
Addendum 1

State of Connecticut Department of Mental Health and Addiction Services

RFP # DMHAS-DFS-PTIP-2023

The Department of Mental Health and Addiction Services (DMHAS) is issuing **Addendum 1** to the **Pre-Trial Intervention Program Request for Proposals**.

- A. The Procurement Notice posted on Friday, January 13, 2023 is hereby deleted and replaced with the Revised Procurement Notice.
- B. Procurement Schedule – Please note revised Procurement Schedule

By: Ondria Lucky
January 18, 2023

STATE OF CONNECTICUT PROCUREMENT NOTICE



Request for Proposals (RFP)

**Issued by the State of Connecticut Department of Mental Health and Addiction Services (DMHAS)
Pre-Trial Intervention Program (PTIP)
RFP Name: #DMHAS-DFS-PTIP-2023
January 13, 2023**

The Request For Proposal is available in electronic format on the State Contracting Portal by filtering by Organization for The Department of Mental Health and Addiction Services

<https://portal.ct.gov/DAS/CTSource/BidBoard>

or from the Agency's Official Contact:

Name: Ondria Lucky
Address: 410 Capitol Avenue
Hartford, CT 06134
Phone: (860) 418-6672
Email: DMHAS.FiscalContracts@ct.gov

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

RESPONSES MUST BE RECEIVED NO LATER THAN

Tuesday, March 14, by 3:00 PM EST

A MANDATORY BIDDERS' CONFERENCE WILL BE HELD

**Thursday, February 2, 2023
at 10:00 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. DMHAS Pre-Trial Intervention Program (DMHAS-DFS-PTIP-2023)** The number will be used on each page of the main proposal and cover sheet of proposals submitted in response to this RFP.
2. **RFP Summary.** The Connecticut Department of Mental Health and Addiction Services, is seeking proposals to successfully implement a person-centered, recovery-oriented, and value driven system of care that provides Pre-Trial Intervention Program (PTIP) services to criminal court defendants referred by the Court Support Services Division of the Judicial Branch. PTIP services are designed to address public policy concerns related to: (1) operation of vehicles under the influence of substances and (2) the illegal use of substances.
3. **RFP Purpose.** To identify community providers who will successfully implement or continue the PTIP alcohol education and drug education program.
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: Ondria Lucky
Address: 410 Capitol Avenue
Hartford, CT 06134
Phone: (860) 418-6672
E-Mail: 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 with your proposal:
 - a. **Secretary of State recognition – [onlineBusinessSearch \(ct.gov\)](https://portal.ct.gov/onlineBusinessSearch)**
 - 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:

- a. Agency's RFP Web Page <https://portal.ct.gov/DMHAS/RFPs/Index/RFPs-and-RFQs>.
- b. 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:	1/13/2023
Letter of Intent Due:	1/26/2023
RFP/Bidder's Conference Date/Time:	2/2/2023 at 10:00am
Deadline for Questions:	02/10/2023 by 3:00 pm
Answers Released:	02/23/2023 by 3:00 pm
Proposals Due:	03/14/2023 by 3:00 pm
(* Proposer Selection:	TBD
(* Start of Contract Negotiations:	TBD
(* Start of Contract:	7/1/2023

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:

- a. Total Funding Available: **\$3,200,000.00 annually**
- b. Number of Awards: TBD, at the discretion of the Department
- c. Contract Cost: TBD
- d. Contract Term: 3 year contract
- e. Funding Source: State funds

6. **Eligibility.** Private provider organizations (defined as non-state entities that are either non-profit or proprietary corporations or partnerships), CT State agencies, and municipalities are eligible to submit proposals in response to this RFP. Individuals who are not a duly formed business entity are ineligible to participate in this procurement.

Application eligibility is restricted to applicants who are Department of Public Health (DPH) licensed **Substance Abuse Treatment Providers** in the State of Connecticut, have the necessary infrastructure, and can demonstrate capacity to provide substance abuse evaluation and interactive education group services, and all services defined through this RFP within timeframes set forth by the Department.

- a. Must have successfully managed a grant in similar size or complexity
- b. Must have organizational structure to effectively supervise grant activities
- c. Must have successfully completed financial audit with the past two years

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- d. Must have a minimum of five years relevant experience working with target population
 - e. Applicants must have a documented organizational structure (i.e Board of Directors, Advisory Committee, etc.)

Proposals will be accepted from agencies applying alone. Individual clinicians functioning independently or collectively are not eligible.

