

STATE OF CONNECTICUT PROCUREMENT NOTICE



Request for Proposals (RFP)

For

Youth Link Mentoring Service

RFP Number: **220816001**

Issued By:

Department of Children and Families

August 16, 2021

The Request for Proposal is available in electronic format on the State Contracting Portal by filtering by Organization for Department of Children & Families:

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

on the Department's website:

<https://portal.ct.gov/DCF/Contract-Management/Home>

or from the Agency's Official Contact:

Name: Stacie Albert
Address: 505 Hudson Street / Hartford, CT 06106
Phone: 860 999-2076
E-Mail: Stacie.Albert@ct.gov

RESPONSES DUE NO LATER THAN: 3:00PM / OCTOBER 12, 2021

The State of Connecticut and the Department of Children & Families 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. RFP #220816001 / Youth Link Mentoring Program

2. RFP Summary. The Connecticut Department of Children and Families (DCF) is accepting applications for the provision of a mentoring support program for Lesbian, Gay, Bisexual, Queer or Questioning, Intersex and Asexual (LGBTQIA+) youth. The program will focus on developing positive, long-term, safe, and affirming relationships between youth and caring adults who serve as trained mentors. The Contractor will maintain a diverse pool of mentors who have attributes and qualities in common with the adolescents served including but not limited to gender identity, gender expression, sexual orientation, race, and ethnicity. Emphasis will be placed on helping the youth strengthen skills needed to thrive as they launch into adulthood. Particular emphasis will be placed on helping youth succeed and excel at jobs and if needed, locate, and maintain housing. An additional component of this program will include Recovery Support Specialists for those youth identified and in need of further support regarding their mental health and substance use.

The target population includes LGBTQIA+, cisgender, or gender non-conforming youth ages 14 to 21 years old who have been referred to the Contractor by DCF. The focus will be to provide mentoring services to DCF committed youth who are residing in the State of Connecticut. These youth will be residing in a variety of settings, including in their biological family homes, with relatives, in foster homes, group homes, etc. In addition, up to 15% of the target population may be non-committed youth who have an open case with the Department. Adolescents who are receiving services from the Department and do not identify as LGBTQIA+ but would benefit from the service due to other circumstances will also be considered. The program recruits, trains and supervises adult mentors, who are active participants in the group mentoring program.

3. RFP Purpose. This RFP seeks to establish a program that creates a supportive long-term relationship with a caring adult for all adolescents, but particularly for LGBTQIA+ youth who may have experienced significant rejection on the basis of their identity. This service will provide the basis for that relationship.

The program will also support those youth with mental health and substance use issues through Recovery Support Specialists. The Department envisions serving 50 youth statewide annually. Mentors will have no more than three (3) mentees and will be supported by a Mentor Supervisor. The Recovery Support Specialists will support those mentees with mental health and substance use issues in need of a recovery plan.

The Department anticipates awarding 2 Teams to serve this population throughout State of Connecticut:

	DCF Regions	DCF Area Offices	Annual Capacity
Team A	1 / 2 / 5	Bridgeport Norwalk Milford New Haven Danbury Torrington Waterbury	25
Team B	3 / 4 / 6	Middletown Norwich Willimantic Hartford Manchester Meriden New Britain	25

4. Commodity Codes. The services that the Agency wishes to procure through this RFP are as follows:

- 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: Stacie Albert
Address: 505 Hudson Street / Hartford, CT 06106
Phone: 860 999-2076
E-Mail: Stacie.Albert@ct.gov

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

2. **Registering with State Contracting Portal.** Respondents must register with the State of CT contracting portal at <https://portal.ct.gov/DAS/CTSource/Registration> if not already registered. Respondents shall submit the following information pertaining to this application to this portal (on their supplier profile), which will be checked by the Agency contact.

- Secretary of State recognition (CT Business License)– Click on appropriate response
- Non-profit status, if applicable
- Notification to Bidders, Parts I-V
- Campaign Contribution Certification (OPM Ethics Form 1): <https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>

3. **RFP Information.** The RFP, amendments to the RFP, and other information associated with this procurement are available in electronic format from the Official Contact or from the Internet at the following locations:

- Agency’s RFP Web Page
<https://portal.ct.gov/DCF/Contract-Management/Home>
- State Contracting Portal (go to CTsource bid board, filter by "Department of Children and Families"
<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 Planning Start Date: **July 1, 2021**
- RFP Released: **August 16, 2021**
- RFP Conference: **September 2, 2021**
- Deadline for Questions: **September 10, 2021**
- Answers Released: **September 15, 2021**
- Letter of Intent Due: **3:00PM, September 27, 2021**
- Proposals Due: **3:00PM, October 12, 2021**

- (*) Proposer Selection: **October 29, 2021**
- (*) Start of Contract Negotiations: **November 1, 2021**
- (*) Start of Contract: **January 1, 2022**

5. Contract Awards. The award of any contract pursuant to this RFP is dependent upon the availability of funding to the Agency. The Agency anticipates the following:

- Total Funding Available: **\$339,280 (annually)**
- Number of Awards: **Up to 2**
- Per Contract Funding: **\$169,640**
- Contract Term: **1-3 years**, at the discretion of the Department

6. Eligibility. Private provider organizations (defined as nonstate entities that are either nonprofit or proprietary corporations or partnerships), CT State agencies, and municipalities are the only entities eligible to submit proposals in response to this RFP.

A current investigation of Medicaid fraud or a judgment involving Medicaid fraud within the past five (5) years shall exclude an entity from participation in this procurement. Proposals from applicants who appear on the United States General Services Administration Excluded Parties List or the State Debarred Contractors List will not be considered. Consideration will be taken for applicants whose agency has required one or more corrective action plans in the past two years. Such applicants are not ineligible, but the history may be a scoring factor depending on circumstances surrounding the corrective action.

