needs, community issues and other concerns that need to be considered. Participation by the potential core member is voluntary.

If the case is accepted, grantee staff recruit volunteers to serve as the core member's COSA. The COSA includes at least three volunteers who commit to meeting regularly with the core member for at least one year. Volunteers are required to attend State approved COSA volunteer training prior to meeting with the core member.

Once established, the COSA volunteers may receive targeted training that reflects the specific needs and strengths of the core member, and if possible, meet with the potential core member at the correctional facility or video conference prior to their release.

The basic COSA operating structure is comprised of weekly team meetings with the core member and periodic larger group meetings to ensure the core member's progress with reintegration, compliance with reentry conditions and other expectations, to deal with changing conditions and new opportunities, and to keep community partners adequately informed. It is expected that the grantee COSA Coordinator communicate with the local P&P office at a minimum of once per week to provide and receive relevant case information. Any violations of release conditions, and any concerns regarding the behavior and/or attitudes of the core member are to be brought to the immediate attention of Probation and Parole.

### Reentry Navigation

Reentry Navigation consists of providing enhanced community connections for formerly incarcerated individuals. This may include assistance with referrals to relevant service agencies, and resource identification within a community. It is intended to serve individuals for a short-term period with the greatest intensity during the first three months following the release from incarceration. Reentry navigation should not duplicate or supplant the case management services of the State. Grantee staff should apply effective relational approaches, integrate citizen volunteers, as appropriate, to assist with issues such as transportation and a variety of life skills. Navigation services provided to participating formerly incarcerated individuals may last up to one year.

#### **The Budget:**

Please provide a written budget narrative and an accompanying operating budget (using the attached Budget Template) that demonstrate how grant funds will be used to deliver the specific grant-funded services. Priority will be given to proposed budgets that maximize direct service staffing capacity.

### **3. General Provisions**

#### **3.1 Grant Terms**

Upon entering into a signed agreement with DOC, the grantee will adhere to the specifications and provide the activities detailed in the proposal. Terms and conditions contained in this RFP

and/or in the grantee's response may be included in the grant. This grant will be subject to review throughout the entire term. DOC may consider cancellation upon discovery that a grantee is in violation of any portion of the agreement, including an inability by the grantee to provide the products, support and/or service offered in their response.

### **3.2 Grant Award**

The DOC may award one or more grants and reserves the right to make additional awards to the same vendor or other vendors who submitted proposals at any time during the first year of the grant if such award is deemed to be in the best interest of the DOC.

### **3.3 Subgrantees**

Any subgrantees hired by the primary grantee must adhere to the same standards and grant provisions applicable to the primary grantee. The primary grantee retains overall responsibility for grant performance. The primary grantee must advise the DOC of intent to hire a subgrantee and provide the name of company, name of president/owner and location of company. The DOC reserves the right to reject the hiring of subgrantee(s) during the term of grant.

### **3.4 Invoicing**

All invoices are to be submitted by the grantee on the grantee's standard letterhead. Invoice must include the following: a signature by the person legally authorized to enter into the agreement with DOC, name, and address for remittance of payment by the State, invoice number, grant number, dates of service provision, and a brief description of the service or provided.

### **3.5 Grantee Performance Guidance**

All grantees will be held to specific performance review criteria over the life of the grant to ensure that project deliverables as outlined in the RFP and attested to in the Scope of Work are being met. Review of project deliverables will occur at intervals agreed upon by both the State and the Grantee and designated in the grant.

### **3.6 Grantee Staffing**

The grantee must identify staff member(s) who will remain on this project until completion, unless indicated otherwise in the grantee's proposal. The Grantee may propose other staff members as "key" if desired. The Grantee will make every reasonable effort to ensure that the early removal of a key staff member has no adverse impact on the successful completion of this project.

### **3.7 Key Grantee Responsibilities**

The selected grantee must assume primary responsibility for the implementation of the grant specifications and activities.

**3.7.1** The Grantee will successfully implement the plan to accomplish the tasks described and defined in the Scope of Work.

**3.7.2** The Grantee must abide by all State policies, standards, and protocols as provided, and defined in this grant. Before commencing work on this agreement, the grantee must provide certificates of insurance to show that the following minimum coverage is in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the state through the term of the Agreement. **No warranty is made that the coverage and limits listed herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.**

**3.7.3** The grantee must abide by all Federal Regulations if applicable to this grant.

**Workers Compensation:** With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont. Vermont will accept an out-of-state employer's workers' compensation coverage while operating in Vermont provided that the insurance carrier is licensed to write insurance in Vermont and an amendatory endorsement is added to the policy adding Vermont for coverage purposes. Otherwise, the party shall secure a Vermont workers' compensation policy, if necessary to comply with Vermont law.