7. Minimum Qualifications of Proposers. To qualify for a contract award, a proposer must have the following minimum qualifications:

- a. Licensed by Connecticut Department of Public Health (DPH) **Substance Abuse Treatment Provider**;
- b. Experience implementing services of similar complexity;
- c. Capacity to provide all required services at awarded sites within timeframes set forth by DMHAS;
- d. Evaluations to be completed in 21 days of the referral, with reports submitted to the court within 30. Group participant scheduled to start group within 90 days of the referral.
- e. Capacity to submit required data to DMHAS by start date of contract and within timelines set forth by DMHAS; and
- f. DPH licensed Master's Level Behavioral Health Clinician with supervisory experience to provide comprehensive clinical supervision of the intervention program.

8. An Electronic Letter of Intent. An Electronic Letter of Intent (LOI) **is required** to respond to 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. **The LOI must include the Geographical Area (GA) Courts being proposed to deliver PTIP Services. Each Geographical Area Court being proposed must be submitted as a separate and distinct proposal. (Additional pages are accepted as an attachment to the LOI)**

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 February 2, 2023 at 10:00 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 Ondria Lucky the Official Contact Person DMHAS.FiscalContracts@ct.gov All questions submitted will be answered in a written Addendum to this RFP, which will serve as the Agency official response to questions submitted by proposers that submitted an LOI. 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, March 14, 2023 by 3:00 pm

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 for each Geographic Area Court.
- 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 official Agency contact for this procurement. The subject line of the email must read: **DMHAS-DFS-PTIP-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. There is a maximum of seven (7) proposals from the same proposer.

Each Geographic Area Court shall be submitted as a SEPARATE PROPOSAL. For each Geographic Area Court up to seven (7).

PTIP participants are referred from all 17 Geographical Area courts. A proposer may propose to serve up to seven (7) GA courts. This RFP will result in one Contractor being assigned to each court and a Contractor may be awarded up to seven (7) courts based on scoring of proposals. At the Commissioner's discretion a Contractor may be awarded additional courts if needed to meet the needs of the programs. The assigned Contractor is not required to locate a PTIP service site in the town of the court but only the assigned Contractor will have the right to do so unless authorized by DMHAS. While court assignment does not guarantee that a Contractor will receive all referrals from an assigned court, having a PTIP office in the court town makes it more likely that local participants will choose that location for services. Contractors are required to serve all persons referred to them by all state courts and by DMHAS and provide all services within contract time limits.

- a. **Location of Proposed Services:** Proposers are required to clearly identify which geographical region courts they are applying to serve. The Agency must possess physical

space within the proposed region to implement the Pre-Trial Intervention Program prior to submission of a proposal.

b. Courts Served (17 Courts)

- Bridgeport Court GA-2
- Danbury Court GA-3
- Danielson Court GA-11
- Derby Court GA-5
- Hartford Court GA-14
- Manchester Court GA-12
- Meriden Court GA-7
- Middletown Court GA-9
- Milford Court GA-22
- New Britain Court GA-15
- New Haven Court GA-23
- New London Court GA-10
- Norwich Court GA-21
- Rockville Court GA-19
- Stamford Court GA-1
- Torrington Court GA-18
- Waterbury Court GA-4

The table below shows the number of participants served by PTIP Contractors in SFY2022:

Number of Participants Served by PTIP Contractors in SFY 2022
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Referring Court	Impaired Driving		Drug-Related Offenses	
	Evaluation	Group	Evaluation	Group
Bridgeport Court GA-2	271	273	69	39
Danbury Court GA-3	262	192	37	11
Danielson Court GA-11	256	217	14	9
Derby Court GA-5	245	207	31	9
Hartford Court GA-14*	1653	1354	142	68
Manchester Court GA-12	540	563	49	40
Meriden Court GA-7	265	240	25	15
Middletown Court GA-9	323	295	43	31
Milford Court GA-22	75	188	18	5
New Britain Court GA-15	646	647	47	37
New Haven Court GA-23	360	315	39	9

New London Court GA-10	526	516	86	42
Norwich Court GA-21	329	347	42	29
Rockville Court GA-19	229	317	24	37
Stamford Court GA-1**	378	342	41	38
Torrington Court GA-18	250	177	21	6
Waterbury Court GA-4	298	280	128	62
Participants Referred by CT Courts	6518	6001	825	497

*Hartford numbers include Enfield Court cases heard. GA-13 and GA-14 have merged; all cases will be heard at the Hartford Court.

