ITB17000656 - Motivational Interviewing in a Correctional Setting (Formal)

No	ITB17000656
Type	Formal Solicitation (ITB,RFP,RFI)
Duration	*Start Date* Mar 2, 2017 9:00 AM MST *End Date* Apr 6, 2017 5:00 PM MDT

Agency	State of Idaho
Contact Details	Jason Urquhart Tel:208-332-1608 Fax:208-327-7320 jason.urquhart@adm.idaho.gov
Description	Motivational Interviewing in a Correctional Setting
Delivery Terms	Free On Board Destination
Payment Terms	Net 30 Days

**You must review and acknowledge receipt of the documents before responding to this solicitation.

- **[Check All]**

- **[Uncheck All]**

Original Solicitation Documents			
Select	Accepted	Document	Actions
[ ]	✖	Motivational Interviewing ITB.docx	• Review • Review Document
[ ]	✖	Signature Page ITB RFP Jan 2016.doc	• Review • Review Document

Accept

Solicitation Categories
Education and Training Consulting (91838)
Non-Professional Services (Not Otherwise Classified) (96196)
Professional Services (Not Otherwise Classified) (96258)
CONSULTING SERVICES (91800)
EDUCATIONAL/TRAINING SERVICES (92400)
HUMAN SERVICES (95200)

Items Associated with this Formal Solicitation						
No.	**Item Name**	**Qty**	**Units**	**Manufacturer Name**	**Manufacturer Part Number**	**Actions**
1	Motivational Interviewing in a Correctional Setting	1.0	lot	No Manufacturer Specified	N/A	• See Item Details

indicates the items which have been added or changed since you last submitted a response to this solicitation

Terms and Conditions for ITBs/RFPs

Terms and Conditions for ITB/RFPs

The current versions of the **State of Idaho Standard Contract Terms and Conditions** and **Solicitation Instructions to Vendors** are incorporated by reference into this solicitation, and any resulting contract, as if set forth herein in their entirety. Both documents can be downloaded at https://purchasing.idaho.gov/terms_and_conditions.html ; or copies obtained by contacting the Division of Purchasing at 208.327.7465 or purchasing@adm.idaho.gov. Failure by any submitting vendor to obtain a copy of these documents shall in no way constitute or be deemed a waiver by the State of any term, condition or requirement contained in the referenced documents; and no liability will be assumed by the Division of Purchasing for a submitting vendor's failure to consider the State of Idaho Standard Contract Terms and Conditions and Solicitation Instructions to Vendors in preparing its response to the solicitation.

Proposal Discussions

Proposal Discussions: Discussions with individual offerors (including the utilization of one or more rounds of Best And Final Offers (BAFO) and/or Negotiations) may be conducted in accordance with IDAPA 38.05.01.083 and .084, as determined by the state to be in its best interest. NOTE: Offerors should submit their best proposals initially as there is no guarantee that the State will conduct any discussions.

FOB Destination

Your Bid/Offer must be fully burdened, FOB Destination to the specified delivery location, unless provided otherwise in the solicitation documents.

Attachments

Attachments: Additional terms, conditions, instructions or other requirements apply to this solicitation, and may be attached as Word, Excel or other file types which you must download and review in order to respond.

ITB17000656 - Motivational Interviewing in a Correctional Setting (Formal)

No	ITB17000656
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Duration	*Start Date* Mar 2, 2017 9:00 AM MST *End Date* Apr 10, 2017 5:00 PM MDT

Agency	State of Idaho
Contact Details	Jason Urquhart Tel:208-332-1608 Fax:208-327-7320 jason.urquhart@adm.idaho.gov
Description	Motivational Interviewing in a Correctional Setting
Delivery Terms	Free On Board Destination
Payment Terms	Net 30 Days

Solicitation History			
Version No.	Viewed	Issued Date/Time	Addendum Actions
Original	Yes	Mar 2, 2017 9:00 AM MST	
Addendum 01 *(Active Version)*	Yes	Mar 24, 2017 1:10 PM MDT	• View Change Details • Download Change Report

If displayed the indicates that your last-submitted response was based on this version of the solicitation.

To view a comparison of the Active version of the solicitation with a previous version, select a version from the drop down and click Show Version Comparison.

[-- Select a Previous Version -- \/]

Show Version Comparison

**You must review and acknowledge receipt of the documents before responding to this solicitation.

- **[Check All]**
- **[Uncheck All]**

Original Solicitation Documents			
Select	Accepted	Document	Actions
[ ]	✖	Motivational Interviewing ITB.docx	• Review • Review Document
[ ]	✖	Signature Page ITB RFP Jan 2016.doc	• Review

Original Solicitation Documents		
Select	Accepted Document	Actions
		• Review Document

Addendum Documents				
Select	Accepted	Document	Added in Version No.	Actions
[ ]	✖	ITB17000656 Amend One.doc	Addendum 01	• Review • Review Document

Accept

Solicitation Categories
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Items Associated with this Formal Solicitation					
No.	**Item Name**	**Qty**	**Units**	**Manufacturer Name**	**Manufacturer Part Number**	**Actions**

Items Associated with this Formal Solicitation

1	Motivational Interviewing in a Correctional Setting	1.0 lot	No Manufacturer Specified	N/A	See Item Details

indicates the items which have been added or changed since you last submitted a response to this solicitation

