

## **Contracting with The Department of Correction**

The Department of Correction contracts for a variety of goods and services both within its correctional institutions and in the community. Goods and services are procured through two (2) separate contracting processes. The Fiscal Services Purchasing Unit is responsible for the procurement of goods and services such as food, clothing, utilities, cell phones, office supplies, etc. For more information on obtaining a state contract of this type, please visit the Department of Administrative Services [website](#). You may also contact the Department of Correction's Purchasing Staff at (860)692-7700.

Strategic Planning Analysis Research and Contracts (SPARC) is responsible for the procurement of human services such as community programming for offenders released prior to completion of their sentences as well as programming offered to offenders within correctional facilities.

As a state agency, the Department is subject to the Executive Branch State Agency Procurement Guidelines issued by the Office of Policy and Management. These guidelines are available for review on OPM's [website](#).

### **No Cost Contracts**

Any individual or entity wishing to provide a service to the Department or its offenders at no cost to the Department may contact SPARC for review of the request and the proposed services and coordinate with appropriate Department staff to determine its validity, as well as the Department's capacity to accommodate the request. If it is determined that the Department wishes to utilize the proposed services, SPARC will work with the individual or entity to develop a no cost contract for services.

### **Facility-Based, For Cost Contracts**

Any individual or entity wishing to contract with the Department for reimbursable services may contact SPARC to coordinate with appropriate Department staff to determine the need for the services as well as the Department's capacity to accommodate the services. If it is determined that the proposed services are needed and in keeping with the Department's mission, the Department will attempt to identify available funding for the project. If funding is available and the proposed cost to the Department is less than \$20,000, SPARC will work with the individual or entity to develop a contract for the services. If the proposed cost to the Department exceeds \$20,000, the Department will be required to conduct a competitive procurement process for the requested services.

### **Community Based, For Cost Contracts**

*(i.e. residential housing, halfway houses, day reporting programs)*

In accordance with Connecticut General Statute §18-101i, the Department may only contract with private, non-profit agencies, state agencies or units of local government for these services. Funding for these services is allocated by the Legislature as a separate line item in the Department's budget. As additional funding becomes available, the Department is required to conduct a competitive procurement process to request needed services.

### **Frequently Asked Questions**

#### **How do I become a non-profit agency?**

The Department does not grant non-profit status, but is required to obtain proof of an entity's nonprofit status prior to issuing a contract for community services. In order to become a non-profit, an agency

must follow specific guidelines. For more information on becoming a non-profit, please visit the National Council of Nonprofits [website](#). In addition, the Connecticut Association of Nonprofits may be a valuable resource for obtaining detailed information about nonprofit agencies. Please visit their [website](#) or they may be reached at (860)525-5080.

**I am a landlord with available property. Will the Department lease my building to operate a community program?**

No. The Department contracts its community services to non-profit agencies. These agencies are independently responsible for securing appropriately zoned sites for program operation. Landlords should feel free to contact providers currently under contract with the Department to make them aware of available space. A Directory of Contracted Community Programs is available on the Department's [website](#).

**What are the zoning requirements for operation of a community program?**

Zoning laws vary by municipality. The Department does not have specific zoning requirements; it is simply responsible for ensuring that the program site is appropriately zoned prior to contract execution.

**What is a competitive bidding process?**

When the Department identifies a needed service in excess of \$20,000, it is required to release a Request for Proposal (RFP) detailing the requested services to the public. All information including the exact type of service, submission deadlines, important dates, and necessary documents are included in the RFP. The RFP establishes a time period for the submission of proposals in response to the Department's request. The proposals are then scored against each other utilizing a pre-determined list of criteria. Applicants with the highest ranking proposals are offered the right to negotiate a contract with the Department for the requested services.

**Is there a schedule of when the Department will issue RFP's?**

No. The Department issues RFP's as additional funding is made available or as it identifies a needed service.

**Can I be notified when the Department releases an RFP?**

Yes. The Department is required to post its RFP's on the Department of Administrative Services (DAS) contracting portal [website](#). The DAS [website](#) also allows individuals to register for email notification of the release of any state agency RFP. If registering on the DAS [website](#), ensure that you carefully review the commodity codes listed on the registration, and choose only those that are applicable to the services your agency offers. The commodity code for Community Support Services is 2000.

The Department also posts its RFP's on its own [website](#). The RFP is available for viewing from the release date until the date proposals are due. SPARC also maintains a database of agencies interested in contracting with the Department. When an RFP is released, SPARC sends out an email to each agency notifying them of the release of a Department RFP. If you wish to be included on our electronic distribution list, please send an email to [doc.caureports@ct.gov](mailto:doc.caureports@ct.gov). Please include your agency's name, a contact person, a phone number and an email address.

Any further questions regarding contracts with the Department of Correction may be directed to SPARC at (860)692-7758.