**General Liability and Property Damage:** With respect to all operations performed under this Agreement, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations

Products and Completed Operations

Personal Injury Liability

Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Each Occurrence

\$2,000,000 General Aggregate

\$1,000,000 Products/Completed Operations Aggregate

\$1,000,000 Personal & Advertising Injury

**Automotive Liability:** The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than \$500,000 combined single limit. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, limits of coverage shall not be less than \$1,000,000 combined single limit.

**Additional Insured:** The General Liability and Property Damage coverages required for performance of this Agreement shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, then the required Automotive Liability coverage shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

**Notice of Cancellation or Change:** There shall be no cancellation, change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written prior written notice to the State.

## **4. Management Structure and General Information**

### **4.1 Project Management**

The grantee will be accountable to the Community and Restorative Justice Executive and his/her designee(s), and holds responsibility for the project deliverables, schedule, and adherence to grant provisions. The grantee must abide by all DOC standards and protocols as defined by the Community and Restorative Justice Executive and their designee(s).

## 4.2 Status Reports

The Vermont Department of Corrections reserves the right to call meetings with the grantee either in person or by conference call to ensure that unresolved issues are resolved during this grant period. The grantee will be accountable in advising the Program Manager of this grant or designee when/if performance measures agreed upon will not be met. The following status reports will become part of the grant. They include the following:

Monthly Statistical Reports  
Quarterly Financial Reports  
Annual Performance Reports

## 5. Proposal Requirements

### 5.1 Proposal Guidelines

This RFP defines the scope of work required. In order to be considered for selection, bidders must complete all responses to this RFP in the format described in this document. Proposals not meeting the requirements described in this RFP will not be considered.

### 5.2 Single Point of Contact

Derek Miodownik, Corrections Community and Restorative Justice Executive is the sole contact for this proposal. Attempts by applicants to contact any other party may result in the rejection of their proposal as determined by DOC.

**Contact Address:** Vermont Department of Corrections  
NOB 2 South, 280 State Drive  
Waterbury, VT 05671-2000

**Contact Email:** [Derek.Miodownik@vermont.gov](mailto:Derek.Miodownik@vermont.gov)

**Contact Phone:** (802) 777-2197

### 5.3 Question and Answer Period

Applicant questions will be addressed at the Bidder's Conference listed in section 5.4.

### 5.4 Bidder's Conference

A virtual Bidder's Conference will be held on Tuesday, November 19, from 12:30pm-12:50pm (EST). Attendance at the Bidder's Conference is optional. It will be on Microsoft Teams and can be accessed through this link:

[Join the meeting now](#)

or join by phone:

[+1 802-828-7667,,574077651#](tel:+18028287667574077651)

### 5.5 Timetable

The table below presents the anticipated schedule for this RFP and granting process:

RFP Published	October 25, 2024
Bidder's Conference	November 19, 2024
Proposal due	January 31, 2025
Proposal Selected	February 28, 2025
Grant negotiation period	March 3 – March 21, 2025
Award Date	March 28, 2025
Anticipated "Start Work Date"	July 1, 2025

The State reserves the right to accept or reject any or all proposals. Selected State staff will evaluate proposals. If a proposal is selected, the chosen agency will be invited to negotiate a grant for all of the activities outlined in this RFP. Work to be completed under this grant will commence no later than July 1, 2025.

### 5.6 Proposal Submission

Bidders must submit an electronic copy of the full proposal with a signed cover letter.

The State reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

Please note that any and all pages of the bidder's proposal containing confidential and proprietary information must be clearly marked "Proprietary and Confidential." After completion of this bid process, all proposal materials are in the public domain. Proposals may not be marked "Proprietary and Confidential" in their entirety.

The proposal must be organized in the order described below. Use the numbering designations outlined.

Applicants will submit their proposal to:

[derek.miodownik@vermont.gov](mailto:derek.miodownik@vermont.gov)

The closing date for the receipt of proposals is January 31, 2025, at 4:30pm.

Proposals must be delivered to the contact at the address listed above prior to that time. Proposals or unsolicited amendments submitted after that time will not be accepted and will be returned to the applicant. There are no exceptions to the closing date conditions.