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STATE OF IDAHO
DIVISION OF PURCHASING
FOR
IDAHO DEPARTMENT OF CORRECTION

Invitation to Bid (ITB) ITB17000656

MOTIVATIONAL INTERVIEWING IN A CORRECTIONAL SETTING

Date of Issuance: March 2, 2017

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ITB ADMINISTRATIVE INFORMATION

ITB Title:	Motivational Interviewing in a Correctional Setting
ITB Project Description:	In a correctional setting, provide motivational interviewing training, tape coding, motivational interviewing feedback, and guidance on becoming self-sufficient in providing motivational interviewing training and feedback.
ITB Lead:	Jason Urquhart, Purchasing Officer Idaho Division of Purchasing jason.urquhart@adm.idaho.gov 208-332-1608
Submit sealed Bid (if submitting manually): MANUAL BIDS MUST BE RECEIVED AT THE PHYSICAL ADDRESS DESIGNATED FOR COURIER SERVICE AND TIME/DATE STAMPED BY DOP PRIOR TO THE CLOSING DATE AND TIME. Submit electronically via IPRO:	Address for Courier 650 W. State St., Rm B-15, Boise, ID 83702 Address for US Mail (if different) P.O. Box 83720, Boise, ID 83720-0075 Electronic Submission http://purchasing.idaho.gov
Deadline to Receive Questions:	March 17, 2017, 5 p.m. Mountain Time
ITB Closing Date:	*See* IPRO Header Document
ITB Opening Date:	10:30 a.m. Mountain Time the following business day after closing
Initial Term of Contract and Renewals:	Three (3) years. Upon mutual, written agreement, the Contract may be renewed or extended. The anticipated total Contract term is three (3) years.

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1 PURPOSE

The purpose of this Invitation to Bid (ITB) is to acquire a partner to help IDOC continue the development and implementation of a motivational interviewing training program for the correctional setting. IDOC is looking for a partner who will demonstrate the experience and ability to train and evaluate correctional staff with the goal of building a self-sustaining program agency-wide. The Contractor must provide long-term implementation guidance of motivational interviewing programs to IDOC management. "Long-term implementation guidance" means identifying training and implementation pit falls; identifying short-comings, hazards and obstacles, and developing plans to overcome such obstacles; developing performance evaluation criteria and assessment tools; and, developing motivation interviewing training plans, communities of practice procedures, and policies to ensure long-term success and self-sufficiency. This "long-term implementation guidance" must specifically be relevant to the correctional setting.

2 GENERAL INFORMATION, SOLICITATION INSTRUCTIONS AND SPECIAL TERMS AND CONDITIONS

This Solicitation is issued by the state of Idaho (the "State") via IPRO: (https://purchasing.idaho.gov/iprologin.html). The ITB Lead is the only contact for this Solicitation. All correspondence regarding this ITB shall be in writing. In the event that it becomes necessary to revise any part of this ITB, amendments will be posted at IPRO. It is the responsibility of the Bidder to monitor IPRO for any updates or amendments. Any oral interpretations or clarifications of this ITB shall not be relied upon. All changes to this ITB must be in writing and posted at IPRO to be valid. Alternate Bids are not allowed.

Special Terms and Conditions are attached in Appendix A.

3 INQUIRIES

Questions or other correspondence must be submitted in writing to the ITB Lead listed below. **QUESTIONS MUST BE RECEIVED BY 5 P.M. Mountain Time ON THE DATE LISTED IN THE ITB ADMINISTRATIVE INFORMATION.** Written questions must be submitted using **Attachment 1,** Bidder Questions. Official answers to all written questions will be posted on IPRO as an amendment to this ITB.

ITB Lead: Jason Urquhart
Phone: 208-332-1608
E-mail: jason.urquhart@adm.idaho.gov

Any questions regarding the State of Idaho Standard Contract Terms and Conditions found at http://purchasing.idaho.gov/terms_and_conditions.html must also be submitted in writing, using **Attachment 1,** Bidder Questions, by the deadline identified in the ITB Administrative Information. The State will not consider proposed modifications to these terms and conditions after the date and time set for receiving questions. Questions regarding these requirements must contain the following:

1. The rationale for the specific requirement being unacceptable to the party submitting the question (define the deficiency).
2. Recommended verbiage for the State's consideration that is consistent in content, context, and form with the State's requirement that is being questioned.
3. Explanation of how the State's acceptance of the recommended verbiage is fair and equitable to both the State and to the party submitting the question.

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Bids which condition the Bid based upon the State accepting other terms and conditions not found in the ITB, or which take exception to the State's terms and conditions, will be found non-responsive, and no further consideration of the Bid will be given.