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

- The agency must possess a current, valid Connecticut Business License, and must provide proof of such with submission of the proposal;
- Staff assigned to the program must be able to successfully pass DCF and State child and criminal background checks;
- Have a minimum of two years experience (as of the due date of the application) providing relevant services in the DCF areas(s) in which services are to be provided under this RFP. Relevant experience is defined by this RFP as having experience providing services similar to those described in this RFP based on service type (i.e., mentoring, substance use treatment), population (LGBTQIA+ youth and/or transitional age youth), and demonstrated experience implementing evidence-based practices for the population of focus.
- Demonstrate experience and proficiency collecting and reporting program performance and monitoring data required by contract. These data include but are not limited to reporting to the department numbers of unique clients served, their demographic characteristics, results of standardized measures (e.g., GAIN, OHIO Scales, etc.), presenting problems, length of stay, and discharge status

8. Letter of Intent. A Letter of Intent (LOI) **is required** for 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 via e-mail by the deadline established in the Procurement Schedule. The subject line of the email must read, "Youth Link Mentoring" RFP / Letter of Intent". The LOI must clearly identify the sender, including name, postal address, telephone number, fax number, e-mail address and DCF being applied for. It is the sender's responsibility to confirm the Department's receipt of the LOI. **If applying for multiple locations, 1 Letter of Intent may be submitted, but each specific Team (A or B) being applied for must be indicated.** The Department will not accept proposals from any applicant for any Team for which a Letter of Intent was not submitted. Failure to submit the required LOI in accordance with the requirements set forth herein shall result in disqualification from further consideration.

9. Inquiry Procedures. All questions regarding this RFP or the Agency's procurement process must be directed, in writing, electronically, (e-mail) to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the

deadline(s) will be answered. However, the Agency will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the RFP or the procurement process will not be answered. At its discretion, the Agency may or may not respond to questions received after the deadline. If this RFP requires a Letter of Intent, the Agency reserves the right to answer questions only from those who have submitted such a letter. The Agency may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such.

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

10. RFP Conference. An RFP conference will be held to answer questions from prospective proposers. Attendance at the conference is **non-mandatory**, but highly recommended. Copies of the RFP will not be available at the RFP Conference. Prospective proposers are asked to bring a copy of the RFP to the conference. At the conference, attendees will be provided an opportunity to submit questions, which the Department's representatives may (or may not) answer at the conference. Any oral answers given at the conference by the Department's representatives are tentative and not binding on the Department. All questions submitted will be answered in a written amendment to this RFP, which will serve as the Department's official response to questions asked at the conference. 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 amendment on the date established in the Procurement Schedule. The Department will publish any and all amendments to this RFP on the State Contracting Portal and, if available, on the Department's RFP Web Page.

- Date: **September 2, 2021**
- Time: **9:00AM**
- Virtual (Teams): [Click here to join the meeting](#)
- Call In: **860 840-2075 / Conference ID# 587787278#**

11. 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: **October 12, 2021**
- Time: **3:00 PM**

The original proposal must carry original signatures and be clearly marked on the cover as "Original." Unsigned proposals will not be evaluated. The original proposal and each conforming copy of the proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee.

Faxed or e-mailed proposals, other than email submission of an electronic copy when submitted in conjunction with all other submission requirements, will not be evaluated. When hand-delivering proposals by courier or in person, allow extra time due to building security procedures. The Department will not accept a postmark date as the basis for meeting the submission due date and time. Proposals received after the due date and time may be accepted by the Department as a clerical function, but late proposals will not be evaluated. At the discretion of the Department, late proposals may be destroyed or retained for pick up by the submitters.

An acceptable submission must include the following:

- one (1) original proposal;
- seven (7) conforming copies of the original proposal; and
- one (1) conforming electronic copy of the original proposal)

The electronic copy of the proposal must be emailed to the Official Agency Contact for this procurement. The subject line of the email must read: **Name of Provider / Youth Link Mentoring RFP Electronic Proposal Submission / Team <<INSERT>>**. One attachment must be submitted inclusive of the entire proposal in Portable Document Format (PDF) or similar file format (Sections A-H and J of the Proposal Outline detailed in Section IV of this RFP) and one attachment inclusive of the Budget and Narrative in Excel or similar file format (Section I of the Proposal Outline detailed in Section IV of this RFP). The following naming convention shall be used:

- Proposal: **Name of Provider / Youth Link Mentoring Proposal / Team <<INSERT>>**
- Budget: **Name of Provider / Youth Link Mentoring Budget / Team <<INSERT>>**

12. Multiple Proposals. The submission of multiple proposals by the same applicant in response to this RFP is permitted. Applicants are limited to one (1) proposal per defined Team. The Department is requiring the submission of one (1) proposal per Team. If multiple proposals are submitted, a separate email submission of each is required.

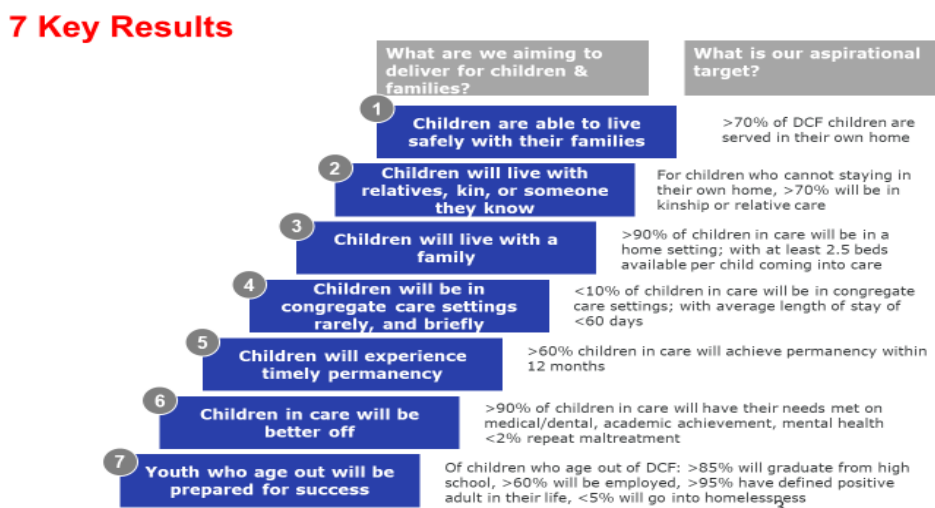
II. PURPOSE OF RFP AND SCOPE OF SERVICES

A. AGENCY OVERVIEW

The Department's mission is: "Partnering with communities and empowering families to raise resilient children who thrive." The Department seeks to sharpen the safety lens through primary prevention across the child welfare system through 5 strategic goals:

- Keep children and youth safe, with focus on the most vulnerable populations
- Engage the workforce through an organizational culture of mutual support
- Connect systems and processes to achieve timely permanency
- Contribute to child and family wellbeing by enhancing assessments and interventions
- Eliminate racial and ethnic disparate outcomes within the Department

The mission and vision are grounded in a core set of beliefs that encompass the Department's vision for how to provide services to Connecticut's children and families. This philosophy and approach is reflected in the following graphic, inclusive of the Department's aspirational goals:



The Department is aligning all of its efforts to these core set of 7 Key Performance Indicators to ensure that the best outcomes are reached for all children. These key indicators drive the Department's strategic goals for how to best meet the needs and serve Connecticut's children and families. The Department believes that children do best when living safely at home with their family of origin. When living at home with a parent is not reasonably safe, the best alternative is to live with relatives, kin, or someone who they know who can provide a safe and nurturing home. If no family member can provide a suitably safe home that meets the child's needs, the child should receive care and services in an appropriate foster home or a setting that is able to meet their needs, while concurrently working towards a timely permanency outcome. Foster care should only be used as a short-term intervention. The Department believes that when foster care is necessary, while in foster care, regular and ongoing contact with parents and siblings should be maintained. Congregate care, such as group homes and residential treatment centers, should not be used for most children. If absolutely required, children who need to be in congregate care settings should be placed there for a brief a time as possible and these settings should be designed to address specific treatment needs rather than serve as long term placement options. For older youth, treatment in congregate care is expected to be used in a targeted manner with extensive family involvement built into the treatment process. All youth are to exit the Department's care with legal and/or relational permanency.

The Department of Children and Families was instituted by the Connecticut General Assembly as the Department of Children and Youth Services in May 1969. In 1974, child welfare services were transferred to the Department, with children's mental health services and a unified school district for children in the Department's care and custody added one year later and substance abuse services for children and youth 13 years after that (in 1988). The Department's name (Children and Families) was officially changed through legislation in 1993, to reflect the

Department's still-evolving mission of providing child-centered, family focused, community-based programs and services throughout Connecticut.

In 1987, the Department instituted a regional management model, strengthening community-based services through grants and child-centered social work practice. Fourteen Area Offices, comprising six Regions began managing grants and contracted services within assigned geographical locations, thus cementing the Department's partnerships with local, area community service providers. Since that time, the Department's contracted service milieu has grown to encompass approximately 80 contracted service types overseen by 100 community service agencies providing 350 individual programs to Connecticut's children and their families.

■ B. PROGRAM OVERVIEW

The Youth Link service will offer individual and group mentoring for referred youth, ages 14-18 or 21 years of age (if post-majority). The contractor must maintain connections and linkages to youth drop-in centers, or other community centers that provide guidance, supports and referrals for the target population.

DESCRIPTION OF THE MODELS

This service will recruit, train, screen, support, and supervise individual adult mentors, who will be matched with an adolescent, in partnership with the DCF regions, as an adult mentor for a minimum of one year. Attention will be given to the recruitment of mentors who have attributes and qualities in common with LGBTQIA+ adolescents including gender identity, gender expression, race and ethnicity in order to provide mentees the tools to succeed. Each mentor will be given intermittent stipends in way structured by the contractor to promote better mentoring (i.e., beyond prosocial activities). One focus of mentoring for all referrals will be on maintaining and succeeding at jobs and on maintaining housing.

The matching of mentors and mentees will be conducted using a standardized Interest Inventory tool that focuses on general interests, hobbies, skills, times of availability, etc. The Mentor Supervisor (MC) will meet with both the mentor and mentee for an interview before a match is completed. Potential matches, when possible should be considered prior to joining the Youth/Adult Engagement Mentoring Group.

Once the Contractor accepts the referral, the youth shall be considered an active member of the program and not considered "wait listed" until a match is made. The Contractor must maintain information on referrals and matches.

The Youth/Adult Engagement Mentoring group component will serve as a point of entry for both the adolescent entering the program and new mentors. The group will serve as an opportunity to engage youth and adult mentors in activities that allow mentors and mentees to get to know and socialize with one another. This will not be considered a place for youth who are on the "waitlist" but a point of entry for youth referred to the mentoring program. Adult Mentors will participate in the group mentoring program and will be expected to help with the planning of group activities as appropriate. The group will provide relevant and engaging activities for mentors and mentees who are waiting for appropriate matches. The mentoring group will not be mandatory for mentees who express concern or apprehension about being a part of group. In these circumstances, the provider will make accommodations and should match mentee with an adult mentor within 30 days of accepting the referral. The provider develops alternative opportunities to engage the youth with the services when they are not part of the group but are appropriate for mentoring services in general.

Youth/Adult Engagement Mentoring Groups will provide a variety of supportive and recreational activities a minimum of two times per month. These activities will include opportunities for LGBTQIA+ adolescents to experience social, recreational, and educational activities in a safe and supportive environment. These activities should be evidenced based when possible and should be in line with the targeted goals and outcomes of the services. Group activities should be culturally competent. Through the support of caring adults and peer role models, these activities should allow youth participants to practice skills that build self-esteem, opportunities to be successful, skills to respond to bullying and can include game nights, inter-generational movie nights, outdoor activities, health and wellness activities and workshops. These activities shall be made available to all referred youth across the state. Youth/Adult Engagement Mentoring Group will also include opportunities for mentors/mentees to practice life skills. Mentors and provider staff shall participate in the LIST (Learning Inventory Skills Training) training (provided by DCF or Certified LIST trainer). Mentors will be strongly encouraged to receive LIST training but will not be mandated. The provider will have at a minimum one (1) staff trained in LIST. Additional focus should include housing stability to address homelessness and vocational support including job coaching and interviewing skills and soft skills. The provider will have the ability to bring in content experts to support additional subject matters related to the needs of the youth in the program.

