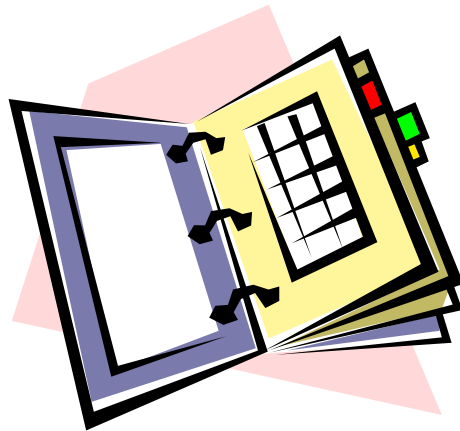


Department of Children and Families

# COMPETITIVE PROCUREMENT RESOURCES



Division of Grants Development and Contract Management

April 2008

## BRIEF PROCUREMENT OVERVIEW for PROGRAM LEAD

1. Give RFP to, and get approval from all needed parties (e.g., Bureau Chief +Fiscal)  
→The RFP should explicitly detail what you wish to buy.
  2. Request RFP Project File Kit from Contracts Division (DCF request for RFP in form in packet?)
  3. Email RFP document to Contracts Division no less than 10 business days before it is to be posted. Also, email the SID #.
  4. Email Graystone copy Liz Tedeschi liz.tedeschi@ct.gov Arrange for Purchase Order to cover Legal Notice.
  5. Submit Legal Notice to Graystone (ads@graystoneadv.com) the CoB Tuesday before the RFP is to be posted.
  6. Forward the RFP's web posting form to Contracts Division by the Thursday before the RFP is to be posted.
  7. All RFPs are posted on a Friday
  8. Identify Review team members and create review schedule Convene the review panel no earlier than 7 business days after proposals have been received.le.
  9. Prepare for TA session (Bidders' Conference) if applicable. Develop sign-in sheet and ensure availability of recording of TA.
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11. Give copies of ALL letters of intent (LOI) to the Contracts Division within 24 hours of the LOI deadline. Contracts division must check the Excluded Parties Listing.
  12. Submit questions & answers from Bidders to the Contracts Division no less than 2 business days before they are to be posted. Send them at least 3 business days in advance if limited assistance from the Contracts Division is needed to answer some of the questions.
  13. Proposal must be submitted to Judi Jordan - DCF Director of Grants and Contract Management.
  14. Each proposal will be reviewed against the Submission Checklist to determine if it may be forwarded for review
  15. Acceptable proposals will be sent to the RFP requester to distribute to the review team
  16. Convene an orientation meeting for the review team to distribute proposals and to sign and notarize Reviewers' Ethics Affidavits
  17. Conduct review, score and note strengths and weakness for each proposal review and collect score sheets
  18. Deliver the RFP Project File and send the electronic version of the recommendations to Judi Jordan. She will submit the recommendations to the Commissioner. NOTE: no applicants may be contacted until the Commissioner has made a final decision, and the Contracts Division has approved contact.

## PROCUREMENT TIME-FRAME GUIDANCE

- **RFP post to close/application due date:** No less than 7 weeks , per OPM Procurement Report
- **RFP posted:** Fridays
- **Contracts Division Review:** Give RFP to Contracts Division at least 10 business days before posting date. Email SID # and OPM + DAS web posting form. Also include the "Request for RFP" form which must be completed immediately for OPM approval.
- **Legal Notice due:** Tuesday before the RFP is posted (ensure Purchase Order has been arranged)
- **Legal Notice published:** Thursdays
- **Bidder's Conference/TA:** No sooner than 10 days after the RFP is posted
- **Letter of Intent and Questions:** Should be received a few days after the TA.
- **Questions and Answers:** Should be posted such that the answers are provided well in advance of the applications being due.
- **Review Team Meeting:** No sooner than 7 days after the applications have been received. The complexity of the RFP and number of applications expected should guide this time frame.
- **Contract:** 2 months for a full execution (i.e., start writing the Scope of Service, if needed, immediately after the RFP is posted).