4 BACKGROUND

In 2014, the Idaho Legislature enacted Senate Bill (SB)1357. This bill, also known as Justice Reinvestment Initiative (JRI), and its resultant statutes and rules, impacts all parts of the Idaho criminal justice system, from police procedures, to sentencing, to long-term corrections operations. The implementation of SB1357 has caused a great shift of priorities and resources within the Idaho Department of Correction (IDOC). The shift has impacted each aspect of IDOC operations and has changed the method of how the IDOC, along with its criminal justice system partners assess, treat, manage and supervise offenders both while in custody of the IDOC and while under community supervision. The partners that IDOC works with for implementation of SB1357 and the resultant statutes and rules include:

- Idaho Misdemeanor Training Council (Managers and County Commissioners statewide)
- Idaho Supreme Court
- Idaho District Court Administrative Judges
- Idaho Commission of Pardon and Parole
- Idaho Department of Correction (Prison and Community Corrections Division)
- Idaho Criminal Justice Provider Network

In coordination with the Council of State Governments (CSG), Bureau of Justice Assistance, and IDOC's partners, the IDOC has set out a plan to implement the requirements and changes of SB1357 and the resultant statutes and rules.

Under Idaho Code section 20-219, and resultant IDOC and Idaho Commission of Pardons and Parole administrative rules, the IDOC is required to use evidence-based practices on implementing training and supervision techniques. Under Idaho Code section 20-219 the IDOC is required to provide initial motivational interviewing training to IDOC staff and provide ongoing training and professional development practices to current and future employees. The IDOC is also required to provide instruction to supervising officers on conducting these trainings so that the IDOC can become self-sufficient so as to ensure long-term success and stability. The required outcomes cannot be achieved through a "one-and-done" motivational interviewing training session but require long-term, adaptive change to IDOC's business model. It is critical that the IDOC training and performance evaluation and performance management practices align if officers are going to be successful transitioning to a motivational interviewing practice. The long-term viability of this program requires the IDOC to conduct multiple trainings with a provider, have feedback provided to IDOC officers and supervisors, identify problems in the implementation of the motivational interviewing program, and to have a provider that can provide guidance on how to achieve full self-sufficiency and long-term success.

5 SPECIFICATIONS

These specifications are the minimum mandatory specifications that your Bid must meet in order for the State to consider your Bid for award. All trainings and consultations referenced in this section below must be correctional-setting specific. "Correctional setting-specific training" means that the identified clients will be non-cooperative, not attending of their own free-will, possibly hostile, and hesitant to participate in interviews. Restate each specification listed in this section, followed by your response demonstrating that your Bid meets or exceeds the required specifications.

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Each Bidder must meet the following specifications. If any specifications are to be completed by a subcontractor of the Bidder, identify those specifications in the Bidder's response.

5.1. Bidder must provide proof that they are a current member of Motivational Interviewing Network of Trainers (MINT). Membership must be maintained by the Contractor for the duration of the Contract.
5.2. Bidder must provide details related to the Bidder's experience in providing long-term implementation guidance in a correctional setting for a minimum of one year. The response shall include: name(s) of the correctional agency/ies for which the Bidder has performed these services; Bidder's role in the implementation guidance process; length of time guidance was provided; and, to what degree the agency was able to achieve self-sufficiency in the time provided.
5.3. Bidder must provide details for each in-person training curriculum. The types of trainings that must be included in the Bid are as follows:

5.3.1. End-user training. An end-user training session is a two-section training. The first section is a basic skills training for a minimum two (2) days. A second, follow-up training for Advanced Practice shall be included in the session at a minimum of an additional two (2) days. The total session shall be a minimum of four (4) days for both sections.
5.3.2. In-person Trainer development training. An in-person Trainer development training is a one-day workshop tailored to increase trainer skill in evaluating workgroup training needs and designing evolving lesson plans. The trainer development session will be initiated only by the P&P Training Coordinator. Existing trainers will be included in this group.
5.3.3. In-person train the trainer session. This session should be a minimum of 2 days.
5.3.4. In-person Manager and Supervisor training. This session will cover the performance management of end-users and how to support the trainers.

5.4. Bidder must provide details on how they will provide interactive web consultation services to IDOC in order to help facilitate change implementation at the request of P&P Training Coordinator.
5.5. Bidder must provide details on how they will provide in-person consultation services to IDOC for change implementation and follow-through on program goals.
5.6. Bidder must provide tape coding services to IDOC to ensure fidelity to motivational interviewing techniques taught in training sessions referenced in Section 5.3.
5.7. Bidder must provide detail on web-based training they will offer for end-user ongoing education. This detail shall include a list of web-based courses with a brief description of each course.
5.8. Bidder must provide detail that demonstrates that courses and consultation will be correctional-setting specific and provide a comprehensive approach to motivational interviewing.

6 BID PRICES

Provide your fully burdened bid prices on the Bid Schedule (**Attachment 2**).

The Bid Schedule is broken down into three (3) categories.

1. Training Service
    a. Bid price per session for in-person end-user training.*
        i. Two-section course comprising of a) Basic Skills and b) Advanced Practice.
        ii. Minimum two (2) days for each section for a total of four (4) days for the session.
        iii. Sessions will be taught with a maximum 24:1 teacher-to-student ratio.
    b. Bid price per session for Trainer Development training as requested by P&P Training Coordinator.*
        i. For new and existing trainers.
        ii. No class maximum size.
    c. Bid price per session for in-person Train the Trainer*

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        i. Sessions will be taught with a maximum 12:1 teacher-to-student ratio.
        ii. Session will be a minimum of two (2) days.
    d. Bid price per session for Manager/Supervisor training*
        i. Sessions will be taught with a maximum of 40:1 teacher-to-student ratio.
2. Consultation Service
    a. Bid price per session for in-person change implementation consultation.
        i. Session is a minimum one-day interactive session with trainers.
    b. Bid price per session for face-to-face web-based consultation for IDOC with Contracted Professional.
        i. Sessions are minimum 2 hours in length.
    c. Bid price per tape for tape coding/fidelity evaluations
        i. Includes requirements set forth for record-keeping and maintenance in Section 12 of this document.
3. Web-based Skills Training Courses for End Users
    a. Bid price per year for IDOC Probation and Parole employees access to correctional setting web-based training modules.
    b. Contractor to provide reports to P&P Training Coordinator on number of end users, their activity, and the courses passed and/or failed. See Section 12 Records Maintenance.