The mentoring program will be enhanced by having a Mentor Supervisor provide support and oversight to the staff and mentors of the program. The Mentor Supervisor will have expertise in working with LGBTQIA+ adolescents and their families/caretakers, communities, and friends. Service will include support at the point of referral, monthly

consultation for staff working directly with youth, will provide supervision and oversight for quarterly training for mentors. The Mentor Supervisor will ensure group activities are available to support, train and/or teach families, caregivers, close friends, and support systems of mentees. In addition, the Mentor Supervisor may assist DCF in making recommendations if additional services are needed. The Mentor Supervisor may represent provider and participate in relevant DCF meetings. The Mentor Supervisor will bridge services and support staff who are working with youth who have been involved with Domestic Minor Sex Trafficking (DMST) and/or those who are at risk of DMST involvement and or exploitation.

Clinical Support will include Recovery Support Specialists (RSS). The RSS will have at least two (2) years of professional experience in the field of behavioral health for adolescents and/or transitional age youth and case management activities. Persons with lived experience are encouraged to apply. Each Recovery Support Specialist will attend Connecticut Community for Addiction Recovery (CCAR) Recovery coach academy for young adults and will be fully certified as a recovery coach. RSS services will be provided in-home or in the community, as well as virtually when appropriate and approved by DCF (for DCF clients). Recovery Support Specialists will work a **flexible schedule that includes some evening and weekend hours** to accommodate individual family needs for routine appointments.

The Provider will provide access to other relevant support services offered by the agency when deemed appropriate and in the best interest of mentors, mentees, and families.

Each Contractor will provide **25** active one-on-one matches annually with up to 15% of these matches being available to adolescents who are living in home and have an open case with the Department at the time of referral, through period of the match and would benefit from this service. DCF cases do not have to remain open for services to continue. Active matches can be extended for an additional year with DCF Program Lead approval and remain an active match. After one year, or the extension period, the match will be considered an after-care match and will count as a ½ active match slot in the data reporting system. Aftercare matches are valuable and will have access to support and group activities and their level of involvement as an Aftercare match will be tracked in the data reporting system.

Youth/Adult Engagement Mentoring Groups will include a combination of both matched mentor/mentees and mentors/mentees awaiting a match respectively as well as group programming mentors and mentees. After-care matched mentors and mentees will support the group as leaders and role models. Providers should pay close attention to the length of time a youth or mentor is waiting to be matched. No youth should be unmatched for more than 21 business days. If a youth remains unmatched for more than 21 days, DCF must be made aware and a recruitment plan will be developed along with DCF staff. There is not a maximum number of youths that can be served by the group. Each provider will service a minimum **25** youth annually in the Youth/Adult Engagement Mentoring Group.

DCF Background Checks

The Contractor will ensure that all mentors have completed a DCF background check as part of the application/hiring process. If a waiver is being sought by the Contractor on a mentor, it must be requested in writing to DCF.

Stipends

The Contractor must describe how stipends will be provided to mentors. This must include how much and for what types of activities or events or other reasons that stipends will be provided. Please include the schedule for stipend reimbursement

Emergency and Crisis Intervention Services

The Contractor will develop policy to ensure that all paid and unpaid staff will be informed of the methods to contact DCF during and after working hours as well as ensure that all paid and unpaid staff are trained as mandated reporters. This policy will also address the criteria for contacting emergency services.

Transportation

Transportation of the mentees will be restricted to vehicles operated by properly licensed individuals and properly insured vehicles. The Contractor will have on file a copy of the mentor's driver's license and insurance policy covering vehicle and the results of the DMV checks. The Contractor will expect that staff/mentors inform the Contractor within 24 hours or earlier if they are planning on transporting a youth associated with the program if their license is inactive. The Contractor is expected to conduct annual DMV checks.

■ C. SCOPE OF SERVICE DESCRIPTION

1. Organizational Requirements

- (a) Purpose / Mission / Philosophy: Briefly describe the purpose, mission and philosophy of the agency and the proposed program. This section should also describe how your program or agency will adhere to applicable state and federal laws, regulations and policies specific to the services to be provided. A

Table of Organization for the applicant agency must be included as Appendix 3 of the proposal and must clearly identify where the proposed program will fall in the organizational structure of the agency.

- (b) Entity Type / Years of Operation: Please provide a brief history of the agency and the proposed program. Proposer must be established as a private provider organization, state agency or unit of local government prior to submission of a proposal and must provide proof of such status as Appendix 4 of the proposal.
- (c) Community Presence: Please describe the level of current presence your agency has in the proposed communities of service.
- (d) Location of Proposed Services: Proposers are not required to obtain possession of physical space or licensure prior to submission of a proposal, although preference will be given to proposals indicating possession of space and licensure compliance. Preference will also be given to proposals that identify locations where youth are already present. The Department will require retention of space and proof of licensure compliance for all sites, in accordance with local regulations, prior to contract execution, submitted as Appendix 5. If locations and licensure are not secured at the time of proposal submission, the proposer must affirm that both will be obtained by January 1, 2022. The Department reserves the right to terminate any negotiations or subsequent contracts if the proposer fails to obtain space or licensure.
- (e) Qualifications / Certification / Licensure: Please describe your agency's experience providing the services described in this RFP and experience assuring quality assurance to ensure model fidelity being requested through this RFP. All applicants will be required to possess a CT Business License. Proof of such must be provided in the applicant's proposal as Appendix 6.
- (f) Corrective Action: If the agency required a Corrective Action Plan, Service Development Plan (or any other similar action) for any DCF-funded program in the past two (2) years, proposals must identify the program, the primary problem(s), and how the problem(s) was (were) addressed.

2. Cultural & Linguistically Competent Care

The Department of Children & Families is committed to ensuring that its service providers deliver effective, equitable, understandable, trauma informed and respectful quality care. The services delivered must be responsive to diverse cultural health beliefs and practices, experiences of racism and/or other forms of oppression, preferred languages, health literacy, and other communication needs. Applicants must demonstrate throughout all their responses, that the children and families receiving services in their program are approached, engaged and cared for in a culturally and linguistically competent manner, including but not limited to: Cultural identity, racial and/or ethnic, religious/spiritual ascription, gender, physical capability, cognitive level, sexual orientation, and linguistic needs. Within a broad construction of culture, service provision must also be tailored to age, diagnosis, developmental level, geographical, economical, and educational needs. Detail your response according to the following:

(a) Culturally Diverse Communities:

1. Provide any data your agency has that demonstrates your knowledge of the dynamics and diversity within the community you are proposing to serve. Include supporting data about the race, ethnicity, culture and languages of the communities you are seeking to serve as Appendix 7.
2. Demonstrate your organization's experiences in serving diverse communities.
3. Describe any anticipated challenges your organization may encounter in the community you are proposing to serve and your organization's experience in meeting and overcoming similar challenges in other service communities (please use specific examples).

