

## **Addendum 1**

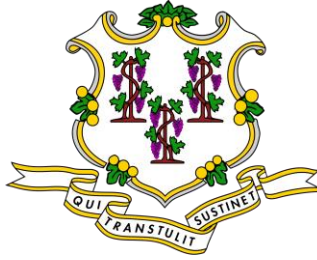
# **State of Connecticut Department of Mental Health and Addiction Services**

## **RFP # DMHAS-OSU-PEER NAVIGATORS-2023**

The Department of Mental Health and Addiction Services (DMHAS) is Issuing **Addendum 1** to the **Opioid Services Unit Peer Navigators Request for Proposals**.

- A. The Procurement Notice posted on Monday, March 6, 2023 is hereby deleted and replaced with the Revised Procurement Notice.

By: Pamela Mabry  
March 28, 2023

**STATE OF CONNECTICUT PROCUREMENT NOTICE**

Request for Proposals (RFP)

**Issued by the State of Connecticut Department of Mental  
Health and Addiction Services  
(DMHAS)**

**Opioid Services Unit Peer Navigators Request  
for Proposals  
(DMHAS-OSU-Peer Navigators-2023)**

**March 6, 2023**

The Request for Proposal is available in electronic format on the State Contracting Portal by filtering by Organization for Connecticut The Department of Mental Health and Addiction Services <https://portal.ct.gov/DAS/CTSource/BidBoard> or from the Agency's Official Contact:

Name: **Pamela J. Mabry**  
Address: 410 Capitol Avenue  
P.O. Box 341431  
Hartford, CT 06134  
Phone: (860) 418-6664  
E-Mail: DMHAS.FiscalContracts@ct.gov

The RFP is also available on the Department's website at <http://www.ct.gov/dmhas/site/default.asp>

**RESPONSES MUST BE RECEIVED NO LATER THAN  
Tuesday, April 25, 2023, 3:00 PM EST**

**A MANDATORY BIDDERS' CONFERENCE WILL BE HELD  
THURSDAY, MARCH 23, 2023 at 11:00 AM**

**DMHAS is an Equal Opportunity/Affirmative Action Employer. The Agency reserves the right to reject any and all submissions or cancel this procurement at any time if deemed in the best interest of the State of Connecticut (State).**

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## I. GENERAL INFORMATION

### A. INTRODUCTION

1. **RFP Name and Number. Opioid Services Unit Peer Navigators Request for Proposal (DMHAS-OSU-Peer Navigators-2023).** The name and number will be used on the packaging if applicable and cover sheet of proposals submitted in response to this RFP.
2. **RFP Summary.** The State of Connecticut, represented by the Department of Mental Health and Addiction Services (DMHAS), is soliciting proposals from qualified independent organizations and individuals (hereinafter referred to as the Contractor and/or Respondent) to establish Peer Navigator Pilot Programs focused on outreach, engagement and connection to care of persons with Opioid Use Disorder (OUD) in two (2) urban communities.
3. **RFP Purpose. Connecticut Public Act 22-108** requires the State to establish two (2) Peer Navigator Pilot programs in two locations. CT continues to experience high mortality rates related to opioid overdoses, with data that suggests people most at risk are those, who are not involved in treatment or recovery support program. The Peer Navigator program will include access to peers and help identify persons at risk for overdose, engage with them and connect them to treatment or recovery support services.
4. **Commodity Codes.** The services that the Agency wishes to procure through this RFP are as follows:
  - 85000000: Healthcare Services
  - 93000000: Politics and Civic Affairs Services
  - 93140000: Community and Social Services

### B. INSTRUCTIONS

1. **Official Contact.** The Agency has designated the individual below as the Official Contact for purposes of this RFP. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of the Agency. Proposers, prospective proposers, and other interested parties are advised that any communication with any other Agency employee(s) (including appointed officials) or personnel under contract to the Agency about this RFP is strictly prohibited. Proposers or prospective proposers who violate this instruction may risk disqualification from further consideration.

Name: **Pamela J. Mabry**  
Address: 410 Capitol Avenue  
P. O. Box 341431  
Hartford, CT 06134  
Phone: (860) 418-6664  
E-Mail: [DMHAS.FiscalContracts@ct.gov](mailto:DMHAS.FiscalContracts@ct.gov)

Please ensure that e-mail screening software (if used) recognizes and accepts e-mails from the Official Contact.

- 2. Registering with State Contracting Portal.** Respondents must register with the State of CT contracting portal at: <https://portal.ct.gov/DAS/CTSource/Registration> if not already registered.

**Respondents shall submit the following information pertaining to this RFP with your proposal to the Official Agency Contact at [DMHAS.FiscalContracts@ct.gov](mailto:DMHAS.FiscalContracts@ct.gov).**

- a. Secretary of State recognition – [onlineBusinessSearch \(ct.gov\)](https://portal.ct.gov/-/media/CHRO/NotificationtoBidderspdf.pdf)
  - b. Non-profit status, if applicable
  - c. Notification to Bidders, Parts I-V  
<https://portal.ct.gov/-/media/CHRO/NotificationtoBidderspdf.pdf>
  - d. Campaign Contribution Certification (OPM Ethics Form 1):  
<https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>
- 3. RFP Information.** The RFP, amendments to the RFP, and other information associated with this procurement are available in electronic format from the Official Contact or from the Internet at the following locations:
- Agency’s RFP Web Page  
<https://portal.ct.gov/DMHAS/RFPs/Index/RFPs-and-RFOs>
  - State Contracting Portal (go to CTSource bid board, filter by DMHAS  
<https://portal.ct.gov/DAS/CTSource/BidBoard>

It is strongly recommended that any proposer or prospective proposer interested in this procurement check the Bid Board for any solicitation changes. Interested proposers may receive additional e-mails from CTsource announcing addendums that are posted on the portal. This service is provided as a courtesy to assist in monitoring activities associated with State procurements, including this RFP.

- 4. Procurement Schedule.** See below. Dates after the due date for proposals (“Proposals Due”) are non-binding target dates only (\*). The Agency may amend the schedule as needed. Any change to non-target dates will be made by means of an amendment to this RFP and will be posted on the State Contracting Portal and, if available, the Agency’s RFP Web Page.

RFP Released	March 6, 2023
Required Letter of Intent Due	March 16, 2023 by 3:00 pm
RFP/Bidder’s Conference Date	March 23, 2023 @ 11:00a.m.
Deadline for Questions	March 30, 2023 by 3:00 pm
Answers Released	April 5, 2023
Proposals Due	April 25, 2023 by 3:00 PM
(*) Proposer Selection	TBD
(*) Start of Contract Negotiations	TBD
(*) Start of Contract	July 1, 2023

- 5. Contract Awards.** The award of any contract pursuant to this RFP is dependent upon the availability of funding to the Agency. The Agency anticipates the following:
- Total Funding Available: \$800,000.00
  - Number of Awards: Two (2)
  - Contract Cost: \$400,000.00 (\$200,000.00 Annually)
  - Contract Term: 2 year term.
  - Funding Source: MCKINSEY SETTLEMENT FUNDS
- 6. Eligibility.** Pursuant to C.G.S. §17a-676, and in accordance with federal grant requirements for use of this funding, the Department may only award contracts for the services requested herein to private nonprofit organizations or Connecticut municipalities. Eligible respondents are private provider organizations (defined as non-state entities that are 501(c)(3) nonprofit corporations or partnerships with principal place of business in Connecticut) or Connecticut municipalities.
- 7. Minimum Qualifications of Proposers.** To qualify for a contract award, a proposer must have the following minimum qualifications:
- a. Secretary of State recognition – [onlineBusinessSearch \(ct.gov\)](http://onlineBusinessSearch.ct.gov)
  - b. Experience providing outreach, engagement, advocacy, recovery coaching and case management and experience supporting individuals who have an Opioid Use Disorder (OUD) and are at high risk for overdose.
- 8. An Electronic Required Letter of Intent.** An Electronic Letter of Intent (LOI) is **required** by this RFP. The LOI is non-binding and does not obligate the sender to submit a proposal. The LOI must be submitted to the Official Contact by e-mail by the deadline established in the Procurement Schedule. The LOI must clearly identify the sender, including name, postal address, telephone number, and e-mail address. It is the sender's responsibility to confirm the Agency's receipt of the LOI. Failure to submit the required LOI in accordance with the requirements set forth herein shall result in disqualification from further consideration.
- 9. Inquiry Procedures.** All questions regarding this RFP or the Agency's procurement process must be directed, in writing, electronically, (e-mail) to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline(s) will be answered. However, the Agency will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the RFP or the procurement process will not be answered. At its discretion, the Agency may or may not respond to questions received after the deadline. If this RFP requires a Letter of Intent, the Agency reserves the right to answer questions only from those who have submitted such a letter. The Agency may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such.