# COMPETITIVE PROCUREMENT PROJECT FILE CHECKLIST

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For every competitive procurement process to select a contractor, the project file must be established and maintained by the project lead . Obtain the project file with set up in required format from

- The RFP/RFQ/RFA document, including any amendments
- The legal notice and advertising placements
- Any mailing list used to distribute the legal notice
- The names of the Review Committee's members (all teams must include a member of the Contracts Management Staff)
- Any written questions from Proposers and the agency's written answers
- A list of attendees at the Bidders conference
- An audio recording, transcript, notes, or minutes of the Proposers' conference
- Copies of all RFP-related correspondence, including e-mail
- The evaluation plan, including any amendments
- Submission Review Checklists for all applications
- All rating sheets used for reviewing proposals
- Any forms or notes used to check references
- The final rankings of proposals
- The Review Committee's written report to the Agency Head
- Documentation pertaining to the Agency Head's selection (or not) of a Contractor
- The final evaluation of the Contractor (upon completion of the awarded contract)

RFP/RFA/RFQ Name \_\_\_\_\_

Project Lead \_\_\_\_\_ Completion date \_\_\_\_\_

**SAMPLE LEGAL NOTICE**

State of Connecticut  
Department of Children and Families

DATE: [ of LEGAL NOTICE]

**REQUEST FOR PROPOSAL/ QUALIFICATION/ INFORMATION**

TITLE of PROCURMENT

To select contractors to provide intensive home-based services to infants (ages 0–24 months) who have been exposed to parental substance abuse, their parent(s) and siblings. Contractors should have experience in evidence based in-home service

BIDDERS CONFERENCE:

Date  
Time (start and end)  
Address

Deadline for submission is (Day of week, Date) , by ( time) PM at DCF's Central Office in Hartford

COPY of RFP

Access all procurements at the Department of Administrative Services (DAS) contracting portal  
[http://www.das.state.ct.us/Purchase/portal/Portal\\_Home.asp](http://www.das.state.ct.us/Purchase/portal/Portal_Home.asp) or from the contact person noted below:

CONTACT PERSON

[NAME]

Department of Children and Families  
505 Hudson Street  
Hartford, CT 06106

Phone:

Fax:

Email:

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BILLING ADDRESS:

DCF Business Office  
Attention: Liz Tedeschi  
505 Hudson Street  
Hartford, CT 06106  
*Please Send a Tear Sheet*  
Tear sheets must be received before invoices can be processed for payment.

Newspapers:

Waterbury Republican  
Hartford Courant  
Danbury News Times

These are just samples. The legal notice should represent newspapers specific to the nature and/or geographic catchment of the procurement.

## DAS WEB POSTING FORM

This form is required by DAS for posting to procurement website.

Web start	
Bid Close	
Setaside	
DBE	
PreQual	
Commodity	
SID	
Summary (Up to 300 Characters)	
Synopsis (Up to 300 Characters)	
Bid Num	
Contact person	Name: Email: Phone number: Fax number:

Please send it with your completed RFP to Judi Jordan (judi.jordan@ct.gov)

## INSTRUCTIONS: OPM + DAS WEB POSTING FORM

Web start: Date the RFP should appear on the DAS website

Bid Close: Date proposals must be received at DCF

Setaside: Does this RFP require a minority set-aside contractor? Y or N (usually N)

DBE: Does this RFP require a disabled business enterprise contractor? Y or N (usually N)

PreQual: Does this RFP require a pre-qualified contractor? Y or N (usually N- only required for construction contracts over \$500,000)

Commodity: For any service procurement, this item is usually "2000 Community and social services"

Outline of Work: In a paragraph, detail the purpose, scope, activities and outcomes of the RFP/RFQ etc.

Need for the Service: Set forth why the specific service is needed

Estimated Contract Term: Include the proposed start and end date of the contract that will result from this procurement

Estimated Total Cost: Set forth the total cost of the resulting contracts

Individual Contract Amount(s): Provide the amounts for each individual contract that is to result from this procurement

SID: Include the account number from which the RFP is to be funded

| Summary: A [brief](#) (1 or 2 sentences) description of what service DCF wants to purchase, for what population and in what part of the state **(Per DAS, up to 300 characters including spaces)**

Synopsis: Not absolutely required, but used to provide important details, such as bidders conference information, letter of intent and/or questions due dates. **(Per DAS, up to 300 characters including spaces)**

Bid Num: leave blank-assigned by Judi Jordan

Contact person: include name and contact info of a person who can answer questions about the program content and requirements (not usually an admin assistant)

## QUESTIONS AND ANSWERS GUIDANCE

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1. Ensure that what you view as your final “question and answers” are received by the Contracts Division for review at least two full business days before they are to be posted. This must include copies of ALL questions that you have received by the deadline.
2. If there are a couple of questions for which you have not been able to produce an answer, and require limited assistance from the Contracts Division in crafting the response, make sure those are **highlighted** and easily identifiable. It should be noted that the number and complexity of questions requiring Contracts’ input may impact the timeliness of the questions and answers being posted. Thus, you may need to forward the questions 72 or more full business hours to the Contracts Division before it is to be posted in order to better support the posting occurring on schedule. It must be noted, however, it is the responsibility of the procurement’s Bureau/Division lead to answer and format the questions.
3. All questions and corresponding answers are to be numbered. Also the question is to be in bold and the response is to be in a regular text format. See below.