**Stamford numbers include Norwalk Court cases heard. GA 1 and GA 20 have merged; all cases will be heard at the Stamford Court.

II. PURPOSE OF RFP AND SCOPE OF SERVICES

A. AGENCY OVERVIEW

The Department of Mental Health and Addiction Services (DMHAS) promotes and administers comprehensive, recovery-oriented services in the areas of mental health treatment and substance use treatment throughout Connecticut.

While the Agency services serve all Connecticut citizens, its mandate is to serve adults (over 18 years of age) with psychiatric or substance use disorders, or both, who lack the financial means to obtain such services on their own. DMHAS also provides collaborative programs for individuals with special needs, such as persons with HIV/AIDS infection, people in the criminal justice system, those with problem gambling disorders, pregnant and parenting women with substance use disorders, persons with traumatic brain injury or hearing impairment, those with co-occurring substance use and mental illness, and special populations transitioning out of the Department of Children and Families.

DMHAS operates on the belief that people with mental illnesses and/or substance use disorders can and should be treated in community settings, and that inpatient treatment should be used only when absolutely necessary to meet the best interests of the individual. Effective care requires that services such as residential, supportive, rehabilitative and crisis intervention programs are available within their local communities. DMHAS is responsible for providing a wide range of services to adults in each of the five human service Regions in Connecticut.

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

1. DMHAS Pre-Trial Intervention Program (PTIP)

The two programs below comprise PTIP.

- a. The Impaired Driving Intervention Program (IDIP) is a diversionary program for first-time offenders, and others, that was developed per C.G.S. 54-56g; Spec. Sess. P.A. 21-1 §§ 85,167 to address the operation of a vehicle, ATV, snowmobile, or boat while under the influence of alcohol and/or other substances.
- b. The Drug Intervention and Community Service Program (DICSP) is a diversionary program that was developed per C.G.S. § 54-56i; P.A. 21-79 § 43; Spec. Sess. P.A. 21-1 § 166 to address the possession of controlled substances. The statute includes a community service component that is managed by the Court Support Services Division of the Judicial Branch and is not included in this RFP.

Both programs seek to reduce the risk of continuing the target behaviors through an evidence-based, supportive, and non-judgmental approach. In addition to an evaluation, the programs also include an interactive education group. Participants whose evaluation indicates a need for more intensive services to address a significant substance use disorder will be referred to formal substance abuse treatment services. Formal substance

abuse treatment services will not be provided through PTIP and are not included in this RFP.

- c. Participants are referred by criminal court to a PTIP Contractor for an evaluation that results in a recommendation to the court. If the court grants the program then, based on the recommendation, the court refers the participant back to a PTIP Contractor for a 12-session (18 hours total) interactive education group or the court refers the participant to any licensed substance abuse treatment provider for formal treatment services. Formal treatment services are not included in this RFP.
- d. Both IDIP and DICSP include an evaluation and 12-session (18 hours total) group. DICSP participants are also required to perform community service, which is managed by the Judicial Branch Court Support Services Division (CSSD) and does not involve DMHAS or PTIP Contractors.
- e. Criminal charges may be dismissed for participants who complete IDIP or DICSP statutory requirements. Participants pay a fee (which may be waived) to the court and these fees fund payments through DMHAS to PTIP Contractors on a fee for service basis. PTIP Contractor invoices are payable by DMHAS whether or not the court collects sufficient fees to cover PTIP costs.
- f. PTIP Contractors will also serve CT residents who must complete the same DMHAS Pre-Trial Intervention Program (PTIP) to satisfy the requirements of an arrest in another state. PTIP Contractors are expected to provide PTIP services, according to program guidelines to these individuals. In these cases the individual is responsible for paying evaluation and group fees at the rate approved by DMHAS (up to \$150 for evaluation, up to \$400 for 12-session groups). The Contractor must enter data for these individuals into the DMHAS DDaP data system. Contractors may not bill DMHAS for evaluation, group, or interpreter fees for these participants.

2. Program Goals.

DMHAS will use this RFP to accomplish the following program goals:

- a. Provide services to participants in a welcoming and respectful manner that seeks to engage participants and maximize the benefit of a court-mandated program;
- b. Provide effective services that motivate and assist participants with changing behaviors that are detrimental to themselves and others and violate the law;
- c. Provide services that comply with the spirit and letter of the mission of the Department of Mental Health and Addiction Services;
- d. Provide evaluation, Impaired Driving and Drug Intervention interactive group services to people with criminal charges who must complete such a program to satisfy requirements; and
- e. Provide services to the Judicial Branch that assist with meeting the requirements of in a timely and efficient manner.