The agency will release the answers to questions on the date(s) established in the Procurement Schedule. The Agency will publish any and all amendments to this RFP on the State Contracting Portal and, if available, on the Agency's RFP Web Page.

At its discretion, the Agency may distribute any amendments to this RFP to prospective proposers who submitted a Letter of Intent and attended the RFP Conference.

**10. RFP Conference.** A virtual RFP Bidder's conference will be held on **March 23, 2023; Time 11:00 am. Invitations will be forwarded to prospective proposers who sent in the Required Letter of Intent.**

Prospective proposers will be provided an opportunity to submit questions via email to [DMHAS.FiscalContracts@ct.gov](mailto:DMHAS.FiscalContracts@ct.gov).

All questions submitted will be answered in a written Addendum to this RFP, which will serve as the Department's official response. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the Addendum and duly noted as such. The agency will release the Addendum on the date established in the Procurement Schedule. The Department will publish any and all Addenda.

**11. Electronic Proposal due Date and Time.** The Official Contact is the **only authorized recipient** of proposals submitted in response to this RFP. Proposals must be **received** by the Official Contact on or before the due date and time:

- **Due Date: Tuesday, April 25, 2023**
- **Time: 3:00 PM EST**

Proposals received after the due date and time will be ineligible and will not be evaluated. The Agency will send an official letter alerting late respondents of ineligibility.

**An acceptable submission must include the following:**

- a. One (1) conforming electronic copy of the original proposal.
- b. The proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee.
- c. The electronic copy of the proposal must be emailed to the Official Agency Contact for this procurement. The subject line of the email must read: **DMHAS-OSU-Peer Navigators-2023**. Required forms and appendices may be scanned and submitted as PDFs at the end of the main proposal document. Please ensure the entire email submission is less than 25MB as this reflects The Agency's server limitations. Respondents should work to ensure there are not additional IT limitations from the provider side.

**12. Multiple Proposals.** The submission of multiple proposals is an option for this procurement ; however, each organization will only be eligible to receive one award covering either location.

## II. PURPOSE OF RFP AND SCOPE OF SERVICES

### A. AGENCY OVERVIEW

The Department of Mental Health and Addiction Services is the state healthcare service agency responsible for health promotion, and the prevention and treatment of mental illness and substance abuse in Connecticut. The single overarching goal of the Department is promoting and achieving a quality-focused, culturally responsive and recovery-oriented system of care. The Department has focused its efforts on greater involvement of persons in recovery in the planning and development of services, expanding system capacity through better care management of persons in treatment, promoting age, gender, sexual orientation and culturally responsive services and strengthening supportive community-based services. These efforts are captured in the Department's mission statement: "To improve the quality of life of the people of Connecticut by providing an integrated network of comprehensive, effective and efficient behavioral health services that foster self-sufficiency, dignity and respect."

The Department works towards a recovery-oriented system of behavioral health care that offers Connecticut's citizens an array of accessible services and recovery supports from which they will be able to choose those that are effective in addressing their particular behavioral health condition or combination of conditions. These services and supports are culturally, age and gender-responsive, build on personal, family and community strengths, and have as their primary and explicit aim, promotion of the person/family's resilience, recover and inclusion in community life. Finally, services and supports are provided in an integrated and coordinated fashion in collaboration with the surrounding community, thereby ensuring continuity of care both over time and across agency boundaries, thus maximizing the person's opportunities for establishing or reestablishing a safe, dignified and meaningful life in the community of his or her choice.

#### ***Department Mission***

"To promote the overall health and wellness of persons with behavioral health needs through integrated network of holistic, comprehensive, effective, and efficient services and supports that foster dignity, respect, and self-sufficiency in those we serve."

Connecticut's vision is based on the following underlying values:

- a. The shared belief that *recovery* from behavioral health disorders is possible and expected;
- b. An emphasis on the role of *positive relationships, family supports and parenting* in maintaining recovery, achieving sobriety and promoting personal growth and development;
- c. The *priority of an individual's or family's* goals in determining their pathway to recovery, stability and self-sufficiency;
- d. The importance of *cultural capacity, cultural competence and age/gender-responsiveness* in designing and delivering mental health services and recovery supports. Cultural capacity is defined as respectful and sensitive services that employ racial, cultural, age, gender and sexual orientation consideration;
- e. The central role of *hope and empowerment* in changing the course of individuals' lives; and



- f. The necessity of state agencies, community providers, individuals in recovery and recovery communities coming together to develop and implement a comprehensive continuum of behavioral health promotion, prevention, early intervention, treatment and rehabilitative services.

### ***Department Mission***

"To promote the overall health and wellness of persons with behavioral health needs through integrated network of holistic, comprehensive, effective, and efficient services and supports that foster dignity, respect, and self-sufficiency in those we serve."

## **B. PROGRAM OVERVIEW**

The Connecticut Department of Mental Health and Addiction Services (DMHAS) is issuing this RFP as part of Opioid Services Division. The Peer Navigators Pilot Program will be designed to work in the community to:

- a. increase engagement between providers of treatment and recovery services, health care providers, social services, and persons with Opioid Use Disorder (OUD),
- (b.) improve the retention of such persons in treatment for OUD by addressing social determinants of health
- (c.) increase the capacity of the community to support such persons by identifying and addressing systemic barriers to treatment services, health care, social services and social supports of such persons,
- (d.) provide outreach to support individuals who are at high risk for an opioid overdose.

The purpose of this RFP is to establish Peer Navigator Pilot Programs in two (2) regions; one (1) team of two (2) Peer Navigators serving a town or area in the Northern four counties (Litchfield, Hartford, Tolland, Windham), and one (1) team of two (2) Peer Navigators serving a town or area in the Southern four counties (Fairfield, New Haven, Middlesex, New London) to serve persons with OUD which will help identify, engage, connect and support non-stigmatizing treatment methods in the community.

In the midst of a national and statewide opioid crisis, this project will support targeted efforts to enhance recovery needs by intervening earlier in the addictive process and increasing connections to community-based treatment while decreasing negative outcomes associated with Opioid Use Disorder (including prescription opioids, heroin, and illicit fentanyl and fentanyl analogs).

The services within each Peer Navigators Pilot Program are designed to be facilitated by a team of two (2) peer navigators per region (Northern region and Southern region). Each program is to provide training to such workers in recovery orientated interventions and the benefits of medication for Opioid Use Disorder (MOUD) for individuals with (OUD). The peer navigators shall be persons who are in recovery from substance use disorder (SUD) and are comfortable using their lived experience to help others. The peer navigators will engage individuals by providing outreach to those who are at high risk for an opioid overdose by frequenting commonly known locations within the designated service area identified via overdose maps. Through their knowledge of the recovery community, each navigator will help connect individuals to services aimed at enhancing their recovery plan while supporting their goals as they develop a safe supportive network. The peer navigators will work with individuals to identify and address any systemic barriers to treatment services, health care, social services and social supports. Peer navigators are not intended to replace clinical services offered within the program; rather enhance them. If these services occur within a clinical setting, the peer navigators should act as a member of the client's clinical team.