**EXAMPLE**

**Q1: Is the Consulting Agreement required?**

A1: Yes. Applications received without a signed, dated and notarized Consulting Agreement will not be reviewed.

Question and answer documents forwarded to the Contracts Division that do not comport with this convention, may be returned for formatting purposes.

4. Sometimes applicants may send in the same question. Each instance of the question must be presented. The subsequent inquires of the same nature should refer back to the first instance of the question.

**EXAMPLE**

**Q23: Our agency did not use a consultant. Is the Consulting Agreement form still required?**

A23: Please see question and answer #1.

5. Ensure that the questions and the answers are grammatically correct. The questions and answers are not intended to be a verbatim accounting of the questioners’ or the respondents’ “word for word” oral communication. Speech can be very casual and imprecise, the questions and answers posted should not. Editing/clarifying the question and/or answer so that it succinctly communicates to the reader, should occur.
6. If there are points of emphasis that you want to relay for applicants, those may be added into the question and answer document (e.g., critical appendices, etc.).
7. Abbreviations must be defined. Do not assume all applicants are familiar with the Department’s verbiage. (e.g., ASO, CPT, PNMI, FSWN, ACF, etc.)



**COMPETITIVE PROCUREMENT  
APPLICATION RECEIPT, REVIEW and RECOMMENDATION GUIDANCE**

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**1. MAKE PREPARATIONS BEFORE THE APPLICATION IS DUE:**

- Be mindful of the submission closing time (we will not review a late submission for award)
- While Security is not intended to receive applications, alert them to the fact of incoming applications and let know of the precise cut-off time for which application may be accepted.
- Let the mailroom know a few days before the procurement closes to be on the lookout for mailed in applications. You will want to check with the mailroom to determine if some applications have been received by post or other carrier on the due date and first thing that next morning. An application can be accepted if postal or other official tracking information reveals that the submission was received in the DCF mailroom by the deadline, but did not reach contracts management until after that due date or time.

**2. LOG RECEIVED SUBMISSIONS: THIS IS TO BE COMPLETED BY THE DIVISION OF CONTRACT MANAGEMENT ONLY:**

- ALL applications will include the Provider Agency name, person who delivered the application (excluding Postal, UPS, Fed Ex, etc.), date of receipt, and time application was received submissions. This aids in maintaining an accurate accounting of the number and agencies that have submitted applications, and ensure the submission's receipt date and time are properly documented.

**3. REVIEW APPLICATIONS FOR COMPLETENESS: THIS IS TO BE COMPLETED BY THE DIVISION OF CONTRACT MANAGEMENT ONLY**

- The Submission Checklist for ALL applicants/applications will be completed
- Applications that are appropriate/complete will be sent to the requester for distribution to the review committee

**4. REVIEWER'S PACKET:**

The following are the standard items included in the Review Packet:

1. Copy of Procurement Document (e.g., RFP, RFQ, etc.)
2. Copy of Procurement Questions
3. Score Sheet- at least one per application, but best to add a few additional sheets
4. Reviewer Instructions
5. Confidentiality and Ethics Agreement (This form can be completed at an orientation if one is held)
6. Reviewer Responsibilities
7. Copies of all Applications that have been cleared for Review

**NOTE:** An orientation for reviewers is recommended. Especially if the team consists of persons who are not familiar with the DCF procurement process and/or if the procurement and its attending scoring process are complicated.

**5. POINTS OF EMPHASIS:**

The Review Team should be made aware of the following important points:

- **CONFIDENTIAL PROCESS:** Reviewers CANNOT discuss the process, applications or recommendations outside of the review team meeting
- **CONFLICT OF INTEREST:** Reviewers must sign the Confidentiality and Ethics Affidavit. They need to disclose any actual or perceived conflict of interest to the Procurement Lead. That form must be notarized. The Lead should contact Contract Management if such an issue arises to determine the appropriate course of action.
- **PROCESS INTEGRITY:** If there are any issues during or following the Review Team process that might impugn the integrity of the competitive procurement please, immediately contact Judi Jordan (860.550.6545).
- **RECOMMENDATION ONLY:** The review team(s) is **only making a recommendation** for awarding the right to negotiate. The final award determinations rest with the Commissioner.
- **PROCUREMENT APPLICANTS CAN NOT BE CONTACTED** until the Commissioner has formally rendered her decision. The Contracts Management Division sends out the award and non-award letters to the Applicants. Contacting any applicants regarding the recommendation and/or award may not occur until you have been informed by J. Jordan.