** Each bid price provided must be a fully burdened, fixed rate including, but not limited to, any fringe benefits, overhead costs, travel expenses, per diem, personnel expenses, etc.*

7 BILLING PROCEDURE

The Contractor must provide a signed invoice upon delivery of services as detailed in this ITB. The invoice must be submitted no later thirty (30) calendar days after delivery of services were provided. No invoice will be accepted or paid without receipt of required information, detailed below. Invoices submitted without the required information will be returned to the Contractor for resubmission.

The Contractor must provide the following information with each invoice:

1 IPRO contract number (and name of project/product, if appropriate) and Agency PO number;
2 Identification of billing period;
3 Total amount billed for the billing period;
4 Detailed description of services/products provided and associated number of hours and dollar amounts, as appropriate;
5 Name of authorized individual and contact information for Contractor.

Invoices and reports are to be submitted to:

Agency Contact Person: Brenda LaMott
Agency Name: Idaho Department of Correction
Address: 1201 N. Orchard Street Ste 110
Boise, ID 83706

8 SUBMISSION REQUIREMENTS

8.1 Required Bid Submission Items

Your Bid Submission must consist of the following:

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8.1.1 Bid Schedule

Provide your cost information on **Attachment 2**, Bid Schedule, below. Do not submit your Bid on any other form. Submitting your Bid on a form different than the Bid Schedule may cause your Bid to be rejected as non-responsive.

8.1.2 List required information in response to specifications as detailed in section 5, Specifications.

8.1.3 State of Idaho Signature Page.

The State of Idaho Signature Page must be completed and submitted as part of your Bid if you are submitting manually. The State of Idaho Signature Page is attached in IPRO.

8.2 Bid Submission Methods

Bids may be submitted electronically via IPRO or manually in a sealed envelope/package. Do not fax or e-mail your Bid. Your Bid must be received at the Division of Purchasing by the date and time specified on the IPRO header document. The official time, for bid closing purposes, is the Division of Purchasing's time clock.

8.2.1 Electronic Submission via IPRO

If submitting electronically via IPRO, upload all of the Required Bid Submission Items (*See* Section 8.1) and enter your cost in IPRO for each line item; as the "Estimated Annual Cost" on the Bid Schedule OR $0.00 as your cost in IPRO.

Upload all Required Bid Submission Items using Microsoft products such as Word and Excel. Do not submit items in .pdf format, unless provided otherwise in this ITB.

If submitting via IPRO, be advised that that the Bidder for Bid evaluation and award purposes is the entity profile under which submit in IPRO, which must be the same legal entity presented in your uploaded response materials. If the entity identified on your uploaded response materials differs from the entity under which you submit your Bid in IPRO, the information provided on your uploaded response materials prevails.

While it is not mandatory to submit your Bid electronically via IPRO, all Bidders participating in a Solicitation issued through IPRO must establish an account in the IPRO system (even if submitting a Bid manually outside of IPRO) as it is necessary in order to process and/or award the resulting Contract(s). It is free to establish an account and only takes a few minutes.

Bidders are further advised to upload response materials with descriptive file names, organized and consolidated in a manner which allows the State to efficiently navigate the Bidder's response; as the State will print uploaded documents for evaluation in the manner received via IPRO.

8.2.2 Manual Submission

If submitting manually (via U.S. Mail, courier or hand-delivery), seal all Required Bid Submission Items in a single envelope or package (*be certain to include an original hand-written signature in ink OR an electronic signature on the State of Idaho Signature Page*) and label the outside of the package as follows:

Attn: Jason Urquhart, Idaho Division of Purchasing
Bidder Name: (Company Name)
ITB Number: ITB17000656
ITB Title: Motivational Interviewing in a Correctional Setting

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Bidders submitting manually must provide one (1) original and two (2) copies of their Bids, as well as an electronic copy on a USB or CD. Please clearly identify the original manual submission and be certain that the Signature Page is located at the front of the original Bid.

9.3 Trade Secrets

If your Bid contains trade secret information which you have identified, you must also submit a redacted copy of the Bid (in electronic format, with the word "redacted" in the file name) with all trade secret information removed or blacked out; as well as a separate document containing a complete list (per the instructions in the three (3) paragraphs directly below) of all trade secret information which was removed or blacked out in the redacted copy.