## C. SCOPE OF SERVICE DESCRIPTION

### 1. Organizational Expectations

The proposal must include a summary of the proposer's overall qualifications to implement a Peer Navigator Pilot Program for either geographic region (North or South). One (1) award in each region will be granted. Organizations can submit proposals applying for both areas; however, each organization will only be eligible to receive one award covering either location. Proposers must be clear as to which region they are interested in servicing. If a proposer is interested in applying for both regions (Northern or Southern), 2 separate proposals must be written. At minimum, the proposer must include the following specific details regarding their organization:

#### **A. Purpose/Mission:**

1. Describe how your proposed Peer Navigators Pilot Program fits within your organization's mission and configuration of current programming. Summarize the services you currently provide, especially for OUD, within the geographic area in which you are seeking funding.
2. Organizational chart shall be included in Appendices including the advisory/oversight committee.
3. Provide the location of the organization's administrative offices.

#### **B. Entity Type /Years of Operation:**

1. Give a brief overview of your organization. Demonstrate two (2) years of experience providing outreach, engagement, advocacy, recovery coaching and case management, as well as specific experience supporting individuals who have an Opioid Use Disorder and are at high risk for overdose.
2. Detail current number of individuals being served, description of services and outcomes associated with programming.

#### **C. Qualifications, Relevant Experience:**

1. Summarize your experience in providing peer navigator/recovery coaching services within a workforce of individuals with lived experience.
2. Describe any potential risks to the Department and risks that could be encountered by acting as a Department contractor; propose solutions or approaches for managing those risks that show the proposer's familiarity and sensitivity with managing individuals with complex needs.
3. Identify existing linkages to services, healthcare, treatment, recovery supports and other community-based services specific to individuals with OUD or describe plans to establish such connections.

### 2. Services Expectations

Proposals must address each of the following areas:

- a. **Location of Proposed Services:** Proposers are required to clearly identify which Region (Northern or Southern) they are applying to serve. If a proposer is interested in applying for both regions (Northern and Southern), 2 separate proposals must be written. Proposers should prioritize areas with highest overdose rates. The agency must possess physical space within the proposed area/s to implement Peer Navigator Pilot Program prior to submission of a proposal. This space should be available to the peer navigators as a home base; however,

the bulk of the work is intended to be community based. In the event that the peer navigators will provide services at multiple locations, within their assigned region, please identify why each location was selected. Additionally, it is expected that the peer navigators will spend a minimum of 70% of their time in the community outreaching and engaging individuals at high risk for opioid overdose, establishing and maintaining community connections, and facilitating connections between the two.

- b. **Number and Type of Individuals to be Served:** Program capacity shall be a minimum of 40 individuals with an Opioid Use Disorder (OUD) or at risk of an opioid overdose, per region (Northern and Southern) at any given time, and a minimum of 100 unduplicated individuals shall receive services annually.
- c. **Direct Services:** All proposals must describe the services expected to be provided by the peer navigators. At a minimum, these must include:
- d. **Hours of Operation and Availability of Peer Navigators:**
1. Describe the approach and strategies to be utilized to educate family and supports about addiction disorders, the use of naloxone for overdose response;
  2. How the peer navigators will establish and maintain relationships within the community including area health care providers, behavioral health, social services, recovery supports and additional community-based programs;
  3. How the peer navigators will provide culturally competent and person-centered support services that improve the retention of such individuals with OUD by addressing social determinants of health along with emerging local conditions that affect such social determinants of health, increasing the capacity of the community to support individuals by identifying and addressing systemic barriers to treatment services, health care, social services and social support of such individuals;
  4. Describe how the proposer will identify, recruit and engage individuals that may need support for an OUD. Include the mechanism by which information will be obtained about overdoses of local community members.
- e. **Program Start-Up:** Based upon the responses to the above, indicate in detail how the funding from this grant opportunity will contribute to the development of Peer Navigators Pilot Program. As a reminder, these funds cannot supplant funding from other sources including but not limited to other DMHAS grants, Medicaid, Medicare, private insurance, etc.
- f. **Safety and Security:** All proposals must describe the program's policies/procedures and contingencies for handling overdose prevention and other potential safety and/or security issues.
- g. **References:** If you do not currently or have not in the past 3 years provided contracted services to the Department, at least 3 reference letters must be included in Section II. Appendix, I., of the proposal to support the description of your experience in providing these services. Letters must include agency name, contact name, mailing address, phone

number and email address of the writer. Letters must also include the nature of the writer's relationship with the proposer and the extent of the proposer's provision of services to the writer. This is **NOT** a Letter of Support. The writer must be able to detail a prior relationship of services provided by the proposing agency.

### 3. Staffing Expectations

- A. The Department has determined that each area (North and South) must fund a minimum of two (2) Peer Navigators per region (Northern and Southern):

Proposer must agree that the Peer Navigators:

1. is a self-identified person in recovery (substance use or co-occurring disorder);
2. has successfully completed or will complete (within 2 months of hire) a recovery-oriented training program and if previously completed, can provide documentation of such;
3. demonstrates extensive knowledge of recovery-based supports, both traditional and non-traditional, and demonstrate the ability to integrate these resources into treatment;
4. has a working understanding of mental health disorders and how these diagnoses may impact recovery;
5. maintains an unbiased, working knowledge of medication for Opioid Use Disorder as a pathway to recovery;
6. can work collaboratively with clients, their family, community partners and agency professionals; and
7. has the ability to professionally document services provided;
8. has a valid driver's license and transportation.

#### **B. Staff Training and Supervision:**

1. Proposers must describe who will supervise the peer navigators and how this position will be integrated into the agency's infrastructure and become a part of the team (Include a detailed organizational chart in Appendix Section);
2. Describe how funding will be used to support the ongoing education and if applicable certification of the peer navigators specifically around issues related to substance use, mental health disorders, medication for Opioid Use Disorder etc.
3. Describe the extent to which the peer navigators have or will have the appropriate training and experience to perform assigned duties. A brief job description with minimum qualifications, other requirements, hours per week and hourly wages must be provided for staff assigned to this project. (Include in Appendix Section). Please do include resumes for key personnel or job descriptions if positions not filled.

4. **Subcontractor** – Sub-contractors will not be allowed for this procurement.

### 4. Data and Technology Expectations

The purpose of this subsection is to gather information about the proposer's information management and performance measurement systems.

Proposers must demonstrate sufficient capacity to collect and manage quarterly Department-required data regarding outreach, naloxone trainings, and services performed. Proposers must describe past practice in submitting required data to the Department (if a previous Contractor) and explain how that process will be incorporated into this program. Proposers must also clearly and specifically describe the kinds of data the proposer

anticipates collecting, the frequency of collection and the storage and maintenance of such data. Based on the nature of this position, contractors must also have a plan in place to equip each peer navigator with a cell phone and a laptop/computer or tablet to allow them to work with individuals from the community thereby facilitating concurrent documentation as the primary method of acquisition of information and data. Contractors are expected to submit timely regularly scheduled progress reports to the Department for approval according to Section V, Appendix E. Budget and Schedule of Payments.

## 5. Financial Expectations

### Financial Requirements

Proposers (or Fiduciary) must submit cover letters from their auditor for the last 3 annual audits of their agency and a copy of their most recent financial audit, included in the proposal. If less than 3 audits were conducted, detail must be provided as to why, and any supporting documentation assuring the financial efficacy of the prosper agency should be included (i.e. an accountant prepared financial statement, a tax return, etc.). If the 3 most recent audits are available via the Office of Policy and Management's EARS system, such may be noted in the proposal, and a hardcopy of the audit cover letters need not be provided.

- a. **Audited Financial Statements:** Any proposer agency that does not hold a current contract with the Department, must submit cover letters from their auditor for the last three (3) annual audits of their agency and a copy of their most recent financial audit, included in the proposal. If less than three (3) audits were conducted, detail must be provided as to why, and any supporting documentation assuring the financial efficacy of the applicant agency should be included (i.e. an accountant prepared financial statement, a tax return, etc.).