(b) Culturally Diverse Families:

Detail the strategies that your organization has utilized to successfully establish rapport and trust with families related to experiences of racism and other forms of oppression and how this influences and guides client engagement and treatment planning. Describe your agency's policies, practices, and data collection mechanisms. (Supporting data may be included as Appendix 8. For existing or

previous Department-contracted providers, this would include PIE data, or similarly reported data that demonstrates the effectiveness of your organization's strategies.)

(c) Culturally Responsive and Diverse Organization:

1. Describe your agency's organizational structure and the level of diversity among the agency's managers, executives and Board of Directors.
2. Utilizing your Workforce Analysis, please provide a narrative assessment of how your agency's staffing composition is reflective of the population in the community(ies) you are proposing to serve.
3. If your agency has developed and implemented a CLAS Plan (Culturally and Linguistically Appropriate Services), please describe what follow-up has occurred within your agency to further the Plan's implementation. Provide a copy of your agency's CLAS Plan as Appendix 9.

3. Service Requirements

Proposals should address each of the following areas. The use of sub-contractors is not permitted for these services.

- (a) Target Population: Proposals must describe how the applicant intends to meet the target population defined by DCF. The target population includes LGBTQIA+ of all genders, within the age range defined by DCF, who have been referred to the Contractor by DCF.
- (b) Referral Process: Proposals must describe the referral and intake process for each client, including timeframes for first contact, initial assessment and first appointment. The Contractor must be available to accept referrals Monday-Friday, 52 weeks per year. Minimally, the Department expects initial face to face contact with each youth within 7 days of referral.

Proposals should delineate the maximum time periods between referral acceptance and initial intake appointment as well as the time periods between initial intake appointment and first scheduled treatment.

- (c) Length of Service & Caseload: Proposals must describe how the applicant intends to meet the target length of stay and capacities defined by DCF. Length of stay is defined as the length of a match. There is a program requirement that Mentor shall commit to one year for the length of the match. It is the Department's expectation that approximately **25** youth per contract award will receive Youth Link annually.
- (d) Hours of Operation: Proposals must demonstrate flexibility of staffing to meet the needs of the population to be served. Minimally, referrals must be accepted Monday-Friday between the hours of 8:00AM and 5:00PM. Service provision must be *congruent with the models. This will require flexible scheduling to meet family needs and should **include regular evening and/or weekend availability.***
- (e) Evidence-Based Services: Proposals must describe the applicant agency's prior success implementing evidence-based services aimed at screening for substance use using valid and reliable tools and providing substance use and co-occurring treatment, and/or recovery supports for LGBTQIA+ adolescents and/or transitional age youth. The recommended model is the Screening, Brief Intervention and Referral to Treatment (SBIRT)

SBIRT is an evidence-based public health approach to identifying risky alcohol and other substance use and when appropriate using motivational interviewing to build a client's readiness to accept a referral to treatment. SBIRT will increase identification of both substance use and mental health problems that are likely to benefit from treatment in some part of the behavioral health treatment system. Risky substance use and emerging mental health problems often go undetected. The goal of SBIRT is to identify substance use and mental health problems and to intervene earlier with care. SBIRT will be conducted using a validated screening tool such as the GAIN Short Screener (GAIN-SS) tool which includes screeners for internalizing and externalizing mental health conditions and substance use problems that are indicators of treatment need. This tool can be used on any youth 12 years and older.

Describe how this success positions your organization to achieve the goals of this RFP to increase identification of substance use problems with or without co-occurring mental health and provide recovery supports and continuing care to youth. Use specific examples and data to support your claims.

- (f) Treatment/Service Components: Proposals must describe the applicant agency’s prior success specifically achieving the goals and services defined below. Youth Link Mentoring Services will be utilized to develop a supportive long-term relationship with a caring adult for all adolescents, but particularly for LGBTQIA+ youth who may have experienced significant rejection because of their identity. Built into this service will include support to those youth with mental health and substance use issues.

Services must be offered through a continuum based on safety, security, opportunities for pro social engagement, self-care, exploration and affirming relations with healthy adult role models and teachers. The continuum is designed to support family connections, community groups and individual activities. Please be specific about the approaches and programs used. Service expectations include:

- **Best Practice Care:** The Contractor will use evidence-based screening for youth to identify substance use and co-occurring problems. Using the Screening, Brief Intervention, and referral to Treatment (SBIRT) model, a comprehensive, integrated, public health approach for early identification and intervention with patients whose patterns of alcohol and/or drug use put their health at risk. The Contractor will identify youth, make recommendations for services and support mentors matched to mentees requiring this level of support.
- **Family and Community Engagement:** The Contractor will outreach to families and communities to increase awareness of your services. The Contractor will conduct activities that bring families and community members together, through prosocial activities, supportive educational activities, and opportunities to practice what is learned. Service provisions should include activities that address and irradicate inequities of gender, racial and identity both internal and externally.
- **Involvement:** The Contractor will engage/enroll youth and young adults in mentoring. The Contractor will provide mentoring service to eligible DCF involved youth who may or may not identify as LGBTQIA+. If mentee presents in need of additional treatment services, mentees will be included as part of the decision and treatment planning process. When opportunities are available and appropriate, the contractor will involve mentors and mentees to develop, review and revise services provided through Youth Link Mentoring.
- **Empowerment and Success:** The Contractor will ensure that mentors and mentees successful discharge from the program with treatment completion and/or referral for additional services. Creating an environment for success with include empowering the mentors and mentees to take ownership of their relationship. Post active program participation, mentors and mentees are encouraged to maintain “lifelong ties”, supporting healthy adult relationship with family/community support. The Contractor will provide access to group activities beyond the service provision timeline. Contractor will monitor success with data collection.