**6. AWARD RECOMMENDATION:**

- A brief but detailed summary to support the Review Teams' recommendation(s) must be drafted and submitted to J. Jordan for the Commissioner's decision-making. Ensure that your Bureau Chief has reviewed the recommendation(s) before they are forwarded to the Contracts Division.
- Copies of ALL scoring sheets must be forwarded to J. Jordan together with the recommendation summary. Make sure all score sheets are correct and accurate in terms of the "math," being in ink and needed signature. Make sure that each page has been initialed in the corner by the reviewer.
- Send to J. Jordan the RFP Project File

**7. FOI REQUEST(S):**

- Any requests under the Freedom of Information (FOI) Act pertaining to this procurement should be forwarded to Lisa Flower-Murphy and Gary Kleeblatt in DCF's Office of Public Relations. A copy of that request must also be forwarded to Contracts so that it can be made part of your procurement project file.

**DCF COMPETITIVE PROCUREMENT  
SUBMISSION REVIEW CHECKLIST**

(This form must be completed for ALL APPLICATIONS received BEFORE they are distributed to the review panel)

(This form must be completed for ALL APPLICATIONS received BEFORE they are distributed to the review panel)

Procurement Title:			Date Application Due:	
Applicant Agency:				
Date Application Received:			Time Application Received:	
#	Review Items	Status	Details/Notes	Disposition Guide <sup>1</sup>
1	Application received by the due date and time	Yes <input type="checkbox"/> No <input type="checkbox"/>	If "No," what was the date _____ and time received _____	Reject if application was not received by the deadline.
2	Letter of Intent (LOI), if mandatory, was received by due date and time	Yes <input type="checkbox"/> No <input type="checkbox"/>	If "No," what was the date _____ and time received _____	Reject if mandatory LOI was not received or received after the deadline
3	Required # of Application copies received and application is presented as required (e.g no notebooks, report covers:	Yes <input type="checkbox"/> No <input type="checkbox"/>	If "No," number missing: _____	Accept, but e deduct 1 point from total for each missing set for this application during scoring.
4	# of Pages submitted equals or is less than the limit set forth in the application instructions	Yes <input type="checkbox"/> No <input type="checkbox"/>	If "No," number of pages submitted: _____	Accept, but reviewers are not to read beyond the page limit.
5	Margins' dimensions equal or are greater than the format requirements Font Type, if specified, was used Font Size agrees with format requirements	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	If "No," identify discrepancy:	Accept but review with Judi Jordan to calculate size of discrepancy in narrative length; Each reviewer should deduct 1 pt from total score for each discrepancy
6	Line Spacing agrees with format requirements	Yes <input type="checkbox"/> No <input type="checkbox"/>	If "No," identify discrepancy:	Accept, but if line spacing is single and should have been double, remove pages from the end of the narrative sections until that section meets the required limit. <sup>2</sup>
7	Correct Number of References is provided if Required	Yes <input type="checkbox"/> No <input type="checkbox"/>		Accept but deduct 5 points from total score for each missing reference.
8	Notification to Bidders Form	Yes <input type="checkbox"/> No <input type="checkbox"/>		Reject if not included and signed.
9	Evidence of Nondiscrimination Form	Yes <input type="checkbox"/> No <input type="checkbox"/>		Reject if not included and signed.
10	Employment Information Form	Yes <input type="checkbox"/> No <input type="checkbox"/>		Reject if not included and signed.
11	Consulting Agreement Affidavit is included, signed and notarized	Yes <input type="checkbox"/> No <input type="checkbox"/>		Reject if not included, signed and/or notarized.
12	DCF funding level requested in budget equals or is less than terms of the procurement	Yes <input type="checkbox"/> No <input type="checkbox"/>	If "No," identify discrepancy:	Reject if the proposed DCF funding level is 10% higher or more than the terms outlined in the procurement. F
13	Other:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Identify issue:	Discuss with Judi Jordan

Person completing the Review Checklist: \_\_\_\_\_ Date: \_\_\_\_\_

**Retain a copy in the Project File**

<sup>1</sup> These dispositions are guides for typical cases. If you have questions or encounter a situation that is outside of what is presented here, please consult with Judi Jordan.

<sup>2</sup> Example: If 30 single spaced pages were received and should have been 30 double spaced pages, reviewers are to read only the first 15 pages.

## INSTRUCTIONS FOR COMPETITIVE PROCUREMENT REVIEWERS

Step 1. **Review the RFP/RFA/RFQ** that was released. You should also review the Questions and Answers that were posted by the Department with respect to this procurement. This additional information will aid in your comprehension of the Department's expectations for each service.