C. SCOPE OF SERVICE DESCRIPTION

1. Organizational Expectations

The applicant's proposal must include a summary of the proposer's overall qualifications to implement the Pre-Trial Intervention Program for a specific geographic area court. At minimum, the proposer must include the following specific details regarding their organization:

- a. Purpose/Mission:
 - i. Describe how your proposed Pre-Trial Intervention Program fits within your organization's mission and configuration of current programming.
 - ii. Organizational chart shall be included in Appendices
- b. Entity Type/Years of Operation:
 - i. Give a brief overview of your organization. Demonstrate current experience providing substance use disorder related evaluation and treatment services
- c. Qualifications, Relevant Experience:
- d. Proposals must demonstrate a Proposer agency infrastructure that can accommodate the requested services and must also demonstrate the Proposer's capacity to provide alcohol and drug evaluation and interactive education group services, and all services defined through this RFP within timeframes set forth by the Department.
- e. Provide the locations of the proposer's services in a table with columns for 1) Address, 2) Program Name, and 3) and Type of service(s). Place the table in Proposal labeled Agency Service Locations.
 - i. Briefly describe the adult population(s) to whom the proposer currently provides clinical and non-clinical services and include i) commonly seen behavioral health disorders, ii) level of functioning of service recipients, and iii) referral sources for adult clients.
 - ii. Briefly describe the information collected by the proposer for biopsychosocial assessment of new adult clients in outpatient clinical programs.
 - iii. Provide the number of a) current full time (>32 hours/week) licensed or certified employees broken out by specific license or certification and b) current part time (< 32 hours/week) licensed or certified employees broken out by specific license or certification.
 - iv. Briefly describe the non-clinical services that the proposer currently provides to adults.
 - v. Briefly describe the clinical services (other than assessment) that the proposer currently provides to adults.
 - vi. Briefly describe the proposer's experience serving DUI offenders.
 1. Briefly describe the proposer's current capacity to provide multi-cultural programming, programming for special populations, and/or programming for individuals with co-occurring substance and mental health disorders.
Describe the proposer's philosophy and approach regarding service provision to adults with mental health disorders and how the Proposer's services operationalize that philosophy and approach.

2. Service Expectations

a. Service Coverage – The proposal must indicate the Proposer’s ability to provide services to the specific court listed in Section I Courts Served.

b. Hours of Operation – DMHAS needs services to take place 9 AM to 5 PM Monday through Friday, with availability to schedule evening and weekend groups. The proposal must describe the Respondents hours of operation and services provided during those times.

c. Target Population for Service

- i. Referrals to both programs will be made by Court Support Services Division (CSSD) Pretrial Services.
- ii. IDIP referrals will be individuals and older, who have been charged with driving a motor vehicle or a boat under the influence of alcohol or drugs, and who the court has deemed eligible for the program.
- iii. DICSP referrals will be individuals and older, who have been charged with violating certain drug possession or drug paraphernalia laws, and who the court has deemed eligible for the program.

d. Communication

- i. The contractor will be expected to communicate with both CSSD and DMHAS staff. Contract and program related issues will be directed to DMHAS staff. Participant and court related issues will be directed to CSSD staff.
- ii. Effective and timely communication with Pretrial Services Staff is necessary for PTIP cases to be processed properly in court. Upon being awarded a DMHAS PTIP contract, Contractors will meet with CSSD supervisors in the Contractor’s assigned court(s) to determine the court’s preference for the manner, type, and timing of communication. Once Contractors commence PTIP services they will regularly seek feedback from CSSD supervisors and Pretrial Services Staff on the Contractor’s services to the court. If a Contractor learns of a CSSD concern about the Contractor’s services, the Contractor will immediately discuss the concern with CSSD and DMHAS to rapidly resolve the concern.

1. Interactive Education Group Curriculum and Group Format:

The interactive education group is not formal treatment but is more in-depth and interactive than psycho-education. In addition to learning about substances and their use and abuse, participants are encouraged to examine their use of substances and the consequences of their use and create a plan to refrain from illegal and/or irresponsible use of substances. Proposals must address the proposer’s provision of educational groups to include the following:

- a. DMHAS provides a facilitator guide and a standardized curriculum. There is no cost to Contractors for the curriculum materials.
- b. Contractors may include a limited amount of additional materials for use in group. All additional materials need to be reviewed and approved by the Clinical Manager.
- c. Facilitators are expected to use information from the PTIP evaluation to inform an individualized approach to each participant.