4. Staffing Requirements

The Contractor will be required to adhere to the following staffing model:

Staff Type	FTE	Minimum Qualifications	Annual Caseload/FTE
MSW Mentor Supervisor	1.0	Master’s Level strongly preferred and/or relevant experience	25
Recovery Support Specialists	10-15 hours per week	Relevant Experience	10-15

Supervision:

Mentors will be supervised by the Mentor Supervisor (MS). The MS will actively review and discuss the mentor-mentee relationship individually with each mentor, each mentee and the mentee's caregiver/social worker at a minimum of once a quarter. More frequent meetings may be required should difficulties arise. The MS will facilitate a quarterly group meeting for all mentors for the purpose of support and on-going training and program supervision.

Training of Mentors: The contractor is responsible to provide the DCF worker updates twice a quarter, or more frequently as needed, as to the status of the mentoring relationship in a form and format mutually agreeable to each party. The mentor and mentee will complete a Provider Satisfaction Survey form once a quarter. DCF must approve the training plans.

Proposals must describe the following:

(a) **Staff Qualifications:** The staff categories to be assigned to the proposed program, including the extent to which they have or will have the appropriate training and experience to perform assigned duties. The proposal must describe the extent to which staff is or will be multi-lingual and multi-cultural. Minimally:

- **Mentor Supervisor:** Masters degree preferred (MSW preferred). Experience working with complex children and youth preferred as is experience with LGBTQIA+ population and with staff recruitment and training.
- **Recovery Support Specialist:** will have at least two (2) years of professional experience in the field of behavioral health for adolescents and/or LGBTQIA+ and/or transitional age youth and case management activities. Persons with lived experience are encouraged to apply. Each Recovery Support Specialist will attend CRA and ACC training, and will be certified in ACC only. Recovery Support Specialists will work a **flexible schedule that includes some evening and weekend hours** to accommodate individual family needs for routine appointments. At least one Recovery Support Specialist must be bilingual in Spanish.
- Mentees referred to the RSS will receive a 30-minute brief appointment to conduct the SBIRT as follows:
 - **Screening:** Screening is the first step of the SBIRT process and determines the severity of treatment need (i.e. low, moderate, high need) of a person's substance use. The Contractor will utilize the Global Appraisal of Individual Needs Short Screener (GAIN-SS) tool to screen for treatment needs in the areas of substance use and mental health. Screening does not diagnose a substance use disorder. However, the results of the screening are used to provide feedback to the youth about their use and determine whether the next step is a brief intervention or referral for substance use treatment. This process often sets in motion the youth's reflection on their substance use behavior
 - **Brief Intervention:** Brief intervention is a low-intensity, short duration discussion for those who screen positive on the GAIN-SS tool. It is conducted immediately following the screening. This conversation is intended to build commitment to change using motivational interviewing techniques. Some of the actions include:
 - Assess needs
 - Advise to discontinue use
 - Reduce use and risky behaviors
 - Develop an action plan including a focus on barriers such as:
 - o Transportation
 - o Schedule
 - o Child care
 - o Insurance
 - Discuss referral to treatment
 When the screening results are negative, the youth will be given positive feedback and a message to prevent future use.
 - **Referral to Treatment:** The Contractor will refer the youth directly to a treatment provider when the screening results are positive AND the youth has agreed to engage in substance use evaluation and/or treatment

(b) **Staff Recruitment and Retention:** Proposals must include the following:

- How Providers will ensure that all employment candidates receive a criminal record and DCF abuse/neglect background check;
- A staff retention plan detailing measures taken to reduce staff turnover;
- A description of how staff will be recruited and selected;
- A description of how the staffing plan will be appropriate to the language, age, gender, sexual orientation, disability, and ethnic/racial/cultural factors of the target population; and
- A description of how the program will continue to provide services that are timely, effective, and true to the model if sickness, training, vacancies, leaves of absence, etc. make regularly scheduled staff unavailable.

(c) **Staff Training:** All staff will receive model specific training. Proposals must describe any additional training provided by the agency to its staff, the intensity, and the frequency.

All prospective mentors are required to complete DCF approved Mentor Training prior to being considered eligible to be matched with a mentee. The Contractor will provide at least six (6) hours of orientation/pre-service training. Training topics will be based on a written curriculum which has been reviewed and approved by DCF. The training will include, but not be limited to: separation and loss, out of home care issues, adolescent brain development; working with LGBTQIA+ through a trauma informed lens, intervening with bullying, youth leadership, listening skills, job coaching, housing, expectations of mentors, appropriate boundaries in mentor-mentee relationships, confidentiality, cultural humility, low cost area activity resources, tutoring skills. Special support will be given to mentors who need skill development in using social media, texting, and any other electronic media communication and/or trend.

The Provider will facilitate access to specialized mentor training for Learning Inventory Skills Training (LIST) and Domestic Minor Sex Trafficking (DMST) for mentors.

5. Work-plan & Implementation Timeline

Describe your agency's work plan to specifically achieve the goals stated within this RFP, including action steps and timeline for successful implementation of Youth Link within 90 days after the contract is executed.

- a. Include a narrative description of how your agency's prior successes and challenges informed the design and implementation of this work plan.
 - b. Include proposed timelines for staff hiring, training and transition plans, if applicable, so that there will be no disruption in present services.
 - c. Include a plan to provide Youth Link within the areas for which you are applying, specifically the partnerships developed to deliver Youth Link within the priority areas.
 - d. Include a communication plan describing how your agency's Youth Link staff will communicate with DCF area and regional staff, internal and external community providers, juvenile/criminal justice related agencies, and other possible referral sources. The plan should include
 - o how and when your agency's staff will communicate with others and
 - o how your agency will engage others to secure referrals.
- Assume a January 1, 2022 start date and provide specific dates when action steps will be completed.

6. Family Partnerships and Community Linkages

- (a) Community Partnerships. Describe your agency's experience providing internally or partnering with other youth-serving and/or faith-based organizations that have experience or knowledge of LGBTQIA+ youth. One of the risk factors facing this population is homelessness. Knowledge of resources and supports to address homelessness for LGBTQIA+ youth with community partners should also be outlined. How will connections with a drop in or community center be maintained.
- (b) Family Partnerships. Describe your agency's experience engaging LGBTQIA+ youth including successfully involving a youth's family and/or parents/caregivers and/or significant others in the treatment process. Explain how your agency's experience working with families will promote youth engagement in Mentoring.
- (c) Employment Partnership. Describe your agency's experience in supporting youth in finding and maintaining employment including community connections with employers and vocational opportunities. Please also describe how developing employment soft skills will be incorporated into the mentor program.
- (d) DCF Partnerships. Describe your agency's experience working with DCF to promote referrals by DCF Social Workers for LGBTQIA+ youth and /or youth substance use or similar services. Describe how your agency communicates with DCF Social Workers about the youth who they refer to your services. Your response should include your agency's level of experience collaborating with DCF (i.e., number of years), the frequency of communication with DCF, in what form your staff communicate to DCF (e.g., email, phone), and which staff are responsible for different types of communication (e.g., progress updates, adverse events).