Paragraph 28 of the Solicitation Instructions to Vendors describes trade secrets to "*include a formula, pattern, compilation, program, computer program, device, method, technique or process that derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons and is subject to the efforts that are reasonable under the circumstances to maintain its secrecy*." In addition to marking each page of the document with a trade secret notation (as applicable; and as provided in Paragraph 28 of the Solicitation Instructions to Vendors), Bidders must also:

Identify with particularity the precise text, illustration, or other information contained within each page marked "trade secret" (it is not sufficient to simply mark the entire page). The specific information you deem "trade secret" within each noted page must be highlighted, italicized, identified by asterisks, contained within a text border, or otherwise clearly delineated from other text/information and specifically identified as a "trade secret."

Provide a separate document entitled "List of Redacted Trade Secret Information" which provides a succinct list of all trade secret information noted in your Bid; listed in the order it appears in your submittal documents, identified by Page #, Section #/Paragraph #, Title of Section/Paragraph, specific portions of text/illustrations; or in a manner otherwise sufficient to allow the State's procurement personnel to determine the precise text/material subject to the notation. Additionally, this list must identify with each notation the specific basis for your position that the material be treated as exempt from disclosure.

9 RESPONSIBILITY

Pursuant to IDAPA 38.05.01.081, the ITB Lead may, in the State's sole discretion, conduct a review to determine if the apparent successful Bidder is responsible. As part of the responsibility review, the ITB Lead may require the apparent successful Bidder to provide financial reports to the satisfaction of the State, and may also seek to obtain references from Bidder, to the satisfaction of the State. Nothing herein shall prevent the State from using other means to determine Bidder's responsibility.

10 AWARD BASIS AND TERM

Award will be made to the responsive responsible Bidder with the lowest Estimated Annual Cost, as provided on the Bid Schedule. Only one (1) award will be made from this ITB.

11 REPORTING REQUIREMENTS

16.1 All feedback on tape coding shall be provided directly to IDOC end user who submitted the request. Written assessments shall also be given to Probation and Parole Training Coordinator within seven (7) business days of receipt of the tape by Contractor. Written assessment to Training Coordinator shall include documentation of end-user contact with any associated notes for training coordinator.

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16.2 Data on number of end users for Web-based trainings shall be given to Probation and Parole Training Coordinator on number of end users, their activity, and the courses passed and/or failed for each user at least once quarterly.

12 RECORDS MAINTENANCE

Contractor shall maintain or supervise the maintenance of all records necessary to properly account for all payments made to the Contractor pursuant to the Contract. These records shall be retained by the Contractor for at least three (3) years after the Contract terminates, or until all audits initiated within the three (3) years have been completed, whichever is later.

13 AUDIT RIGHTS

The Contractor agrees to allow State and Federal auditors and State purchasing staff access to all the records relating to the Contract, for audit, inspection, and monitoring of services or performance. Such access will be during normal business hours or by appointment.

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ATTACHMENT 1-BIDDER QUESTIONS

ITB17000656 - Motivational Interviewing in a Correctional Setting

PLEASE DO NOT IDENTIFY YOUR NAME OR YOUR COMPANY'S NAME OR PRODUCT NAMES OF INTELLECTUAL PROPERTY IN YOUR QUESTIONS.

ADD ROWS BY HITTING THE TAB KEY WHILE WITHIN THE TABLE AND WITHIN THE FINAL ROW.

The following instructions must be followed when submitting questions using the question format on the following page.

1. DO NOT CHANGE THE FORMAT OR FONT. Do not bold your questions or change the color of the font.
2. Enter the ITB section number that the question is for in the "ITB Section" field (column 2). If the question is a general question not related to a specific ITB section, enter "General" in column 2. If the question is in regards to a State Term or Condition or a Special Term or Condition, state the clause number in column 2. If the question is in regard to an attachment, enter the attachment identifier (example "Attachment A") in the "ITB Section" (column 2), and the attachment page number in the "ITB page" field (column 3).
3. Do not enter text in the "Response" field (column 5). This is for the State's use only.
4. Once completed, this form is to be e-mailed per the instructions in the ITB. The e-mail subject line is to state the ITB number followed by "Questions."

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	ITB Section	ITB Page	Question	Response
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ATTACHMENT 2-BID SCHEDULE

ITB17000656 - Motivational Interviewing in a Correctional Setting

This completed Bid Schedule must be submitted with your response.

Note: Each bid price provided must be a fully burdened, fixed rate including, but not limited to, any incidental expenses, travel expenses, per diem, personnel expenses, etc.

Service Type	**Est. Frequency Per Year***	**Bid Price**	**Total** *(Est. Frequency x Bid Price)*
Training Services			
In-person End-User Training Session (Min. 4 day)	1	$ /SESSION	$
In-person Trainer Development Day Session	1	$ /SESSION	$
In-person Train the Trainer Session (Min. 2 day)	1	$ /SESSION	$
Manager/Trainer Day Session	1	$ /SESSION	$
Consultation Services			
In-person Day Consultation	2	$ /SESSION	$
Web-based Interactive Consultation	4	$ /SESSION	$
Tape coding/fidelity evaluation	60	$ /TAPE	$
Web-based Training Courses			
End-user web-based training Course(s) *-Lump Sum to provide IDOC P&P employees user access.*	1	$ LUMP SUM	$
		ESTIMATED ANNUAL COST	$

** Contractor to be paid based upon actual use of products and services based on specified bid price.*

Company Name of Bidder: _____

Contact Name/Phone: _____

Contact E-mail: _____

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APPENDIX A-SPECIAL TERMS AND CONDITIONS
ITB17000656 - Motivational Interviewing in a Correctional Setting

1. OWNERSHIP OF WORK PRODUCT
All information furnished to the Contractor for its use pursuant to this Contract shall belong to the Department and shall be returned to the Department in good order upon completion of the Contract or upon the Department's request. All documents, reports, and any other data developed by the Contractor for the Department in the performance of this Contract shall become the property of the Department. The Department shall retain exclusive rights of ownership to all work produced by the Contractor under this Contract.