## 6. Budget and Budget Narrative

Proposals must contain an itemized budget on the budget form included as Form in Section V, Appendix, E. Budget and Budget Narrative, of this RFP. All startup costs must be clearly identified as 1 line item in the budget. A budget narrative must be provided, explaining all costs contained in the budget. All startup costs must be listed separately and clearly detailed in the budget narrative including but not limited to advertising the availability of Peer Navigator services in the designated geographic area using Department approved material. Sub-contractors will not be allowed for this procurement.

- a. Proposals must contain an itemized annual budget on the budget form delineated in Section VI. Appendix, E. Budget and Budget Narrative, of this RFP. All startup costs must be clearly identified as one (1) line item in the budget.
- b. A budget narrative must be provided, explaining all costs contained in the budget. All start-up costs must be listed separately and clearly detailed in the budget narrative.
- c. All other funding, including agency financial support must be identified.
  1. Complete a price schedule, budget, or cost proposal in its entirety that will enable the effective delivery of the proposed project or services.
  2. Describe all direct and indirect costs associated with the service or project.
  3. Describe any key cost variables for the service or project such as volume, frequency, duration or length.

4. Narrative and justification: Present a detailed, line-item cost narrative that explains the basis and rationale for the costs proposed.
5. Why do you consider your costs to be reasonable, given the nature of your proposed project or service?
6. Describe any key budgeting decisions you faced, assumptions, or calculation approaches used to develop the cost proposal.

## **7. Work Plan**

Proposals must include a detailed start-up process and timeline, including a Description of the following:

- a. The process for hiring, orienting and training any paid staff;
- b. The process for finalizing and mobilizing the Peer Navigators Pilot Program;
- c. The process for obtaining information about local overdose survivors;
- d. The date by which outreach and engagement activities will begin.

- 8. Cultural Competence:** All proposals must describe the extent to which the proposed service will meet the cultural and linguistic needs of the population to be served and the extent to which the program will maintain responsiveness to participant's diversity, including racial, cultural, gender, sexual orientation and age.

## **D. PERFORMANCE MEASURES**

The following performance metrics highlight key priorities that will be analyzed with providers collaboratively during the life of the contract. This is not an exhaustive list, but rather an indication of significant performance metrics of interest to DMHAS. DMHAS looks forward to working with providers to define additional important performance metrics.

Each pilot program is expected to work in the community to identify individuals at high risk for opioid overdose with the goals of:

1. Increasing engagement between providers of treatment services, health care and social services and persons with opioid use disorder (OUD),
2. Improving the retention of such persons in treatment for OUD or at risk of overdose by addressing social determinants of health of such persons and emerging local conditions that affect such social determinants of health, and
3. Increasing the capacity of the community to support such persons by identifying and addressing systemic barriers to treatment services, health care, social services and social support of such persons.
4. Program capacity shall be a minimum of 40 individuals per site at any given time, and a minimum of 100 unduplicated individuals shall receive services annually.
5. The proposal should describe how these outcome goals will be measured.

6. Proposers are welcome to propose additional key metrics in their submissions.

## E. CONTRACT MANAGEMENT/DATA REPORTING

As part of the State's commitment to becoming more outcomes-oriented, DMHAS, seeks to actively and regularly collaborate with providers to enhance contract management, improve results, and adjust service delivery and policy based on learning what works. Reliable and relevant data is necessary to ensure compliance, inform trends to be monitored, evaluate results and performance, and drive service improvements. As such, DMHAS reserves the right to request/collect other key data and metrics from providers.

Proposers must demonstrate sufficient capacity to collect and manage Quarterly Department-required data regarding outreach, naloxone trainings, and services performed. Proposers must submit timely quarterly progress reports to the Department for approval. Proposers must agree to participate in collaborative meetings.

## III. PROPOSAL SUBMISSION OVERVIEW

### A. SUBMISSION FORMAT INFORMATION

1. **Required Outline.** All proposals must follow the required outline presented in Section IV – Proposal Submission Outline and Requirements. Proposals that fail to follow the required outline will be deemed non-responsive and not evaluated.
2. **Cover Sheet.** The Cover Sheet is Page 1 of the proposal. Proposers must complete and use the Cover Sheet form provided by the Agency in the VI. Appendix D. Cover Sheet.  
  
*Legal Name* is defined as the name of private provider organization, CT State agency, or municipality submitting the proposal. *Contact Person* is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal. *Authorized Official* is defined as the individual empowered to submit a binding offer on behalf of the proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.
3. **Table of Contents.** All proposals must include a Table of Contents that conforms with the required proposal outline.
4. **Executive Summary.** Proposals must include a high-level summary, not exceeding three (3) pages. The summary must also include the organization's eligibility and qualifications to respond to this RFP. The executive summary is not part of the main proposal and cost proposal.
5. **Attachments.** Attachments other than the required Appendices or Forms identified in the RFP are not permitted and will not be evaluated. Further, the required Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions will result in disqualification. All attachments should be included in VI. Appendix.
6. **Style Requirements.** This is an electronic submission.

Submitted proposals must conform to the following specifications:

Paper Size	8.5 x 11 (Standard Letter)
Font Size	12
Font Type	Times New Roman
Margins	Normal (1 inch around)
Line Spacing	1 ½
Print Style	Singled-Sided
Page Limit	Maximum <b>25 pages</b> , exclusive of Executive Summary, Appendices, Budget Forms and Budget Narrative

- 7. Pagination.** The proposer's name must be displayed in the header of each page. All pages, including the required Appendices and Forms, must be numbered in the footer.
- 8. Packaging and Labeling Requirements.** Not Applicable
- 9. Declaration of Confidential Information.** Proposers are advised that all materials associated with this procurement are subject to the terms of the Freedom of Information Act (FOIA), the Privacy Act, and all rules, regulations and interpretations resulting from them. If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL prior to submission. In subsection IV.F. of the proposal submission, the proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).
- 10. Conflict of Interest - Disclosure Statement.** Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. The Agency will determine whether any disclosed conflict of interest poses a substantial advantage to the proposer over the competition, decreases the overall competitiveness of this procurement, or is not in the best interests of the State. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. *Example: "[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

## B. EVALUATION OF PROPOSALS

- 1. Evaluation Process.** It is the intent of the Agency to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. When evaluating proposals, negotiating with successful proposers, and awarding contracts, the Agency will conform with its written procedures for POS and PSA procurements



(pursuant to C.G.S. § 4-217) and the State's Code of Ethics (pursuant to C.G.S. §§ 1-84 and 1-85). Final funding allocation decisions will be determined during contract negotiation.

- 2. Evaluation Review Committee.** The Agency will designate a Review Committee to evaluate proposals submitted in response to this RFP. The Review Committee will be composed of individuals, Agency staff or other designees as deemed appropriate. The contents of all submitted proposals, including any confidential information, will be shared with the Review Committee. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. The Review Committee shall evaluate all proposals that meet the Minimum Submission Requirements by score and rank ordered and make recommendations for awards. The Agency Head will make the final selection. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Review Committee may result in disqualification of the proposer.
- 3. Minimum Submission Requirements.** To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Proposal Format requirements; (3) meet the Eligibility and Qualification requirements to respond to the procurement, (4) follow the required Proposal Outline; and (5) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Agency will reject any proposal that deviates significantly from the requirements of this RFP.
- 4. Evaluation Criteria (and Weights).** Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Review Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The weights are disclosed below:

Criteria	Points
Organizational Expectations	10
Scope of Services	25
Staffing Plan	15
Data and Technology	5
Financial Requirement Budget/Budget Narrative	10
Work Plan	25
Cultural Competence	10
<b>Total</b>	<b>100</b>

Evaluation Criterion Title	Total Points	What would a top score look like?
Organizational Profile	10	Would provide but not limited to a general overview of the organization including its history and prior experience In working with people who have an Opioid Use Disorder.