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- d. Facilitators create a non-judgmental and welcoming atmosphere, encourage self-examination, encourage group interaction, and utilize Motivational Interviewing to facilitate progress along the Stages of Change in a Recovery Model.
 - e. Facilitators assist participants in using and completing provided materials.
 - f. Facilitators review these materials to assess participants' understanding and progress and intervene as needed.
 - g. 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).

2. Group Interaction and Education

The Contractor shall provide PIDIP Participants and Pretrial Drug Intervention and Community Service Program Participants (PDICSP) with Group Interaction (GI) services, through alcohol and/or drug education classes, utilizing a curriculum approved by the Department, facilitated by the Contractor and conducted in a group setting of six (6) or more Participants. Groups will be provided in both in-person and telehealth format. GI services for either Pretrial Impaired Driving Intervention Program (PIDIP) or PDICSP, as mandated for each Participant by CSSD, shall consist of twelve (12) one-and-one-half hour (1½) sessions.

- a. Combined IDIP/DICSP group must be comprised of 12 sessions, 1.5-hours each session.
- b. Groups must be scheduled once per week, but may also be scheduled twice per week with DMHAS approval.
- c. Participants must be offered a group start date as soon as possible, but within 90 calendar days of the eligibility date determined by the court (usually the date of referral).
- d. Participants may not start a group more than 90 days after their eligibility date unless approved by the court.
- e. Data for each participant must be entered into DDaP, the DMHAS data system, within 5 business days of the Group start date.
- f. Data for each participant must be entered into DDaP within 5 business days of the Group completion date or early termination date.
- g. Group size must remain within 6 and 15 participants; although 1 out of every 3 groups may have 16 participants to accommodate over booking.
- h. Groups may not provide more than 4.5 hours of didactic material (films, lectures, speakers, etc.) per 12-session group.
- i. Clinical record in written, typed, or electronic form must be maintained in either electronic or hard copy, including but not limited to:
 - i. CSSD referral, letter of appointment for group;
 - ii. Signed consents to release information;
 - iii. Clinical interview form and narrative summary;
 - iv. Report to court (with recommendation for further services, if needed);
 - v. Participant-oriented progress notes for each session in data/Assessment/Plan (DAP) format, indicating:
 - a. Participant's presentation and participation in group;
 - b. Assessment of that presentation/participation;

c. Facilitator's plan for working with that participant in later groups.

e. Evaluations

1. The Contractor shall administer an evaluation for each IDIP Participant or DICSP Participant referred to the Contractor by the Court Support Services Division (CSSD) unit. The evaluation format and assessments will be determined by the Department. Evaluations will be provided in both in-person and telehealth format.
2. Participants must be offered an evaluation appointment within 21 calendar days of their eligibility date (set by the court; usually the referral date);
3. Must include a semi-structured clinical interview in a DMHAS approved format to include probing beyond the standard format to obtain additional information to inform the recommendation;
4. Must include review of a participant's Blood Alcohol Content (AEP) or other testing results, when such are provided by CSSD;
5. Must include use of standardized testing instruments as required and approved by DMHAS;
6. Must include a narrative summary that characterizes the use of substances, describes the motivation for and attitude regarding participating in an intervention, and clearly explains the rationale for the recommended intervention;
7. A report based on the evaluation shall be submitted to the court of jurisdiction within thirty (30) calendar days from date of evaluation availability. This Report shall contain a recommendation for either: PIDIP or PDICSP Group Interaction; or referral to and treatment by a licensed community substance use disorder treatment provider of substance use disorder treatment. The recommendation for treatment shall also include a recommended level of care as described in the most recent Connecticut Participant Placement Criteria (CCPC).
 - a. Resultant data for each participant's evaluation must be entered into DDaP, within 5 business days of the evaluation;
 - b. Evaluation Report by the evaluator must be entered into CDCS, the CSSD Contractor Database and submitted to Pretrial Services Staff within specified timelines, with results of the evaluation and a recommendation for services;
 - c. Clinical record in written, typed, or electronic form must be maintained in either electronic or hard copy, including but not limited to:
 - i. CSSD referral;
 - ii. Documentation of contact with participant to schedule evaluation;
 - iii. Signed consents to release information;
 - iv. Standardized instruments;
 - v. Clinical interview form and narrative summary;
 - vi. Evaluation scoring;
 - vii. Report to court with recommendation.