2. TERMINATION
(Paragraph 2, Termination, of the State of Idaho Standard Contract Terms and Conditions, shall not apply to the Contract resulting from this ITB.)
Termination for Convenience: The State may terminate this Contract at any time with or without cause upon sixty (60) days' written notice to Contractor, specifying the date of termination. Upon termination of the Contract under this subsection, the Contractor will be compensated only for the deliverables or services accepted by the State as valid and applicable up to the date of termination. No later than thirty (30) calendar days from the effective date of termination, under this subsection, the Contractor must provide the IDOC a settlement statement showing the amount the Contractor claims is owed under this subsection with supporting documentation; provided that in no event will the total payments exceed the amount payable to the Contractor if the Contract had been fully performed.

3. Termination for Cause: Either party may terminate this Contract immediately upon written notification if at any time the other party is in material breach of any warranty, term, condition, covenant or obligation under this Contract and fails to cure that breach within thirty (30) calendar days' written notice thereof. If the Contract is terminated for default or non-compliance, the Contractor will be responsible for any costs resulting from the Department's placement of a new contract and any damages incurred by the Department. The Department, upon termination for default or non-compliance, reserves the right to take any legal action it may deem necessary including, without limitation, offset of damages against payment due.

4. Effect of Termination: Upon notice of termination by the State, the Contractor shall: (a) promptly discontinue all work, unless the termination notice directs otherwise; (b) promptly return to State any property provided by the State pursuant to this Contract; (c) deliver or otherwise make available to the State all data, reports, estimates, summaries, and such other information and materials as may have been accumulated by Contractor in performing this Contract, whether completed or in process; and (d) promptly invoice the Department for all unpaid deliverables made under this Contract.

5. INSURANCE REQUIREMENTS
Prior to award (or as otherwise designated by the Purchasing Activity), the apparent successful Bidder must provide certificates of insurance required herein and must maintain the insurance during the life of the Contract. There are no provisions for exceptions to this requirement. Failure to provide the certificates of insurance within the requisite time period may be cause for rejection of the Bid or cancellation of the contract.

Contractor shall carry liability and property damage insurance that will protect it and the State of Idaho from claims for damages for bodily injury, including accidental death, as well as for claims for property damages, which may arise from operations under the Contract whether such operations be by themselves or by anyone directly or indirectly employed by either of them.

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Contractor must furnish a certificate or other form showing proof of current coverage to the State within five (5) business days of the State issuing a letter of intent to award. All insurance policies and certificates must be signed copies. After work commences, Contractor will keep in force all required insurance until the Contract is terminated.

5.1 Commercial General and Umbrella Liability Insurance. Contractor shall maintain Commercial General Liability (CGL) and, if necessary, Commercial Umbrella insurance with a limit of not less than $1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to the Contract.

5.1.1 CGL insurance shall be written on ISO occurrence form CG 00 01 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

5.2 Commercial Automobile and Commercial Umbrella Liability Insurance. Contractor shall maintain Commercial Automobile Liability and, if necessary, Commercial Umbrella Liability insurance with a limit of not less than $1,000,000 each accident. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos).

5.2.1 Bidder or offeror may request a waiver from providing Commercial Automobile and Commercial Umbrella Liability Insurance in its bid or proposal if the bidder or offeror will not use any owned, hired or non-owned vehicles to conduct business under the contract, if it is awarded the contract, and the State of Idaho will consider the request. If the bidder or offeror submits a request to waive the provision of Commercial Automobile and Commercial Umbrella Liability Insurance after the due date and time for receipt of bids or proposals, the State of Idaho may not consider the request.

5.3 Workers Compensation Insurance and Employer's Liability. Contractor shall maintain workers compensation and employer's liability. The employer's liability shall have limits not less than $100,000 each accident for bodily insurance by accident, $500,000 disease policy limit, and $100,000 disease, each employee.

5.3.1 Contractor must provide either a certificate of workers compensation insurance issued by a surety licensed to write workers compensation insurance in the State of Idaho, as evidence that the contractor has in effect a current Idaho workers compensation insurance policy, or an extraterritorial certificate approved by the Idaho Industrial Commission from a state that has a current reciprocity agreement with the Idaho Industrial Commission.

5.4 State of Idaho as Additional Insured: The liability insurance coverage required for performance of the Contract shall include the State of Idaho, the (agency) and its divisions, officers and employees as additional insured, but only with respect to the Contractor's activities to be performed under the Contract.

5.4.1 The Contractor must provide proof of the State of Idaho, the (agency) and its divisions, officers and employees being additional insured by providing endorsements to the liability insurance policies showing the State of Idaho, the (agency) and its divisions, officers and employees as additional insured. The endorsements must also show the policy numbers and the policy effective dates.