Scope of Services	25	Would describe expertise in providing outreach engagement, advocacy, recovery coaching and case management, as well as specific experience supporting individuals who have an Opioid Use Disorder and are at high risk for overdose.
Staffing Plan	15	Would include but not limited to recruitment of staff, resumes, titles, % of time dedicated to this project.
Data and Technology	5	Would include but not limited to process to use data sources, programs, and technology to identify trends related to OUD in the communities being served.
Budget/Narrative	10	Would submit detailed budget and explain each budget line in narrative section.
Work Plan	25	Would provide but not limited to a clear, detailed outline of how the pilot program would be launched, including description of efforts and impact on community and a sustainability plan.
Cultural Competence	10	Would include but not limited to examples of the ability to interact and effectively communicate with people of different cultures and socio-economic backgrounds.

As part of its evaluation of the Staffing Plan, the Review Committee will review the proposer's demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10).

- 5. Proposer Selection.** Upon completing its evaluation of proposals, the Review Committee will submit the rankings of all proposals to the Commissioner or Agency Head. The final selection of a successful proposer is at the discretion of the Commissioner or Agency Head. Any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the Agency. Such negotiations may, but will not automatically, result in a contract. Any resulting contract will be posted on the State Contracting Portal. All unsuccessful proposers will be notified by e-mail or U.S. mail, at the Agency's discretion, about the outcome of the evaluation and proposer selection process. The Agency reserves the right to decline to award contracts for activities in which the Commissioner or Agency Head considers there are not adequate respondents.
- 6. Debriefing.** Within ten (10) days of receiving notification from the Agency, unsuccessful proposers may contact the Official Contact and request information about the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the ten (10) days. If unsuccessful proposers still have questions after receiving this information, they may contact the Official Contact and request a meeting with the Agency to discuss the evaluation process and their proposals. If held, the debriefing meeting will not include any comparisons of unsuccessful proposals with other

proposals. The Agency may schedule and hold the debriefing meeting within fifteen (15) days of the request. The Agency will not change, alter, or modify the outcome of the evaluation or selection process as a result of any debriefing meeting.

- 7. Appeal Process.** Proposers may appeal any aspect the Agency's competitive procurement, including the evaluation and proposer selection process. Any such appeal must be submitted to the Agency head. A proposer may file an appeal at any time after the proposal due date, but not later than thirty (30) days after an agency notifies unsuccessful proposers about the outcome of the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the thirty (30) days. The filing of an appeal shall not be deemed sufficient reason for the Agency to delay, suspend, cancel, or terminate the procurement process or execution of a contract. More detailed information about filing an appeal may be obtained from the Official Contact.
- 8. Contract Execution.** Any contract developed and executed as a result of this RFP is subject to the Agency's contracting procedures, which may include approval by the Office of the Attorney General. Fully executed and approved contracts will be posted on State Contracting Portal and the Agency website.

**IV. REQUIRED PROPOSAL SUBMISSION OUTLINE AND REQUIREMENTS****A. Cover Sheet****B. Table of Contents****C. Executive Summary****D. Main Proposal****E. Attachments** (clearly referenced to summary and main proposal where applicable)**F. Declaration of Confidential Information****G. Conflict of Interest - Disclosure Statement****H. Statement of Assurances**

*A-H are defined more specifically below. The listing above is just to provide an initial outline for proposers.*

**This section is for information only. This can be used for additional instruction on completing your Main Proposal in your RFP as applicable.**

## **A: Cover Sheet**

The Respondent must use a Cover Sheet provided.

*Legal Name* is defined as the name of private provider organization, CT State agency, or municipality submitting the proposal. *Contact Person* is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal. *Authorized Official* is defined as the individual empowered to submit a binding offer on behalf of the proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.

## **B: Table of Contents**

Respondents must include a Table of Contents that lists sections and subsections with page numbers that follow the organization outline and sequence for this proposal.

## **C: Proposer Executive Summary**

The page limitation for this section is three (3) pages briefly describing how the Respondent meets the eligibility and qualification criteria outlined in the Proposal Overview and a brief overview of why the Respondent should be selected for the activities highlighted in the scope of services.

## **D: Main Proposal Submission/Questions**

**\*\*\*Please note the maximum total page length for this section is 25** (all appendices and other attachments should be referred to in section D and then placed in section E.

### **1. Organizational Expectations**

The purpose of this subsection is to gather information about the administrative and operational capabilities of the proposer to provide the purchased service.

### **2. Services Expectations**

The purpose of this subsection is to gather information about how the proposer intends to provide the purchased service (including the use of any subcontractors).

### **3. Staffing Plan Expectations**

- a. Team overview: Describe the team that would work on this project. Include a list of key team members and their general availability while on this project. Make the case for why they will be great partners on this project. Please provide bios, and additional information you think best highlights the strength of the team that would be working on this project.
- b. General capacity: Please describe your organization's capacity to take on additional work if you are awarded this contract. How would you create additional capacity, if needed? How would you quickly pivot directions, should feedback from the DMHAS require a change in direction?

### **4. Data and Technology Expectations**

The purpose of this subsection is to gather information about the proposer's information management and performance measurement systems.

**5. Subcontractor** – If Applicable Sub-contractors will not be allowed for this procurement.

**6. Work Plan**

The purpose of this subsection is to gather information about the quality and quantity of personnel that the proposer intends to employ to deliver the purchased service.

**7. Financial Expectations**

The purpose of this subsection is to gather information about the proposer's fiscal stability, accounting and financial reporting systems, or relevant business practices.

**8. Budget and Budget Narrative**

The purpose of this subsection is to gather information about how the proposer developed the proposed budget and cost allocations.

**9. Cultural Competence:**

- a. What experience do you have interacting effectively and communicating with people of different cultures and socio-economic backgrounds?
- b. Please provide an example of your work with underserved/under-represented groups of people or communities.
- c. Describe your proposed method of project management for this project or service.

**E: Attachments**

Attachments other than the required attachments identified are not permitted and will not be evaluated. See the Proposal Checklist in Appendix I, pages 37 and 38 for a list of relevant attachments. Further, the required attachments must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions may result in disqualification.

**F: Declaration of Confidential Information**

If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL prior to submission. The proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).

**G: Conflict of Interest – Disclosure Statement**

Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. *Example: "[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

## **H: Statement of Assurances**

Place after Conflict of Interest-Disclosure Statement. Sign and return.

## V. MANDATORY PROVISIONS

*This section of the RFP provides information about the State's mandatory procurement and contracting requirements, including, the standard Purchase of Service contract, proposer assurances, the terms and conditions of this RFP, the rights reserved to the State, and compliance with statutes and regulations. The Agency is solely responsible for rendering decisions in matters of interpretation of all mandatory provisions. Section V is standard for all RFPs for POS and the content does not vary.*

### A. POS STANDARD CONTRACT, PARTS I AND II

*By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with the provisions of Parts I and II of the State's "standard contract" for POS:*

Part I of the standard contract is maintained by the Department and will include the scope of services, contract performance, quality assurance, reports, terms of payment, budget, and other program-specific provisions of any resulting POS contract. A sample of Part I is available from the Department's Official Contact upon request.

Part II of the standard contract is maintained by OPM and includes the mandatory terms and conditions of the POS contract. Part II is available on OPM's website at: [http://www.ct.gov/opm/fin/standard\\_contract](http://www.ct.gov/opm/fin/standard_contract)

**Note:**

Included in Part II of the standard contract is the State Elections Enforcement Commission's notice (pursuant to C.G.S. § 9-612(g)(2)) advising executive branch State contractors and prospective State contractors of the ban on campaign contributions and solicitations. If a proposer is awarded an opportunity to negotiate a contract with the Department and the resulting contract has an anticipated value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts has an anticipated value of \$100,000 or more, the proposer must inform the proposer's principals of the contents of the SEEC notice.

Part I of the standard contract may be amended by means of a written instrument signed by the Department, the selected proposer (contractor), and, if required, the Attorney General's Office. Part II of the standard contract may be amended only in consultation with, and with the approval of, the Office of Policy and Management and the Attorney General's Office.