Step 2. **Read each application through once** before completing a "Review Sheet".  
When reviewing and scoring each application, ask yourself: "Is the information provided answering the questions asked?" Also ask: "How acceptable is the information presented from your perspective?" **It is important that your methods of and standards for review and scoring are consistent and fair across all respondents and applications.**

While the score forms may contain an area in which comments are to be written, it is at your discretion as to whether you wish to do so. It is imperative, however, that a **preliminary score is provided for each section of the Review Sheet and a preliminary total score is available for all applications.**

Step 3. **Budget:** DCF staff will closely review the budgets; but your review and/or comments will also be helpful. Some budgets can be confusing so do the best you can. As you review the budget, pay attention to the proportion of the budget that would not be going into direct services (e.g., rent, administrative costs, etc.) All other things being equal, the proposals with lower percentages for non-direct costs are typically scored higher. Also, pay attention to the agency's projection of additional resources to support the program (e.g., other grants, donations, insurance, in-kind, etc.) All other things being equal, proposals with higher projected additional revenues score higher (assuming the projections are credible)

Step 4. Please call **{Insert name of RFP/RFA/RFQ Lead}**, at **{860. RFP/RFA/RFQ Lead Number}** if you have any questions either about the review process or a specific application.

Step 5. **Please plan to attend the review meeting(s)** scheduled for these applications. It is your opportunity to discuss your findings with others who have reviewed these applications; and to reach consensus regarding the **revisions and/or changes DCF will request from the successful applicant(s).**

Also, it is required that you sign the review sheet and initial each page in the corner.. By signing the review sheet, you attest to the fact that you have read the competitive procurement guidance material (e.g., RFP, RFP questions and answers) and the reviewer's instructions; and read, reviewed and scored each application prior to the review team meeting. You may wish to preliminarily score each application in pencil. While you must decide your preliminary scores for each application before the review team meeting, this does not preclude you from re-scoring sections of the applications, should you reconsider the points you have awarded during the review team process.

**Please know, the review form signature, the initials, final comments and final scores must be written in ink.**

**Key Points:** Competitive procurement reviews are confidential processes<sup>3</sup>. Therefore, the applications' content, scores, reviewers' comments, recommendations, and the identities of the applicants should not be discussed outside of the review team meeting.

Reviewers must also understand that the Review Team is only making a recommendation for award. The team's recommendations are sent to the DCF Commissioner for final determination. Therefore, the review team may not engage in discussions and/or negotiations about/with prospective awardees or prospective non-awadees unless or until authorized by the Director of the DCF Division of Grants Development and Contract Management.

Also, please ensure that you have read and bring to the review meeting the Ethics and Confidentiality Agreement (if this has not been completed at the review orientation). This form requires that your execution of it be notarized. The Procurement's Lead will arrange for the availability of a notary. Should you believe that you have a conflict of interest related to your participation in the review process, you must immediately bring that concern to the attention of the Procurement's Lead. He or she can advise you as to the appropriate course of action.

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<sup>3</sup> Pursuant to the Freedom of Information (FOI) Act, however, the Department may be required to disclosure certain information and/or materials pertaining to the procurement.

# SAMPLE REVIEW SHEET

**(criteria must be tailored to the specific procurement)**

Name of Applicant Agency: \_\_\_\_\_

Service Type:  Therapeutic Group Home (girls)     Therapeutic Group Home (boys)

Name of Reviewer: \_\_\_\_\_

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

Application Score
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**Application Packet: (Point Value = 3)**

- The applicant has provided all attachments including the Face Sheet, Table of Contents, Budget and Budget Narrative and applicable Appendices (e.g., a copy of all current certificates of accreditation or licensure.)
- The applicant has included, if applicable, any Memorandum of Agreement related to this service (including letters of agreement for applicable sub-contractors)
- The applicant has appropriately completed all required sections and forms of the application packet.

Comments: \_\_\_\_\_ Points awarded: \_\_\_\_\_

**Bidder Qualifications (Point Value=12)**

- Applicant has provided an overview of their agency and service areas including years in operation, mission, philosophy, vision, activities to support DCF and KidCare objectives, current range of services that they provide and the resources they would bring to the service.
- This overview supports the Applicant's ability to successfully administer the TGH set forth in the RFP.
- The agency demonstrates a history of providing service to low income, vulnerable populations.
- Respondent has described an approach to treatment that effectively supports children and their families. This is supported by an example that typifies the culture, treatment/services and outcomes that the agency can produce.
- Applicant has demonstrated experience and success in delivering behavioral health services to children and their families. The description is sufficient to clarify the agency's experience with children representing both the full age range (infants to young adults) as well as the full clinical risk spectrum.
- Agency evidences experience in working with systems representing the other mandates of the Department including prevention, substance abuse, juvenile justice and child welfare services.
- Respondent has articulated their organizational structure. They have submitted an organizational chart that identifies key managers by names and attached resumes of identified managers.