5.4.2 If a liability insurance policy provides for automatically endorsing additional insured when required by contract, then, in that case, the Contractor must provide proof of the State of Idaho, the (agency) and its divisions, officers and employees being additional insured by providing copies of the policy pages that clearly identify the blanket endorsement.

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5.5 Notice of Cancellation or Change: Contractor shall ensure that should any of the above described policies be cancelled before the expiration date thereof, or if there is a material change, potential exhaustion of aggregate limits or intent not to renew insurance coverage(s), that written notice will be delivered to the Division of Purchasing (if the Contract was issued by the Division) or to the Purchasing Activity (contracting state agency) in accordance with the policy provisions.

5.6 Contractor shall further ensure that all policies of insurance are endorsed to read that any failure to comply with the reporting provisions of this insurance, except for the potential exhaustion of aggregate limits, shall not affect the coverage(s) provided to the State of Idaho, and its divisions, officers and employees.

5.7 Acceptable Insurers and Deductibles: Insurance coverage required under the Contract shall be obtained from insurers rated A-VII or better in the latest Bests Rating Guide and in good standing and authorized to transact business in Idaho. The Contractor shall be financially responsible for all deductibles, self-insured retention's and/or self-insurance included hereunder. The coverage provided by such policy will be primary to any coverage of the State on or related to the contract and shall provide that the insurance afforded applies separately to each insured against whom a claim is made, except with respect to the limitation of liability

5.8 Waiver of Subrogation: All policies shall contain waivers of subrogation. The Contractor waives all rights against the State and its officers, employees, and agents for recovery of damages to the extent these damages are covered by the required policies. Policies may contain deductibles but such deductibles will not be deducted from any damages due to the State.

6. PRICE ADJUSTMENTS

Contractor may request a price adjustment no more than one (1) time during the initial three (3) year term of the Contract. Any such request must be made in writing and must include details as to the reasoning for such request. Any price adjustment will only be made upon mutual agreement in writing by both parties. Such adjustment will be effective for services performed after the execution of such agreement.

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March 24, 2017

AMENDMENT 1

TO: All concerned vendors

RE: ITB17000656, Motivational Interviewing in a Correctional Setting for the Idaho Department of Correction, closing (as of this amendment) 5:00 p.m. Mountain time, April 10, 2017.

I. The following are changes made to the referenced ITB. This additional information is added to and is made part of the referenced ITB.

1. See the ITB header document. The ITB Closing Date, shown as the "End Date" on the header document, is changed to read as follows:

"April 10, 2017
5:00 PM MDT"

2. See section 11, Reporting Requirements. The two paragraphs directly below that heading are numbered "16.1" and 16.2". That numbering is hereby corrected to read "11.1" and "11.2".

II. The following are questions, statements, clarifications, and their responses regarding the referenced ITB. This additional information is added to and is made part of the referenced ITB.

ITB17000656 Invitation to Bid for Motivational Interviewing in a Correctional Setting for the Idaho Department of Correction

Written Vendor Questions

	ITB Section	ITB Page	Question	Response
1	10	7	The criteria "lowest estimated annual cost" is the only factor for granting the award. Lowest price does not encompass best quality. Consideration of a contractor's extensive record of past experience and consultation quality in correctional-setting venues, and the ability to respond to each and every requested service in a complete and comprehensive manner, would be fair and equitable for both State and contractor. Could experience- quality / lowest cost be allotted a 60/40 percent	Having the "lowest estimated annual cost" is not the only award factor. See section 10, Award Basis and Term, in which the Bidder must also be responsive and responsible. Additionally, there are other requirements in the Invitation to Bid, such as meeting the specifications of section 5 (Specifications).

	ITB Section	ITB Page	Question	Response
			consideration for award determination?	
2	6	4&5	Should copying of training and consulting materials, and their shipping costs, be included in the bid prices? Or, can a copy-ready master be submitted to IDOC for IDOC copying?	A copy-ready master may be sent to IDOC prior to the training for IDOC copying.
3	8.1.2	6	Specification information will comprise multiple individual documents. Sending these documents in MS Word may alter margins and layout during transmission. Can these accompanying documents be electronically submitted in .PDF format to prevent any unwanted alteration?	Bidders may submit information as part of their Bids in .pdf as long as the document(s) is (are) word-searchable.
4	6(3)	5	In the description of "Web-based Skills Training Courses for End Users" cites, "Bid price per year for IDOC Probation and Parole employees' access to ….modules" and then lists "*lump sum*." This description contains a discrepancy from customary pricing. A full training series of web-based modules are customarily priced per person not lump sum. Contractor is asked to provide reports to the P&P coordinator *on individual end user activity*. There are overhead costs involved in server usage, sign ups, monitoring, compiling and reporting of end-user outcomes and technical assistance. Difference in burden to the contractor between 20 end users and 400 end users is extreme. A fair and equitable verbiage would be "per person" pricing versus "lump sum." Can this be restated as *per person pricing*?	No. Learners will be assigned the modules in small group cohorts, not as individual learners. Assigned learners will not be permitted to finish part of the modules and they need to stay on pace with the rest of the cohort.
5	4	3	How will IDOC evaluate "long-term, adaptive change to IDOC's business model?"	This is taken from the "Background" section of the ITB. How IDOC will evaluate long-term adaptive change to its business model will not be used to quantitatively evaluate any Bidder's response. During the term of the Contract, IDOC will measure gains in individual and team performance through a continuous process of measuring staff practice in trained areas, identifying learning and performance deficits, providing coaching and feedback, measuring practice post-coaching, etc.