### B. ASSURANCES

*By submitting a proposal in response to this RFP, a proposer implicitly gives the following assurances:*

- 1. Collusion.** The proposer represents and warrants that the proposer did not participate in any part of the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance. The proposer further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the proposer's proposal. The proposer also represents and warrants that the submitted proposal is in all respects fair and is made without collusion or fraud.
- 2. State Officials and Employees.** The proposer certifies that no elected or appointed official or employee of the State has or will benefit financially or materially from any



contract resulting from this RFP. The Agency may terminate a resulting contract if it is determined that gratuities of any kind were either offered or received by any of the aforementioned officials or employees from the proposer, contractor, or its agents or employees.

- 3. Competitors.** The proposer assures that the submitted proposal is not made in connection with any competing organization or competitor submitting a separate proposal in response to this RFP. No attempt has been made, or will be made, by the proposer to induce any other organization or competitor to submit, or not submit, a proposal for the purpose of restricting competition. The proposer further assures that the proposed costs have been arrived at independently, without consultation, communication, or agreement with any other organization or competitor for the purpose of restricting competition. Nor has the proposer knowingly disclosed the proposed costs on a prior basis, either directly or indirectly, to any other organization or competitor.
- 4. Validity of Proposal.** The proposer certifies that the proposal represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto. The proposal shall remain valid for a period of 180 days after the submission due date and may be extended beyond that time by mutual agreement. At its sole discretion, the Agency may include the proposal, by reference or otherwise, into any contract with the successful proposer.
- 5. Press Releases.** The proposer agrees to obtain prior written consent and approval of the Agency for press releases that relate in any manner to this RFP or any resultant contract.

## C. TERMS AND CONDITIONS

*By submitting a proposal in response to this RFP, a proposer implicitly agrees to comply with the following terms and conditions:*

- 1. Equal Opportunity and Affirmative Action.** The State is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.
- 2. Preparation Expenses.** Neither the State nor the Agency shall assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.
- 3. Exclusion of Taxes.** The Agency is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Proposers are liable for any other applicable taxes.
- 4. Proposed Costs.** No cost submissions that are contingent upon a State action will be accepted. All proposed costs must be fixed through the entire term of the contract.
- 5. Changes to Proposal.** No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, the Agency may request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by the Agency, and at the proposer's expense.

- 6. Supplemental Information.** Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Agency. The Agency may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Agency. At its sole discretion, the Agency may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.
- 7. Presentation of Supporting Evidence.** If requested by the Agency, a proposer must be prepared to present evidence of experience, ability, data reporting capabilities, financial standing, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFP. The Agency may make onsite visits to an operational facility or facilities of a proposer to evaluate further the proposer's capability to perform the duties required by this RFP. At its discretion, the Agency may also check or contact any reference provided by the proposer.
- 8. RFP Is Not An Offer.** Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the State or the Agency or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the Agency and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for costs incurred by the proposer or for payment of services under the terms of the contract until the successful proposer is notified that the contract has been accepted and approved by the Agency and, if required, by the Attorney General's Office.

#### **D. RIGHTS RESERVED TO THE STATE**

*By submitting a proposal in response to this RFP, a proposer implicitly accepts that the following rights are reserved to the State:*

- 1. Timing Sequence.** The timing and sequence of events associated with this RFP shall ultimately be determined by the Agency.
- 2. Amending or Canceling RFP.** The Agency reserves the right to amend or cancel this RFP on any date and at any time, if the Agency deems it to be necessary, appropriate, or otherwise in the best interests of the State.
- 3. No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, the Agency may reopen the procurement process, if it is determined to be in the best interests of the State.
- 4. Award and Rejection of Proposals.** The Agency reserves the right to award in part, to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Agency may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Agency reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.
- 5. Sole Property of the State.** All proposals submitted in response to this RFP are to be the sole property of the State. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of

the State, unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the State without recourse.

- 6. Contract Negotiation.** The Agency reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Agency further reserves the right to contract with one or more proposer for such services. After reviewing the scored criteria, the Agency may seek Best and Final Offers (BFO) on cost from proposers. The Agency may set parameters on any BFOs received.
- 7. Clerical Errors in Award.** The Agency reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the proposer.
- 8. Key Personnel.** When the Agency is the sole funder of a purchased service, the Agency reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The Agency also reserves the right to approve replacements for key personnel who have terminated employment. The Agency further reserves the right to require the removal and replacement of any of the proposer's key personnel who do not perform adequately, regardless of whether they were previously approved by the Agency.

## **E. STATUTORY AND REGULATORY COMPLIANCE**

*By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with all applicable State and federal laws and regulations, including, but not limited to, the following:*

- 1. Freedom of Information, C.G.S. § 1-210(b).** The Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption, as defined by C.G.S. § 1-210(b). Proposers are generally advised not to include in their proposals any confidential information. If the proposer indicates that certain documentation, as required by this RFP, is submitted in confidence, the State will endeavor to keep said information confidential to the extent permitted by law. The State has no obligation to initiate, prosecute, or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. The proposer has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While a proposer may claim an exemption to the State's FOIA, the final administrative authority to release or exempt any or all material so identified rests with the State. In no event shall the State or any of its employees have any liability for disclosure of documents or information in the possession of the State and which the State or its employees believe(s) to be required pursuant to the FOIA or other requirements of law.
- 2. Contract Compliance, C.G.S. § 4a-60 and Regulations of CT State Agencies § 46a-68j-21 thru 43, inclusive.** CT statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to ensure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.

**3. Consulting Agreements, C.G.S. § 4a-81. Consulting Agreements Representation, C.G.S. § 4a-81.** Pursuant to C.G.S. §§ 4a-81 the successful contracting party shall certify that it has not entered into any consulting agreements in connection with this Contract, except for the agreements listed below. "Consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any other similar activity related to such contracts. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the Connecticut General Statutes as of the date such contract is executed in accordance with the provisions of section 4a-81 of the Connecticut General Statutes. Such representation shall be sworn as true to the best knowledge and belief of the person signing the resulting contract and shall be subject to the penalties of false statement.

**4. Campaign Contribution Restriction, C.G.S. § 9-612.** For all State contracts, defined in section 9-612 of the Connecticut General Statutes as having a value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to the resulting contract must represent that they have received the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice, as set forth in "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations." Such notice is available at [https://seec.ct.gov/Portal/data/forms/ContrForms/seec\\_form\\_11\\_notice\\_only.pdf](https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_11_notice_only.pdf)

**5. Gifts, C.G.S. § 4-252.** Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz's Executive Order No. 21-2, the Contractor, for itself and on behalf of all of its principals or key personnel who submitted a bid or proposal, represents:

(1) That no gifts were made by (A) the Contractor, (B) any principals and key personnel of the Contractor, who participate substantially in preparing bids, proposals or negotiating State contracts, or (C) any agent of the Contractor or principals and key personnel, who participates substantially in preparing bids, proposals or negotiating State contracts, to (i) any public official or State employee of the State agency or quasi-public agency soliciting bids or proposals for State contracts, who participates substantially in the preparation of bid solicitations or requests for proposals for State contracts or the negotiation or award of State contracts, or (ii) any public official or State employee of any other State agency, who has supervisory or appointing authority over such State agency or quasi-public agency;

(2) That no such principals and key personnel of the Contractor, or agent of the Contractor or of such principals and key personnel, knows of any action by the Contractor to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the Contractor to provide a gift to any such public official or State employee; and

(3) That the Contractor is submitting bids or proposals without fraud or collusion with any person.

Any bidder or proposer that does not agree to the representations required under this section shall be rejected and the State agency or quasi-public agency shall award the

contract to the next highest ranked proposer or the next lowest responsible qualified bidder or seek new bids or proposals.