Comments: \_\_\_\_\_ Points awarded: \_\_\_\_\_

**Cultural Competency (Total Point Value = 15)**

- Applicant has an effective, appropriate and satisfactory current policy and process to recruit, hire and retain staff who represent the cultural and linguistic needs of the populations to be served.
- The Board of Directors reflects the cultural diversity of the clients to be served
- The Respondent has described an effective and appropriate internal quality improvement process that they will utilize to evaluate the cultural competence of services that they will provide.
- The proposal clearly articulates appropriate and satisfactory means to infuse cultural and linguistic competency into the service approach and daily programming. Respondent has detailed how multi-cultural competence will be appropriately and adequately included in treatment/service planning, discharge planning, case reviews, analysis and review of program data, and staff supervision.
- The Applicant has described how they will ensure that children's cultural and linguistic needs will be addressed within the TGH service elements; particularly as it relates to the daily and routine hair and skin care needs of racially diverse children and youth.
- Applicant has set forth a means to effectively meet the linguistic needs of children and families that may be served by the program
- 

INITIALS \_\_\_\_\_

- The Applicant's program design, service elements and budget addresses and articulates a recognition and understanding of the cultural, ethnic and linguistic needs of the children and families to be served, including dietary considerations, significant holidays, culturally relevant traditions/customs and personal care requirements.
- The applicant has demonstrated the ability to provide effective services to diverse populations. This might include evidence of collaboration with non-traditional, grass root organizations, an agency's current staffing, the agencies development and administration of specialized or targeted programs.

Comments:

Points awarded: \_\_\_\_\_

**Family Participation and Community Linkages: (Total Point Value = 15)**

- The Applicant has effectively described how they will facilitate meaningful family involvement in the treatment plan development and care approach for the children/youth to be served. The proposed context, role, and frequency of family participation in the TGH program is detailed, and the articulated family participation is appropriate and congruent with the tenets of the TGH program as set forth in the RFP.
- Respondent has described a comprehensive and population/client informed plan for providing assistance to families. This includes effective mechanisms for fostering communication and coordination between families, service providers, community supports and DCF.
- Applicant has included formal letters of agreement, even if there is not a fiscal subcontracting, to support the linkages set forth in the RFP section titled **LINKAGES**.
- Applicant has detailed a thorough and satisfactory plan to facilitate linkage and connection with traditional and non-traditional services and support systems.
- Respondent has evidenced that they are or will be membership(s) in local systems of care or community collaboratives. They have included the duration, frequency, and the nature of their participation. The submitted information is of sufficient detail to illustrate the agency's experience in fostering collaboration.

Comments:

Points awarded: \_\_\_\_\_

**Program Specific: (Total Point Value = 35)**

- Applicant has identified the location and proposed capacity of their program. They have included, if available, existing floor plans and/or architectural plans of your proposed program site. The Applicant has clearly identified all sleeping quarters, community spaces, and staff offices.
- The successful Applicant has articulated a program structure and activities that emphasize engagement in the process of learning and positive exploration through meaningful and useful outlets.
- The Respondent has included a proposed schedule (both week day and weekend) of daily activities that will be provided to the children and youth.
- Respondent has adequately and satisfactorily addressed each of the components in the **SERVICE ELEMENTS** section, setting forth how they will provide and integrate these elements into the daily therapeutic milieu.
- The Applicant has effectively detailed their plan to ensure and/or provide safe transportation for children/youth served in the program. Plans for assisting families, as appropriate and necessary, with transportation to support their active involvement in the program have been provided and is appropriate, realistic and adequate.
- Respondent has submitted a satisfactory proposed plan and structure to support visitation at their site.
- The Applicant proposed an acceptable best practice strategy for serving the targeted population, including defining the proposed approaches, intensity and frequency of the identified treatment model(s), and rationale for selecting said model(s). Evidence of the approaches' effectiveness (e.g., literature/research citations) for the target population is to be included.
- The successful Applicant has demonstrated the ability to serve children and youth within the target population who have experienced physical abuse, sexual abuse, neglect, loss, separation, and significant trauma, predicated upon a principle of no unilateral "no reject – no eject."
- The Applicant has articulated a clinical model that is comprehensive, age and developmentally appropriate treatment to the target population.
- Applicant has detailed how they will effectively provide and/or contract for the supports and services identified in the **CLINICAL SERVICES** section.