The proposal must include the top 5 most creative or non-conventional **and effective** community linkages opportunities used by the applicant within the last 2 years.

7. Performance Measures

The following metrics highlight key priorities that will be analyzed with providers collaboratively during the life of the contract. This is not an exhaustive list, but rather an indication of significant performance metrics of interest to DCF. Proposals must describe the agency's success in achieving positive outcomes related to the outcomes listed below. All referrals, matching and outcome information will need to include race and ethnicity. Specific examples must be provided to support all claims.

Measures of Quantity (How much did we do)

- Number of potential mentors recruited, screened, and trained
- Amount of outreach and education provided to DCF staff (referral agents)
- Number of matches facilitated (collected by similar race, ethnicity, sexual orientation, and gender identity/expression as appropriate)
- Number of matches that complete a full year in the program
- Number and type of group sessions held
- Number of mentors who participated in DMST training
- Number of mentors who participate in LIST training

Measures of Quality (How well are we doing)

- Percentage of matches facilitated within 21 business days of completed referral.
- Percent of matches that move from Active match and to Aftercare status.
- Percentage of active matches that met face to face at least three times per month
- Percent of participants who attend group sessions
- Percent of participants who report being satisfied with a service.

Measures of Success (Better off/Client outcomes)

- High school graduation/GED and/or on time grade promotion
- Maintain stable housing
- Maintain stable job.
- Reduction in substance use (if applicable)
- Participation in the program during the aftercare phase as a role model or peer trainer
- Participants that discharged and made connections with other programs and support networks in their own community.

8. Contract Management/Data Reporting

The Department will require awarded contractor(s) to submit child and family specific data, and administrative service and training data. Using the state's Results-based Accountability framework, the Department will assist contractors to provide information about the modality provided, quantity of service delivered, its consistency with Strengthening Families principles, and the effect of the services. The Department requires contractor(s) to use data to ensure the quality of their services, including identifying program challenges or barriers, identify potential best practices, and achievement of the program's goals, objectives and outcomes.

Child and family specific data for TRY will be collected from providers using electronic, web-based applications designed for the EBPs being implemented under this RFP, including CRA's EBTx system, and GAIN ABS. These data will be used by the model developers and the Department to monitor program outcomes and model fidelity.

The Contractor will also submit individual, client level data to the department's Program Information Exchange (PIE) and/or other system as directed by the department. Complete, timely and accurate data is essential for both the Provider and the Department to help support service provision, identify trends and measure important outcomes. While it is ideal to enter data regularly and as soon after the event as possible, the Department allows and expects that data be entered within 20 days following the end of each month. This timeframe allows Contractors to submit data on multiple events in batches or enter data manually (e.g. client-by-client). The Contractor will ensure that the data submitted under PIE and/or other systems conform with the applicable data specifications and picklists. Furthermore, the data must use the conventions and logic as determined by the department to ensure accurate, unduplicated client counts. These data, as set forth by DCF, will be sent to the department. For more information regarding PIE, go to the DCF website as follows: <https://portal.ct.gov/DCF/ORE/PIE>.

- (a) Quality Improvement Experience: Describe your agency's prior experience collecting and reporting data for program administration, continuous quality improvement (CQI), and for reporting on program progress. Describe how this experience positions your organization to meet the data and reporting requirements of this RFP. Each Provider is required to develop a quality assurance plan to ensure model fidelity.

- (b) Quality Assurance Resources: Describe the resources (i.e., human, fiscal, physical plant, technology) your agency dedicates to information management, continuous quality improvement, and data analytics.

■ **D. BUDGET AND FINANCIAL OBLIGATIONS**

1. Financial Requirements

Proposers 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 as Appendix 10. If the three (3) most recent audits are available via the Office of Policy and Management's EARS system, such must be noted in the proposal, and cover letters and the last audit should **not** be 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, a profit and loss statement, etc.).

2. Budget Requirements

Proposals must contain an itemized budget on the budget form delineated in Section IV (F), of this RFP. All startup costs must be clearly identified as 1 line item in the budget.

A budget narrative must be provided, explaining all costs contained in the budget. All start-up costs must be listed separately and clearly detailed in the budget narrative.

All other funding, including agency financial support must be identified.

III. PROPOSAL SUBMISSION OVERVIEW**■ A. SUBMISSION FORMAT INFORMATION**

- 1. Required Outline.** All proposals must follow the required outline presented in Section IV – Proposal Outline. 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 Department in Section IV.I – Forms.
- 3. Table of Contents.** All proposals must include a Table of Contents that conforms with the required proposal outline.
- 4. 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.
- 5. Style Requirements.** Submitted proposals must conform to the following specifications:
 - Binding Type: Loose Leaf, Bound with a Binder Clip
 - Dividers: No Dividers
 - Paper Size: Standard Letter
 - Print Style: 2-sided
 - Page Limit: 20 Single-Sided (10 sheets of Paper, printed Double-Side) for Section IV.E (Main Proposal)
 - Font Size: 12
 - Font Type: Times New Roman
 - Margins: 1 inch
 - Line Spacing: 1.5
- 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.** All proposals must be submitted in sealed envelopes or packages and be addressed to the Official Contact. The Legal Name and Address of the proposer must appear in the upper left corner of the envelope or package. The RFP Name and Number must be clearly displayed on the envelope or package. Any received proposal that does not conform to these packaging or labeling instructions will be opened as general mail. Such a proposal may be accepted by the Agency as a clerical function, but it will not be evaluated. At the discretion of the Agency, such a proposal may be destroyed or retained for pick up by the submitters.
- 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 Section C 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, in Section D of their proposal, a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. The Agency will determine whether any disclosed conflict of interest poses a substantial advantage to the proposer over the competition, decreases the overall competitiveness of this procurement, or is not in the best interests of the State. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. *Example: "[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

■ B. EVALUATION OF PROPOSALS

1. Evaluation Process. It is the intent of the Agency to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. When evaluating proposals, negotiating with successful proposers, and awarding contracts, the Agency will conform with its written procedures for POS and PSA procurements (pursuant to C.G.S. § 4-217) and the State’s Code of Ethics (pursuant to C.G.S. §§ 1-84 and 1-85). Final funding allocation decisions will be determined during contract negotiation.