- 6. Iran Energy Investment Certification C.G.S. § 4-252(a).** Pursuant to C.G.S. § 4-252(a), the successful contracting party shall certify the following: (a) that it has not made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, and has not increased or renewed such investment on or after said date. (b) If the Contractor makes a good faith effort to determine whether it has made an investment described in subsection (a) of this section it shall not be subject to the penalties of false statement pursuant to section 4-252a of the Connecticut General Statutes. A "good faith effort" for purposes of this subsection includes a determination that the Contractor is not on the list of persons who engage in certain investment activities in Iran created by the Department of General Services of the State of California pursuant to Division 2, Chapter 2.7 of the California Public Contract Code. Nothing in this subsection shall be construed to impair the ability of the State agency or quasi-public agency to pursue a breach of contract action for any violation of the provisions of the resulting contract.
- 7. Nondiscrimination Certification, C.G.S. § 4a-60 and 4a-60a.** If a bidder is awarded an opportunity to negotiate a contract, the proposer must provide the State agency with *written representation* in the resulting contract that certifies the bidder complies with the State's nondiscrimination agreements and warranties. This nondiscrimination certification is required for all State contracts – regardless of type, term, cost, or value. Municipalities and CT State agencies are exempt from this requirement. The authorized signatory of the contract shall demonstrate his or her understanding of this obligation by either (A) initialing the nondiscrimination affirmation provision in the body of the resulting contract, or (B) providing an affirmative response in the required online bid or response to a proposal question, if applicable, which asks if the contractor understands its obligations. If a bidder or vendor refuses to agree to this representation, such bidder or vendor shall be rejected and the State agency or quasi-public agency shall award the contract to the next highest ranked vendor or the next lowest responsible qualified bidder or seek new bids or proposals.
- 8. Access to Data for State Auditors.** The Contractor shall provide to OPM access to any data, as defined in C.G.S. § 4e-1, concerning the resulting contract that are in the possession or control of the Contractor upon demand and shall provide the data to OPM in a format prescribed by OPM [or the Client Agency] and the State Auditors of Public Accounts at no additional cost.

**VI. APPENDIX****A. ABBREVIATIONS / ACRONYMS / DEFINITIONS**

*Modify this subsection, as necessary, to meet the Agency's procurement requirements. DO NOT DELETE the definitions of contractor, proposer, prospective proposer, or subcontractor.*

BFO	Best and Final Offer
C.G.S.	Connecticut General Statutes
CHRO	Commission on Human Rights and Opportunity (CT)
CT	Connecticut
DAS	Department of Administrative Services (CT)
DMHAS	Department of Mental Health and Addiction Services (CT)
FOIA	Freedom of Information Act (CT)
IRS	Internal Revenue Service (US)
LOI	Letter of Intent
OAG	Office of the Attorney General
OPM	Office of Policy and Management (CT)
OSC	Office of the State Comptroller (CT)
POS	Purchase of Service
P.A.	Public Act (CT)
RFP	Request for Proposal
SEEC	State Elections Enforcement Commission (CT)
U.S.	United States

- *contractor*: a private provider organization, CT State agency, or municipality that enters into a POS contract with the Agency as a result of this RFP
- *proposer*: a private provider organization, CT State agency, or municipality that has submitted a proposal to the Agency in response to this RFP. This term may be used interchangeably with respondent throughout the RFP.
- *prospective proposer*: a private provider organization, CT State agency, or municipality that may submit a proposal to the Agency in response to this RFP, but has not yet done so
- *subcontractor*: an individual (other than an employee of the contractor) or business entity hired by a contractor to provide a specific health or human service as part of a POS contract with the Agency as a result of this RFP

## **B. STATEMENT OF ASSURANCES**

### **Department of Mental Health and Addiction Services**

The undersigned Respondent affirms and declares that:

#### **1) General**

- a. This proposal is executed and signed with full knowledge and acceptance of the RFP CONDITIONS stated in the RFP.
- b. The Respondent will deliver services to the Agency the cost proposed in the RFP and within the timeframes therein.
- c. The Respondent will seek prior approval from the Agency before making any changes to the location of services.
- d. Neither the Respondent or any official of the organization nor any subcontractor or the Respondent or any official of the subcontractor organization has received any notices of debarment or suspension from contracting with the State of CT or the Federal Government.
- e. Neither the Respondent or any official of the organization nor any subcontractor or the Respondent or any official of the subcontractor's organization has received any notices of debarment or suspension from contracting with other states within the United States.

Legal Name of Organization:

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Date

**C. REQUIRED LETTER OF INTENT**

**State of Connecticut  
 Department of Mental Health and Addiction Services  
 REQUEST FOR PROPOSALS  
 DMHAS- OSU-Peer Navigators -2023**

Return to:  
 DMHAS Official Contact  
 Pamela J. Mabry  
 DMHAS.FiscalContracts@ct.gov

The organization below intends to submit a proposal in response to the above referenced RFP.

Note: This letter is a non-binding expression of interest and does not obligate the sender to submit a proposal.

**Prospective Proposer:**

		( )-
Legal Name		Telephone Number
Mailing Address	Town, State	Zip Code

**Contact Person:**

Name		Title	
Mailing Address	Town, State	Zip Code	
( )-	( )-		
Telephone Number	FAX Number	E-mail Address	

**Person Authorized to Sign Contract:**

Name	Title
Signature	Date



**D. COVER SHEET**

**DMHAS-OSU-Peer Navigators-2023**  
**Department of Mental Health and Addiction Services**  
**Due Date: 4/25/2023 3:00 PM EST**

\_\_\_\_\_  
 Primary Business Name

\_\_\_\_\_  
 FEIN # & DUNS#

\_\_\_\_\_  
 Business Address

\_\_\_\_\_  
 Telephone Number

\_\_\_\_\_  
 Town, State

\_\_\_\_\_  
 Zip Code

**Contact Person:** *(Individual other than Authorized Official who can provide additional information about the proposal or who has immediate responsibility for the proposal)*

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 Town, State, Zip Code

\_\_\_\_\_  
 Telephone Number

\_\_\_\_\_  
 Facsimile Number

\_\_\_\_\_  
 E-mail Address

**Authorized Official:** *(Individual empowered to enter into and amend contractual instruments in the name and on behalf of the Contractor)*

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 Town, State, Zip Code

\_\_\_\_\_  
 Telephone Number

\_\_\_\_\_  
 Facsimile Number

\_\_\_\_\_  
 E-mail Address

\_\_\_\_\_  
 Signature

Total Amount of Proposal: \_\_\_\_\_

**E. BUDGET AND BUDGET NARRATIVE**

<b>DIRECT EXPENSES</b>		<b>ANNUAL Costs</b>
<b>5100: SALARIES</b>		
5101	Staff Salaries & Wages (title, hourly rate and % of FTE)	
5102	Overtime	
5103	Non-Routine Comp. (specify in narrative)	
<b>Total Salaries</b>		
<b>5200: FRINGE BENEFITS</b>		
<b>5300: CONTRACTUAL SERVICES</b>		
5301	Medical Professional	
5302	Behavioral Health Professional	
5303	Contracted Workers - Non-Payroll	
5304	Other Contractual (specify in narrative)	
<b>Total Contractual Services</b>		
<b>5400: TRANSPORTATION</b>		
5401	Staff Travel Reimbursement	
5402	Vehicle Leases	
5403	Vehicle Maintenance	
5404	Other Transportation (specify in narrative)	
<b>Total Transportation</b>		
<b>5500: MATERIALS AND SUPPLIES</b>		
5501	Food	
5502	Lab & Medical Supplies	
5503	Equipment (Less than \$5,000)	
5504	Other Mtrls and Sppls (specify in narrative)	
<b>Total Materials/Supplies</b>		
<b>5600: FACILITIES</b>		
5601	Rent and Real Estate Taxes	
5602	Security	
5603	Maintenance & Repair - Facility and Plant	
5604	Utilities	
5605	Other Facilities (specify in narrative)	
<b>Total Facilities</b>		
<b>5700: CAPITAL EXPENSES (&gt; \$5,000)</b>		
5701	Capital Equipment	
5702	Depreciation	
5703	Other Capital (specify in narrative)	
<b>Total Capital Expenses</b>		
<b>5800: OTHER EXPENSES</b>		
5801	Communications	
5802	Insurance	
5803	Housekeeping	
5804	Staff Training and Conferences	