f. Program Access / Referral Process

In addition to data submitted to the Department, the Contractor shall enter any and all data on the Court Support Services Division (CSSD) Contractor Data Collection System (CDCS) as required by CSSD. CSSD's Contractor Data Collection System (CDCS) is a web-based data system designed to collect client specific referral, treatment, and outcome data, which aids in meeting CSSD's reporting requirements, is used as a management tool, assists with contract

oversight, and supports CSSD's risk reduction initiative by generating metrics that allow CSSD and providers to reward positive outcomes and identify opportunities for improvement. The use of CDCS is required under this contract.

1. Entry of specific data elements must be made within specific time frames imposed by CSSD. In most instances this is 2 business days of their occurrence; however, CSSD may require more stringent data entry time frames. Data elements to be included are:
 - a. New referrals shall be acknowledged within two (2) business days.
 - b. Evaluation reports shall be completed within thirty (30) days of the referral.
 - c. Participants' group attendance shall be documented within one (1) business day.
 - d. Participants' discharges must be completed within five (5) business days of last group.
2. The Contractor may, at its discretion, choose to utilize CSSD hands on training for new CDCS users and on-going support through its CDCS Help Desk at no cost to the Contractor.
3. CSSD will use information garnered through CDCS in key decision making. As such, data integrity is paramount. The Contractor shall develop internal data quality assurance procedures which, at a minimum, will include examining timeliness and data exception reports, as well as spot checking CDCS data for accuracy. The Contractor shall allow CDCS' team to conduct periodic on-site data quality visits. The Contractor shall review and respond to all written feedback from CDCS team at the completion of a data quality visit.
 - i. Annually, the Contractor shall submit a listing of all staff and contracted personnel employed to evaluate Participants, to facilitate GI, and to manage and supervise the PIDIP and PDICSP sites and personnel.
 - ii. The Contractor shall inform the Department of personnel changes as they pertain to this contract.
 - iii. The Department will review staff qualifications during audits to ensure staff qualification requirements are met.

g. Interpreter Services

The Contractor will arrange for interpreter services with a vendor that has been approved by the Department for persons with Limited English Proficiency (individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English) who are referred by CSSD. The Contractor will pay for interpreter services directly to such vendor and be reimbursed by the Department for such expenses, in accordance with the terms herein. The Contractor will make a reasonable effort to minimize interpreter cost, including by grouping Participants together who require the same interpreter services where possible.

3. Staffing Expectations

- a. All employed staff and contracted personnel who evaluate Participants, facilitate groups, or manage and/or supervise the program site and/or personnel must meet program criteria established by the Department, including attending all required training.
- b. The required qualifications for evaluators and group facilitators are as follows:
 - i. Licensed by the Department of Public Health as an alcohol and drug counselor (LADC) **or**

- ii. Licensed by the Department of Public Health in another associated clinical discipline, such as medicine (MD or DO), social work (LCSW), marriage and family (LMFT), Professional Counseling (LPC) or psychology (PhD/Psy.D), to provide substance abuse counseling and be able to demonstrate at least 1 year of clinical experience evaluating and treating substance use disorders or
- iii. Certified as an alcohol and/or drug abuse counselor (CADC) by the Department of Public Health or
- iv. Certified as an Addiction Counselor (CAC) by the CT Certification Board.
- v. Master's degree in a clinical discipline and license-eligible.
 - a. See DPH and CCB websites for license/certification requirements
<https://portal.ct.gov/DPH/Practitioner-Licensing--Investigations/PLIS/Practitioner-Licensing--Investigations-Section>
<https://www.ctcertboard.org/>
- vi. In addition, professionals meeting the following criteria are eligible for employment as evaluators and group facilitators provided they receive supervision from an individual who has a Clinical License issued by the Department of Public Health:
 - 1. Master's level intern from a clinical discipline or
 - 2. Bachelor's degree and 1 year of providing services to adults with substance use disorders