INITIALS \_\_\_\_\_

- Respondent has articulated an appropriate clinical and therapeutic approach that is specific to the gender of the target population to be served. Applicant has adequately addressed how they will meet the gender specific needs of the children/youth as it pertains to the issues presented in the **CLINICAL SERVICES** section.
- Applicant has satisfactorily described how they will ensure the development and execution of treatment plans congruent with the expectations set forth in the RFP.
- The Respondent has detailed a successful and realistic plan to include DCF, the family, providers, schools, DMR, DMHAS and other relevant parties in all stages of treatment and discharge planning.
- Respondent has detailed an appropriate, client informed plan to transition children/youth into the TGH setting.

Comments

Points awarded:

**Staffing and Staff Development: (Total Point Value = 10)**

- The Applicant has set forth an appropriate and effective plan to recruit and retain professional and para-professional staff, including those who are culturally and linguistically competent and diverse.
- Applicant has identified a credible staffing model that includes all proposed direct, health, and clinical care personnel and administrative structure.
- The Applicant has included staff identified as case managers who are full time employees.
- The Applicant has detailed an effective and appropriate supervisory structure for the TGH program and has included a plan for direct and clinical supervision of program staff.
- Respondent has included a realistic plan to bolster staffing ratios in response to extra-ordinary and crisis events.
- The Applicant has detailed how they will provide 2 hours of psychiatric time per week and nursing services in the amount of a .5 FTE APRN position.
- Respondent has detailed a thorough, realistic and appropriate plan to provide pre-service training, as required by the RFP, to all direct service employees, interns or volunteers during their orientation period and prior to the provision of any direct service.
- Applicant has detailed the types and frequency of in-service training that will be provided to the TGH staff and the proposed training will successfully support staffs' provision of effective care to the children/youth and families to be served.

Comments:

Points awarded: \_\_\_\_\_

**Data Management (Total Point Value = 5)**

- The Applicant demonstrates that they have computer capacity that is sufficient to run the Microsoft Windows 98 © operating system or higher. In addition, the Applicant indicates that they have an "office suite" software package that allows for word processing, spreadsheet creation, and database development and analysis. In addition, the Applicant indicates that they have email and Internet capabilities within their agency.
- The Applicant has set forth their computerized data collection and reporting capabilities. They have articulated the ability to satisfactorily comply with all DCF required statistical, financial and programmatic data/report submissions, including Performance Based Contracting ("PBC") and service utilization and outcome data as, using the data management/reporting system required by DCF.
- Applicant has detailed effective internal quality assurance structures and protocols including data collection, utilization review and evaluation of current programming.
- Applicant indicates that they will collect, submit and report on the Data Reporting Categories and Elements required by the DCF, as set forth in the RFP.
- Respondent has detailed an appropriate and effective mechanism to collect and formally address substantive issues that may be revealed and to measure both client and family satisfaction with the program.

INITIALS \_\_\_\_\_



- The contractor has set forth the willingness and ability to use a data collection system that provides an accurate, unduplicated count<sup>4</sup> of the youth and families receiving, utilizing a unique identifier in conformance with the Department's direction.

Comments: \_\_\_\_\_

Points awarded: \_\_\_\_\_

**Fiscal Management: (Total Point Value = 5)**

- The applicant has demonstrated their ability to soundly manage private and public contract and grant funds. (e.g., there is not evidence of fiscal mismanagement, the program has not been de-funded for cause or audits finding material financial weakness)
- The applicant has demonstrated fiscal stability
- Applicant has demonstrated sufficient resources to engage in such activities related to revenue maximization and capacity to leverage other resources to benefit the program (e.g., insurance, in-kind, philanthropic, etc.)
- Respondent's budget demonstrates a nexus service components articulated in the RFP for the TGH program.
- The applicant provides an appropriate and reasonable budget and budget narrative
- It appears that the funds used will be used to supplement and not supplant funds otherwise available.

Comments: \_\_\_\_\_

Points awarded: \_\_\_\_\_

Total Points Available: 100	Total Points Awarded (Score): _____
Name of Reviewer: _____	
Signature* : _____	
Date: _____	

\* By signing this document, the reviewer attests to the fact that he or she has read the RFP and the reviewer's instructions; and read, reviewed and scored each application prior to the review team meeting. While reviewers must have decided their preliminary scores for each application before the review team meeting, this does not preclude reviewers from re-scoring sections of the applications, should they reconsider the points they have awarded during the review team process. The review form signature, final comments, and final scores must be written in ink.

**NOTE: The review form signature, final comments, and final scores are to be written in ink.**

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<sup>4</sup> *Unduplicated Count*: Counting a client/patient and their services uniquely.

