

## **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, IT equipment, temporary staffing, cleaning supplies, etc., mostly from contracts managed by the **Department of Administrative Services (DAS)**. For more information on how to contract with the State of Connecticut, please visit the Department of Administrative services [website](#) or [Doing-Business-with-the-State](#) page. You may also direct questions to the Department of Correction's Purchasing Staff at [DOC.Purchasing@ct.gov](mailto:DOC.Purchasing@ct.gov).

Strategic Planning Analysis Research and Contracts (SPARC) is responsible for the procurement of health and 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 for such services, which are issued by the Office of Policy and Management. These guidelines are available for review on OPM's [website](#). Additional details regarding some common contract types and answers to some frequently asked questions are listed below. You may also direct further questions to the Department's SPARC Staff at [CAUReports@ct.gov](mailto:CAUReports@ct.gov).

Potential contractors are advised to register with the states web-based eProcurement system, [CTSource](#), to sign up to receive automated email invitations for solicitation opportunities as well as manage, search, view and respond to all contract related activities.

### **No Cost Contracts**

Department staff notify the SPARC unit of partnerships and collaborations with organizations or individuals that are interested in providing services at no cost. SPARC will work with an individual or entity to develop a no cost contract agreement for such services.

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

Department staff determine the need for the services and notify the SPARC unit to identify available funding and contractors using the state contracting portal, RFP or requests for quotes from current state vendors. SPARC will work with an individual or entity to develop a contract for the 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

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must follow specific guidelines. For more information on becoming a non-profit, please visit the National Council of Nonprofits [website](#). In addition, the CT Community Nonprofit Alliance formerly 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. The local municipality should be contacted about specific requirements for establishing a program.

**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. Currently released RFP's are posted on the Department of Administrative Services (DAS) contracting portal [website](#); for information on other scheduled procurements, please refer to the Agencies approved Procurement Plan published on the OPM website: <https://portal.ct.gov/OPM/Fin%20POS/Standards/POS%20Procurement%20Plans>.

**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 CT Source [website](#) also allows individuals to register for email notification of the release of any state agency RFP. If registering ensure that you carefully review the UNSPSC commodity codes listed on the registration, and choose only those that are applicable to the services your agency offers.

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. When an RFP is released, it is posted to the department's website and CT Source Bid Board. Any further questions regarding contracts with the Department of Correction may be directed to SPARC at [CAUReports@ct.gov](mailto:CAUReports@ct.gov).