4. Data and Technology Expectations

- a. PTIP data submitted to the DMHAS DDaP data system is used for program management, budgeting, quality improvement, payment of Contractor invoices, and responses to requests from other state agencies and the General Assembly.
- b. Contractors must have sufficient staff and technical capacity to submit required and requested data that is accurate, complete, and provided within specified timeframes.
 - i. PTIP data is submitted to three components of DDaP – Admission, PTIP Assessment, and Discharge. Data is submitted to DDaP per DMHAS policies. For detailed information about DDaP please see the DMHAS Evaluation, Quality Management and Improvement Division website
<http://www.ct.gov/dmhas/cwp/view.asp?a=2900&q=334736>
 - ii. Hard copies of the required DDaP PTIP Assessment are located here
<http://www.ct.gov/dmhas/lib/dmhas/eqmi/DDaPPre-Trialform.pdf>
 - iii. Within five business days of the PTIP evaluation data must be submitted to DDaP for program admission and the PTIP evaluation.
 - iv. Within five business days of the start of the interactive education group data must be submitted to DDaP for preliminary group information.
 - v. Within five business days of the successful completion of or early termination from the interactive education group data must be submitted to DDaP for final group information.
 - vi. Contractors will provide any other reports, or data, concerning contracted services which DMHAS may reasonably require.

5. Work Plan

Provide a detailed implementation process and timeline, including the identification of all necessary steps to implement your proposal. Include dates and individuals responsible. Indicate staff position and their related qualifications for those who will be responsible for providing the identified service. Describe how each service and deliverable will be accomplished, providing a detailed explanation of the procedures or processes that will be used to attain the expected outcomes

6. Financial Expectations

- a. **Financial Status Reports:** If the three (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.
- b. **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.).
- c. **PTIP** is a fee-for-service program and payment is made monthly for completed evaluations, for participants who attend a PTIP interactive education group, and interpreter service costs. Payment will only be made for persons whose data entry into the DMHAS DDaP system is up to date and complete. Contractors must submit monthly invoices and supporting documentation with evaluations, group sessions, and interpreter services by the 12th of the following month in a format required by DMHAS. The supporting documentation is easily produced from reports on the web-based DMHAS Data Report function. **“Reimbursement will be based on actual attendance and program completion”**.
- d. **Budget Expectations**
 - 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.

DMHAS provides funding for these services through the State of Connecticut’s Pretrial Account. It is a fee-for-service contract paid retroactively and monthly on the basis of submitted invoices and timely submission of data to the DMHAS DDaP system, for each participant served.

Payment per client for each service component will be made according to the following rates:

Service	Fees
Evaluation	\$115
12 session group initial placement	\$285
12 session group reinstatement	\$142
Interpreter Services	Reimbursement for cost to PTIP contractors for up to 2 Hours

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.
6. **Style Requirements.** This is an electronic submission.

Submitted proposals must conform to the following specifications:

- Paper Size: 8 ½ x 11 (Standard Letter)
 - Font Size: 12
 - Font Type: Times New Roman
 - Margins: Normal (1 inch)
 - Line Spacing: 1 ½
 - Print Style: Single-Sided
 - Page Limit: Maximum **25 pages**, exclusive of Executive Summary, Appendices and 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 DHMAS Commissioner 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 Profile	20
Scope of Services	30
Staffing Plan	15
Data and Technology	10
Work Plan	15
Financial Profile/Budget	5
Appendices	5
Total Points	100

Note: 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

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.

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: 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 Profile
2. Service Expectations /Scope of Services
3. Staffing Plan
4. Data and Technology Expectations
5. Work Plan
6. Financial Profile
7. Budget and Budget Narrative (Budget and Budget Narrative)

E: Attachments

Attachments other than the required attachments identified are not permitted and will not be evaluated. See the Proposal Checklist in Appendix I. 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

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

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
- 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