Delivery Method:

**ELECTRONIC/EMAIL:** Electronic bids will  / will not  be accepted.

### 5.7 Proposal Format

The format of the proposal must include, at a minimum the following chapters, numbered as follows:

#### **Response Section I: Cover Letter, Vermont Tax Certificate and Insurance Certificate**

The cover letter must be signed and dated by a person authorized to legally bind the vendor to a grantual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. This must be completed and submitted as part of the response for the proposal to be considered valid. See Attachment C.

Along with introductory remarks, the cover letter must include by attachment the following information about the vendor and any proposed subgrantees:

- Name, address, principal place of business, telephone number, and fax number/email address of legal entity or individual with whom grant would be written.
- Legal status of the vendor (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business, as the entity now substantially exists.

- Disclose if you, your Chief Financial Officer (or equivalent), or any persons who may be directly involved in this funded agreement over the past five years has been convicted, imprisoned, placed on probation or under supervision, or fined for any violation of any law including motor vehicle violations.
- Disclose if you, Chief Financial Officer (or equivalent), or any persons who may be directly involved in this funded agreement has been convicted of a felony.
- Location of the facility from which the vendor would operate.
- Number of years experience carrying out the activities of this grant.
- Demonstrate adequate financial resources and be financially sound as proven by furnishing balance sheet/financial statements, showing that the applicant has been in business continually for the last three (3) years.
- Provision of a single point managerial level contact to coordinate all State requirements and to be the point of contact for any problems/questions that may arise.
- Statement showing agreement that vendor's procedures shall be in compliance with all applicable Federal and State laws.
- Insurance Certificate must be included in Response Section I.
- Vermont Tax Certificate must be included in Response Section I.
- Statement outlining your acceptance of conditions outlined in the RFP and with the State's grant provisions.

## **Response Section II: General Background and Qualifications**

Bidder must provide the following information about their organization so that DOC can evaluate the bidder's stability and ability to support the commitments set forth in response to the RFP. The DOC may require additional documentation to support and/or clarify requested information.

- A brief description of the applicant organization including number of employees, population served, mission or purpose, history, present status, and relationship of the proposed services to existing scopes of work.
- Disclose any history of defaults, grant terminations, and bankruptcies.
- Description of organizational governance structure and names of all current trustees/officers.

\* Priority consideration will be given to organizations that provide additional State funded community and restorative justice services and/or programs including, but not limited to, Court Diversion and Balanced and Restorative Justice (BARJ).



### **Response Section III: Ability and Approach to Implement the Activities and Specifications of this Grant**

The section of the proposal will describe the ability and approach taken by the applicant in implementing the activities and specifications contained in this RFP (Section 2, Scope of Work).

Please address the following:

- Demonstrate knowledge of community-based restorative justice services and experience developing and delivering these services.
- Detail how this knowledge and experience will be leveraged in delivering Reparative Panels, COSA, and Reentry Navigation.
- Demonstrate a history of providing services to individuals supervised by the Department of Corrections.
- Detail how this history will be leveraged in delivering Reparative Panels, COSA, and Reentry Navigation.
- Demonstrate an ability to implement and operationalize programs that recruit, train, and rely upon volunteers from communities within the designated service region.
- Detail how this ability will be leveraged in delivering Reparative Panels, COSA, and Reentry Navigation.
- Demonstrate effective community-based partnerships and regional relationships.
- Detail how these partnerships and relationships will be leveraged in locally delivering Reparative Panels, COSA, and Reentry Navigation services to communities within the service region.
- Detail how service delivery will reflect a commitment to victim engagement, if/when appropriate.
- Detail how service delivery will reflect commitments to Diversity, Equity Inclusion, trauma-informed and gender-responsive practices.

### **Response Section IV: References**

In order to validate the highest-ranking proposal, references will be contacted for further input. These references will be contacted to determine the quality of the work performed and the personnel assigned to the project. The results of the reference calls will be used by the evaluation team in developing its recommendation for awarding the grant.

Applicant must provide at least three (3) relevant professional references, including the names, titles, phone numbers, and email addresses of the individual contacts who can speak to the applicant organization's work and experience. These references should not include Department of Corrections contacts.

In addition to the required references, organizational letters of support from additional non-DOC sources may be optionally provided.