## COMPETITIVE PROCUREMENT REVIEWER RESPONSIBILITIES

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- Attend the review pre-meeting, if convened
- Immediately exam the review materials you receive. You will want to ensure that you have received all the applications and that those applications appear complete. You should inspect your review packet to ensure that you have received a copy of the procurement solicitation, the questions and answers, sufficient copies of the score sheets, and other materials that are indicated to have been provided. Should your review materials appear to be incomplete, it is important that you contact the Review Team Leader as soon as possible.
- Review the Ethics and Confidentiality document. You should familiarize yourself with the identified conflicts of interest and understand your ethical obligations. Should you have an actual or potential conflict of interest it is imperative that you alert the Review Team Leader well in advance of your participation in the review meeting.
- Read all applications received. You should allocate your time appropriately. Dependent upon the complexity of an application, a review could easily require 2 or more hours to thoroughly review a submission. If you do not believe that you can meet the commitment and obligations related to the review, you should alert the Review Team Lead as soon as possible.
- Use a thorough, fair and consistent approach in reviewing each application
- Do not contact any applicant with respect to their submission.
- Complete a score/review sheet for each application before the review team meeting
- Plan to attend the Review Team Meeting in its entirety.
- Submit a signed and notarized Ethics and Confidentiality Affidavit (if not completed at orientation)
- Sign all your score/review sheets in ink. Competitive procurements are formal processes that are a part of the business of the State. Therefore, it is important that as a reviewer you provide properly executed documentation.
- Check the "math" of your score/review sheet before turning it into the Review Team Leader. Errors on your score sheet can impact the results of the procurement process.
- Do not discuss any application or information from or about the review outside of the Review Team Meeting.

## RECOMMENDATION SUMMARY OVERVIEW

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A General Recommendation Summary outlining the recommendations from the review panel, as well **as one for EACH applicant/application must be written**. The General Recommendation Summary should be no more than 2 pages in length. The individual Applicant/Application Summary should be no more than 1 page.

These documents should be sent electronically to Judi Jordan who forwards the recommendation(s) to the DCF Commissioner for final determination. These summaries should outline the following key elements of the procurement's review:

- Name of the procurement and DCF annual funding level
  
- Date of the review meeting
  
- Name, title and bureau/division/area office or affiliation (e.g., parent) of the reviewers
  
- Procurement's applicant(s)
  
- Score for each application
  
- Major strengths and weaknesses for every section of the review sheet for each application.
  
- Recommended applicant(s). If there are multiple services and/or locations within the procurement, set forth the specific service(s) and location(s) for which each applicant is being recommended for the right to negotiate.
  
- Other critical issues. This might include the need to re-procure for the service or re-procure a specific service location.



DEPARTMENT of CHILDREN and FAMILIES  
 Making a Difference for Children, Families and Communities



DEPARTMENT OF CHILDREN AND FAMILIES  
**ETHICS AND CONFIDENTIALITY AGREEMENT**

COMPETITIVE PROCUREMENT NAME: \_\_\_\_\_

I, \_\_\_\_\_ (*Print Full Name*), by my signature below, declare and attest that neither I nor any member of my immediate family, as defined by C.G.S. § 1-79(f), has any personal or financial interests in the outcome of this competitive procurement process.

I believe in good faith that my participation in this competitive procurement process shall not raise any question of conflict of interest or breach of ethics under the provisions of the State's Code of Ethics (C.G.S. § 1-84 and § 1-85).

Should my participation in this competitive procurement process include the review and rating of proposals, I declare that I have not been and shall not be subject to any undue influence that would affect my fair and objective review and rating of the proposals submitted in response to this competitive procurement.

I agree not to accept any gifts, gratuities, meals, or reimbursements in any form or value from any Proposer who responds to this competitive procurement or from any other party having a personal, professional, or financial interest in the outcome of this competitive procurement process.

I also agree not to participate in any *ex parte* communications with any Proposer who responds to this competitive procurement or with any other party having a personal, professional, or financial interest in the outcome of this competitive procurement process, except as provided by this competitive procurement and its approved evaluation plan.

Finally, I agree to maintain the confidentiality of all information and materials that I receive as a result of my participation in this competitive procurement process.

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

Subscribed and sworn to,  
 Before me, this \_\_\_ day of  
 \_\_\_\_\_

\_\_\_\_\_  
 Notary Public  
 Commissioner of Superior Court

Commission Expires \_\_\_\_\_  
 Date

**ENDORSEMENT** [completed after proposals are opened]:

I declare and affirm that, to the best of my knowledge, neither I nor any member of my immediate family, as defined by C.G.S. § 1-79(f), has any personal, professional, or financial interest in any Proposer that has responded to the above noted competitive procurement.

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

Subscribed and sworn to,  
 Before me, this \_\_\_ day of  
 \_\_\_\_\_

\_\_\_\_\_  
 Notary Public  
 Commissioner of Superior Court

Commission Expires \_\_\_\_\_  
 Date