AEP	Alcohol Education Program
ASI	Addiction Severity Index
ASUS	Adult Substance Use Survey
BFO	Best and Final Offer
CCPC	Connecticut Placement Criteria
C.G.S.	Connecticut General Statutes
CFR	Code of Federal Regulation
CHRO	Commission on Human Rights and Opportunity (CT)
CT	Connecticut
CDCS	CSSD's Contractor Data Collection System
CSSD	Court Support Services Division
DAP	Data Assessment Plan
DAS	Department of Administrative Services (CT)
DAST	Drug Abuse Screening Test
DDaP	DMHAS data system used by contracted providers
DECSP	Drug Education and Community Service Program
DEP	Drug Education Program
DICSP	Drug Intervention and Community Service Program
DMHAS	Department of Mental Health and Addiction Services
DOC	Department of Correction
DUI	Driving Under the Influence
DWI	Driving While Impaired
FOIA	Freedom of Information Act (CT)
GA	Geographical Area (court)
GI	Group Intervention
IDIP	Impaired Driving Intervention Program
IRS	Internal Revenue Service (US)
LOI	Letter of Intent
OAG	Office of the Attorney General (CT)
OPM	Office of Policy and Management (CT)
OSC	Office of the State Comptroller (CT)
ODD	Opioid Use Disorder
POS	Purchase of Service
P.A.	Public Act (CT)
PDICSP	Pretrial Drug Intervention and Community Service Program
PIDIP	Pretrial Impaired Driving Intervention Program
PTIP	Pre-Trial Intervention Program
PWWDC	Pregnant Women and Women with Dependent Children
RFP	Request For Proposal
RIASI	Research Institute on Addictions Self Inventory
SEEC	State Elections Enforcement Commission (CT)
SFY	State Fiscal Year
SUD	Substance Use Disorder
U.S.	United States

1. *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
2. *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.

-
3. *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
 4. *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 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 to 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
 DHMAS-DFS-PTIP-2023**

Return to:
 DMHAS Official Contact
 Ondria Lucky
 Grants and Contracts Specialist
 DMHAS-State of Connecticut
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

Note: Please include additional page(s) to indicate the courts that you will serve.

D. COVER SHEET

**Cover Sheet
DMHAS-DFS-PTIP-2023
Department of Mental Health and Addiction Services**

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

DIRECT EXPENSES		ANNUAL Costs
5100: SALARIES		
5101	Staff Salaries & Wages (title, hourly rate and % of FTE)	
5102	Overtime	
5103	Non-Routine Comp. (specify in narrative)	
Total Salaries		
5200: FRINGE BENEFITS		
5300: CONTRACTUAL SERVICES		
5301	Medical Professional	
5302	Behavioral Health Professional	
5303	Contracted Workers - Non-Payroll	
5304	Other Contractual (specify in narrative)	
Total Contractual Services		
5400: TRANSPORTATION		
5401	Staff Travel Reimbursement	
5402	Vehicle Leases	
5403	Vehicle Maintenance	
5404	Other Transportation (specify in narrative)	
Total Transportation		
5500: MATERIALS AND SUPPLIES		
5501	Food	
5502	Lab & Medical Supplies	
5503	Equipment (Less than \$5,000)	
5504	Other Mtrls and Sppls (specify in narrative)	
Total Materials/Supplies		
5600: FACILITIES		
5601	Rent and Real Estate Taxes	
5602	Security	
5603	Maintenance & Repair - Facility and Plant	
5604	Utilities	
5605	Other Facilities (specify in narrative)	
Total Facilities		
5700: CAPITAL EXPENSES (> \$5,000)		
5701	Capital Equipment	
5702	Depreciation	
5703	Other Capital (specify in narrative)	
Total Capital Expenses		
5800: OTHER EXPENSES		
5801	Communications	
5802	Insurance	
5803	Housekeeping	
5804	Staff Training and Conferences	
5805	Drug Testing	

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

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

Please attached an additional page(s) 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

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

G. Equal Employment Opportunity

Please see link below for the EEO 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>

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Printed Contractor Name

Printed Name of Authorized Official

Signature of Authorized Official

Subscribed and acknowledged before me this ____ day of _____, 20__.

Commissioner of the Superior Court (or Notary Public)

My Commission Expires

I. PROPOSAL CHECKLIST

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

<u>Procurement Timetable</u>		
The Agency reserves the right to modify these dates at its sole discretion.		
Item	Action	Date
1	RFP Release	January 13, 2023
2	Letter of Intent	January 26, 2023
3	Bidder's Conference	February 2, 2023 by 10:00
4	Questions	February 10, 2023 by 3:00 pm
5	Release of Answers	February 23, 2023
6	Proposal's Due	March 14, 2023 by 3:00pm

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):
 - Organizational Profile
 - Scope of Services (Service Requirements)
 - Staffing Plan
 - Data and Technology
 - Work plan
 - Financial Profile
 - Budget and Budget Narrative (Include startup cost, if applicable)

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 (EEO Form)**
- 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 a detailed budget narrative
 - Conflict of Interest Disclosure Statement**
 - Statement of Assurances**
 - Declaration of Confidential Information**
 - Proof of DPH Clinical Licensure – (as applicable)**
 - Organizational Chart**
 - Resume of Key Personnel**

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)?