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	ITB Section	ITB Page	Question	Response
6	5.1	4	MINT does not issue membership crads or certificates. What proof will be acceptable for MINT membership? Are dates of initial train the trainer attendance and links to the MINT website sufficient?	Yes, the Contractor should provide IDOC with a link to their profile on the MINT website. IDOC will use this information to verify the MINT membership is in good standing.
7	Attachment 2, Bid SChedule	11	While one one centralized, end user training per year has the benefit of an economy of scale and less trainer costs, it also has the limitation of being offered only once and requiring significant travel for IDOC staff. Alternatively, you might consider two regional trainings per year. This would permit staff to travel shorter distances and reduce long delay times if a participant cannot make a training. It would also permit staggering of attendance at the beginning and advanced training. Would you consider a cost proposal that included estimates for either one central training or two regional trainings, dispersed at six month intervals?	No. Changing the number of trainings will change the fiscal impact of this ITB on IDOC.
8	5.3.1	4	Will the beginning and advanced trainings be done back to back?	No. IDOC desires that participants apply principles from their first section of the Basic Skills Training in the field before attending an Advanced Practice Training.
9	5.3.1	4	While there is research demonstrating the massed practice can be equally effective as spaced practice for learning initial skills in MI, we are aware of any evidence that demonstrates that novice learners can move to advance proficiencies across a four day sequence. There is considerable evidence to suggest that an initial two day training followed by coaching and feedback can enhance and maintain skills. Subsequent training can then broaden and deepen these skills. Would IDOC consider an alternative approach that separated the beginning and advanced training so staff have an opportunity to learn and practice basic skills before being expected to take on more advanced practice?	To clarify, IDOC desires that participants apply principles from their first section of the Basic Skills Training in the field before attending an Advanced Practice Training.

	ITB Section	ITB Page	Question	Response
10	5.3.2	4	Please provide a little more clarity as to how you envision the trainer development training and the train the trainer sessions to differ. What will be the aims of each from an IDOC perspective?	Train the Trainer is a static lesson plan. Trainer development is individualized to the measured learning/development needs of our new and existing trainers who have already completed Training for Trainers.
11	5.3.4	4	Would the IDOC consider adding a 2 or 3 day MI Treatment Integrity Training to help IDOC trainers and/or managers assess and provide accurate feedback on supervisee skill?	No. This is accomplished in the ITB as an In-person 1 day training. IDOC does not want to deviate from this at this time.
12	5.4	4	Are IDOC personnel able to use commercial desktop sharing software, such as WebEx or GoToMeeting?	Yes.
13	5.6	4	Will IDOC provide digital audio recorders or will the bidder be expected to include this in the bid?	Yes, IDOC will provide the digital audio recorders for end users.
14	5.7	4	Are live, web-based, correctional-targeted training sessions acceptable to meet the goals outlined in 5.7?	No. Online modules must be available to IDOC staff so they can access them at their convenience.
15	6	1	How many people do you anticipate attending in each training type?	12-24 participants per training session.
16	11	7	Does IDOC require officers and supervisors to submit tapes or only encourage them to do so?	Tapes are submitted only by candidates identified as instructor candidates and is required for them to become Trainers.
17	11	7	How many recordings would each participant submit?	Depends on the candidate. Candidates will submit tapes until they are Trainer proficient.
18	11	7	What is the expected number of recordings that would be sent per week, given the seven day turn around requirement on the recordings?	No more than 10 per week.
19	11	7	Is electronic delivery of feedback acceptable for this reporting requirement?	See section 11.1. All feedback on tape coding shall be provided directly to IDOC end user who submitted the request. Feedback is preferred to be telephonic; however, electronic interactive vehicle, such as skype or GoToMeeting is acceptable.
20	11	7	How will the Probation and Parole Training Coordinator use the feedback information they receive on Officers and Supervisors?	-To identify candidate learning deficits in order to design future trainings and professional development. -To measure responsiveness of Contractor to IDOC needs and ultimately evaluate the return on our investment.

	ITB Section	ITB Page	Question	Response
21	General		What is the expected start date for the successful bidder?	We expect that the start date of the Contract will be no later than 30 days after Contract award.
22	General		Can you please confirm the bid submission due date is April 6th, 2017, 5 pm MDT?	As of this amendment, the ITB Closing Date has changed to April 10, 2017. Please see the change identified on page 1 of this amendment.

There are no other changes. If you have already submitted your bid and this amendment will alter your bid, please contact the Division of Purchasing.

Thank you for your interest in supplying the needs of the state of Idaho.

Sincerely,

/s/

Jason R. Urquhart, CPPO, CPPB
Purchasing Officer

Please acknowledge receipt of this amendment by completing the spaces below, and please return this acknowledgement with your bid.

ACKNOWLEDGEMENT OF AMENDMENT 1

_____ _____
Signature **Date**

_____ _____
Printed Name **Company Name**

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