### **Response Section V: Staffing**

Please address the following:

- What will the staffing be for this project?
- How many full and/or part-time positions will be fully supported through this grant?
- How many full and/or part-time positions will be partially supported through this grant?
- What personnel have already been identified?
- Please provide resumes for all identified individuals who will be staffing the project.

### **Response Section VI: Proposed Work Plan (Response to Requirements)**

This section should contain the following operationally specific information about how the applicant will implement the approach described in Response Section III to accomplish the goals of the project.

Please provide a detailed work plan with intended implementation and service provision tasks, ongoing activities (including partner meetings), and corresponding timelines for the first year of the grant period.

### **Response Section VII: Quality Control**

Please provide a detailed description of the applicant organization's financial, service, and Human Resources quality control procedures.

### **Response Section VIII: Cost Proposal**

Please provide a budget narrative and operations budget using the attached Budget Template. The Cost Proposal should specify all Direct Costs and clearly indicate any indirect Rate sought by the applicant.

### **Response Section IX: Exceptions**

If the vendor should choose not to address a certain Activity, Deliverable or Condition, the vendor's proposal must clearly explain why and what the vendor proposes as an alternative.

### **Response Section X: Bidder's Review of RFP, State Grant Template, and Insurance Requirements.**

Vendor has reviewed the terms and all provisions of the Request for Proposal, the State of Vermont grant template and insurance requirements and accepts conditions set forth.

## **6. Proposal Evaluation**

The evaluation team will determine if each proposal is sufficiently responsive to the RFP to permit a complete evaluation of the individual/organization and experience. Proposals must comply with the instructions to applicants contained in **Section 5: Proposal Requirements**. Failure to comply with the instructions shall deem the proposal non-responsive and subject to rejection without further consideration. The State reserves the right to waive irregularities.

### **6.1 Minimum Requirements**

Minimum requirements for a proposal to be given consideration are:

- The proposal must have been received by the specified date, hour (Eastern Standard Time) and in the number and form of copies specified.
- The proposal must contain the following items in the following order:
  - Response Section I: Cover Letter and Insurance Certificate
  - Response Section II: General Background and Qualifications
  - Response Section III: Ability to Implement the Activities and Specifications of this Grant
  - Response Section IV: References
  - Response Section V: Staffing
  - Response Section VI: Proposed Work Plan
  - Response Section VII: Quality Control
  - Response Section VIII: Cost Proposal
  - Response Section IX: Exceptions
  - Response Section X: Acceptance of RFP and State Grant Conditions

### **6.2 Finalists Presentations**

The State reserves the right to request on-site demonstrations in Waterbury, VT, from applicants prior to the selection of a grantee.

### **6.3 Method of Award**

The State reserves the right to accept or reject any or all proposals. Upon completion of the evaluation process, the DOC will select one applicant based on the evaluation findings and other criteria deemed relevant for ensuring that the decision made is in the best interest of the State. The selected vendor will be requested to enter into negotiation with the State of Vermont on grant specifications, including detailed work plans, deliverables and timetables.

In the event the DOC is not successful in negotiating a grant with a selected bidder, DOC reserves the option of negotiating with another bidder.

Any grant negotiated must undergo review and signature according to statute and policy.

The Grantee will be paid quarterly upon submittal of invoices for completed deliverables set forth in the grant.

Penalties and/or retainage may be a condition of this grant.

Award of a grant and any renewals thereof are contingent upon availability of funds.

The initial grant period for is for one year: July 1, 2025, through June 30, 2027. The grant may be renewed without rebidding for up to two consecutive one-year periods with approval from the Administration.

#### **6.4 Scoring Information**

A State review team will evaluate proposals based on the criteria listed in Section 6. Proposals will be assigned points and scored as follows:

<u>Proposal Section</u>		<u>Total Points:</u>
Response Section II:	General Background and Qualifications	15
Response Section II:	Priority Consideration	5
Response Section III:	Ability to Implement the Services (Response to Requirements)	20
Section IV:	References	5
Section V:	Staffing	10
Section VI:	Proposed Work Plan	20
Section VII:	Quality Control	10
Section VIII:	Cost Proposal	15

All documents related to this RFP process, including applicants' proposals and the evaluation review team's score sheets, are considered public domain and copies may be requested.

#### **7. Attachments:**

- 7.1. Certificate of Compliance
- 7.2. Budget Template
- 7.3. Grant Agreement Part 1
- 7.4. Grant Agreement Part 2 with its associated attachments, including but not limited to Attachment C:Standard State Provisions for Contracts and Grants (October 1, 2024)