5805	Drug Testing	
5806	Other (specify in narrative)	
	<b>Total Other Expenses</b>	
<b>5900: CLIENT SUBSIDIES</b>		
5901	Transportation	
5902	Nutrition/Food Vouchers	
5903	Education	
5904	Housing	
5905	Personal Items	
5906	Other Client Subsidies (specify in narrative)	
	<b>Total Client Subsidies</b>	
<b>TOTAL DIRECT EXPENSES</b>		
<b>INDIRECT EXPENSES</b>		
<b>7100: ADMINISTRATIVE &amp; GENERAL</b>		
7111	Staff Salaries & Wages	
7120	Fringe Benefits	
	All Other A&G (Please provide details)	
<b>TOTAL INDIRECT EXPENSES</b>		
<b>TOTAL</b>		

**Note:**

**This budget is available in an excel document. Please contact the official contact person for a copy.**

**Please attached an additional page describing the budget narrative.**

**F. Acknowledgement of Contract Compliance - Notification to Bidders****Acknowledgement of Contract Compliance - Notification to Bidders****COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES  
CONTRACT COMPLIANCE REGULATIONS  
NOTIFICATION TO BIDDERS**

(Revised 09/3/15)

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General *Statutes*. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.”

“Minority business enterprise” is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n.”

“Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

- (a) the bidder’s success in implementing an affirmative action plan;
- (b) the bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder’s promise to develop and implement a successful affirmative action plan;
- (d) the bidder’s submission of employment statistics contained in the “Employment Information Form”, indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

**\* INSTRUCTIONS      Proposer must sign acknowledgment below, and return acknowledgment to awarding agency along with signed proposal.**

The undersigned acknowledges receiving and reading a copy of the “Notification to Bidders” form.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## INSTRUCTIONS AND OTHER INFORMATION

The following **BIDDER CONTRACT COMPLIANCE MONITORING REPORT** must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidder's good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

### 1) Definition of Small Contractor

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding fifteen million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.

### **To download an electronic copy of the Bidder Contract Compliance Monitoring Report from CHRO:**

[https://www.ct.gov/chro/lib/chro/Notification\\_to\\_Bidders.pdf](https://www.ct.gov/chro/lib/chro/Notification_to_Bidders.pdf)

Please attach a copy of the **Bidder Contract Compliance Monitoring Report** to the Proposal.

**G. Equal Employment Opportunity**

Please see link below for the OOE form or contact your Official Contact person for the form

[Home \(eeocdata.org\)](http://eeocdata.org)

**H. Campaign Contribution Certification**



**STATE OF CONNECTICUT  
CAMPAIGN CONTRIBUTION CERTIFICATION**

*Written or electronic certification to accompany a bid or proposal or a non-competitive contract with a value of \$50,000 or more, pursuant to C.G.S. § 9-612.*

**INSTRUCTIONS:**

Complete all sections of the form. Attach additional pages, if necessary, to provide full disclosure about any campaign contributions made to campaigns of candidates for statewide public office or the General Assembly, as described herein. Sign and date the form, under oath, in the presence of a Commissioner of the Superior Court or Notary Public. Submit the completed form to the awarding State agency at the time of submission of your bid or proposal (if no bid or proposal- submit this completed form with the earliest submittal of any document to the state or quasi-public agency prior to the execution of the contract), and if there is a change in the information contained in the most recently filed certification, such person shall submit an updated certification either (i) not later than thirty (30) days after the effective date of such change or (ii) upon the submittal of any new bid or proposal for a contract, whichever is earlier.

**Check One:**

- Initial Certification**
- Updated Certification because of change of information contained in the most recently filed certification**

**CAMPAIGN CONTRIBUTION CERTIFICATION:**

**I certify that neither the contractor or prospective state contractor, nor any of its principals, have made any contributions to, or solicited any contributions on behalf of, any party committee, exploratory committee, candidate for state-wide office or for the General Assembly, or political committee authorized to make contributions to or expenditures to or for, the benefit of such candidates, in the previous four years, that were determined by the State Elections Enforcement Commission to be in violation of subparagraph (A) or (B) of subdivision (2) of subsection (f) of Section 9-612 of the General Statutes, without mitigating circumstances having been found to exist concerning such violation. Each such certification shall be sworn as true to the best knowledge and belief of the person signing the certification, subject to the penalties of false statement. If there is any change in the information contained in the most recently filed certification, such person shall submit an updated certification not later than thirty days after the effective date of any such change or upon the submittal of any new bid or proposal for a state contract, whichever is earlier.**

**All Campaign Contributions on behalf of any party committee, exploratory committee, candidate for state-wide office or for the General Assembly, or political committee authorized to make contributions to or expenditures to or for, the benefit of such candidate, for a period of four years prior to signing the contract or date of the response to the bid, whichever is longer, include:**

<u>Contribution Date</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>	<u>Description</u>





## I. PROPOSAL CHECKLIST

*This is a tool for agencies to customize to make response process easier for respondents. It should be customized for each RFP. Agencies may determine to remove it if it causes confusion.*

To assist respondents in managing proposal planning and document collation processes, this document summarizes key dates and proposal requirements for this RFP. Please note that this document does not supersede what is stated in the RFP. Please refer to the Proposal Submission Overview, Required Proposal Submission Outline, and Mandatory Provisions (Sections II, III, and IV of this RFP) for more comprehensive details. It is the responsibility of each respondent to ensure that all required documents, forms, and attachments, are submitted in a timely manner.

### **Key Dates**

<b>Procurement Timetable</b>		
The Agency reserves the right to modify these dates at its sole discretion.		
Item	Action	Date
1	RFP Release	March 6, 2023
2	Letter of Intent Due	March 16, 2023 by 3:00 pm
3	RFP/Bidder's Conference Date	March 23, 2023 @ 11:00am
4	RFP/Bidder's Conference Time	March 30, 2023 by 3:00pm
5	Deadline for Questions	April 5, 2023
6	Answers Released	April 25, 2023 by 3:00pm
7	Proposals Due	
8	(*) Proposer Selection	TBD
9	(*) Start of Contract Negotiations	TBD
10	(*) Start of Contract	July 1, 2023

### **Proposal Content Checklist**

- Cover Sheet** including required information:
- Table of Contents**
- Executive Summary:** high-level summary of proposal and cost
- Main proposal and with relevant attachments.** *Proposers should use their discretion to determine whether certain required information is sufficiently captured in the body of their proposal or requires additional attachments for clarification.* Additional attachments may include (bullets below are examples only):
  - o Organizational Expectations
  - o Services Expectations/Scope of Services
  - o Staffing Expectations
  - o Data and Technology Expectations
  - o Subcontractor – (not applicable)
  - o Work plan
  - o Financial Expectations
  - o Budget and Budget Narrative (Include startup cost)

### **Registration with State Contracting Portal (if not already registered):**

- Register at: <https://portal.ct.gov/DAS/CTSource/Registration>
- Submit Campaign Contribution Certification (OPM Ethics Form 1):  
<https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>
- Acknowledgement of Contract Compliance – Notification to Bidders**
- Equal Employment Opportunity**

- IRS Determination Letter** (for nonprofit proposers)
- Three years of most recent annual audited financial statements; OR any financial statements prepared by a Certified Public Accountant** for proposers whose organizations have been incorporated for less than three years.
- Proposed budget**, including budget narrative and cost schedules for planned subcontractors if applicable.
- Conflict of Interest Disclosure Statement**
- Statement of Assurances**
- Declaration of Confidential Information**
- Organizational Chart**
- Letters of Reference if New Provider**

**Formatting Checklist**

- Is the proposal formatted to fit 8 ½ x 11 (letter-sized) paper?
- Is the main body of the proposal within the 25-page limit?
- Is the proposal in 12-point, Times New Roman font?
- Does the proposal format follow normal (1 inch) margins and 1 ½ line spacing?
- Does the proposer's name appear in the header of each page?
- Does the proposal include page numbers in the footer?
- Are confidential labels applied to sensitive information (if applicable)?