2. Evaluation Review Committee. The Agency will designate a Review Committee to evaluate proposals submitted in response to this RFP. The Review Committee will be composed of individuals, Agency staff or other designees as deemed appropriate. The contents of all submitted proposals, including any confidential information, will be shared with the Review Committee. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. The Review Committee shall evaluate all proposals that meet the Minimum Submission Requirements by score and rank ordered and make recommendations for awards. The Agency Head will make the final selection. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Review Committee may result in disqualification of the proposer.

3. Minimum Submission Requirements. To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Proposal Format requirements; (3) meet the Eligibility and Qualification requirements to respond to the procurement, (4) follow the required Proposal Outline; and (5) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Agency will reject any proposal that deviates significantly from the requirements of this RFP.

4. Evaluation Criteria (and Weights). Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Review Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The weights are disclosed below:

- Organizational Requirements **5 points**
- Cultural & Linguistically Competent Care **15 points**
- Service Requirements **30 points**
- Staffing Plan **10 points**
- Work Plan & Implementation **10 points**
- Partnerships & Community Engagement **6 points**
- Data / Technology & Outcomes **6 points**
- Financial Profile **3 points**
- Budget and Budget Narrative **15 points**

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

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- F. Cost Proposal**
- 1. Financial Profile**
- 2. Budget and Budget Narrative**

To access the Consolidated Budget Form, please go to:
<https://portal.ct.gov/DCF/Contract-Management/Home>
scroll down to RFP forms "DCF RFP Budget POS" Excel file

- G. Attachments**

Mandatory submission with proposal, unless otherwise indicated

- 1. Attachment #1 Campaign Contribution Certification**
- 2. Attachment #2 CHRO Contract Compliance Package, Parts I-III**

To access the CHRO Package, please go to:
NotificationtoBidderspdf.pdf (ct.gov)

- 3. Attachment #3 Table of Organization**
- 4. Attachment #4 Proof of Non-Profit Status**
- 5. Attachment #5 Certificate of Occupancy / Proof of Siting**
- 6. Attachment #6 Proof of Connecticut Business Licensure**
- 7. Attachment #7 Culturally Diverse Communities**
- 8. Attachment #8 Culturally Diverse Families**
- 9. Attachment #9 Culturally Diverse Organizations (CLAS Plan) (if appl.)**
- 10. Attachment #10 SSA Audits (if req.).**

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

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

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

B. Appendix #1: Proposal Checklist

To assist respondents in managing proposal planning and document collation processes, this document summarizes key dates and proposal requirements for this RFP. This document does not supersede what is stated in the RFP. It is the responsibility of each respondent to ensure that all required documents, forms, and attachments, are submitted in a timely manner.

C. Appendix #2: Letter of Intent

To be completed and submitted to the Official Agency Contact for this procurement by the due date delineated in this RFP.

D. Appendix #3: Proposal Cover Sheet

To be utilized as Page 1 of all proposals (as indicated in Section IV.A of this RFP).

E. Appendix #4: Campaign Contribution Certification

To be completed and submitted with all proposals (as indicated in Section IV.H (1) of this RFP).

PROPOSAL CHECKLIST**Key Dates**

Procurement Timetable		
The Agency reserves the right to modify these dates at its sole discretion.		
Item	Action	Date
1	Bidders Conference	9:00 AM / September 2, 2021
2	Question Submission Deadline	3:00 PM / September 10, 2021
3	Release of Answers	September 15, 2021
4	Letter of Intent Submission Deadline	3:00 PM / September 27, 2021
5	Proposal Submission Deadline	3:00 PM / October 12, 2021
6	Program Implementation Target Date	January 1, 2022

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>

Letter of Intent

- Submit by 9/27/21 (3:00PM) to: Stacie.Albert@ct.gov

Proposal Content Checklist

- Cover Sheet** (using RFP Appendix #3)
- Table of Contents** (using RFP Section IV (Table of Contents))
- Declaration of Confidential Information**
- Conflict of Interest Disclosure**
- Statement of Assurances**
- Main Proposal**
- Budget**
- Attachments**

Formatting Checklist

- Is the proposal formatted to fit 8 ½ x 11 (letter-sized) paper?
- Is the main body of the proposal within the 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)?

**LETTER OF INTENT
(MANDATORY NON-BINDING)**

Date: _____

Our agency is planning to apply for funding in response to the RFP entitled Youth Link Mentoring at the following location(s):

Team A
DCF Region's 1 / 2 / 5

Team B
DCF Region's 3 / 4 / 6

AGENCY NAME:
FEIN:
AGENCY ADDRESS: (street, city ,state, zip)
AGENCY CONTACT:
POSITION/TITLE:
TELEPHONE NUMBER:
FAX NUMBER:
EMAIL ADDRESS:

Mandatory Letter of Intent must be received by **3:00 p.m.** on **October 12, 2021** to **Stacie Albert (Stacie.Albert@ct.gov)**.

PROPOSAL COVER SHEET

**Youth Link Mentoring
Request for Proposals**

Team A
DCF Region's 1 / 2 / 5

Team B
DCF Region's 3 / 4 / 6

Name of Agency: _____

Agency Address _____

**Application
Contact Person:** _____

**Contact Person
Phone & Fax:** _____

**Contact Person
Email Address:** _____

This application must be signed by the applicant's executive director or other individual with executive oversight for agency services delivered in Connecticut

By submitting this application, I attest that all the information included within the application is true.

Signature: _____ Date: _____

Name (Printed): _____ Title: _____



**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 lawful 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.

Lawful Campaign Contributions to Candidates for Statewide Public Office:

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

Lawful Campaign Contributions to Candidates for the General Assembly:

<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: _____