

**Addendum 1**  
**DOC-RES-2022-SM**

Connecticut Department of Correction

**Community Residential Services – Work Release, Sub-Acute Mental Health beds**

The Connecticut Department of Correction (The Department) is issuing Addendum 1 to RFP #DOC-RES/NON-RES/PS-2022-SM Community Residential Services. All requirements of the original Request for Proposals (RFP) except those requirements specifically changed by this addendum shall remain in effect. In the event of any inconsistency between information provided in the RFP and information in this addendum, the information in this addendum shall prevail.

This addendum provides additional information as to the programs being procured through this RFP.

- **First Round of Questions and Answers**

Question:

1. We will be submitting a proposal for the 45 male beds and 15 female beds in the Bridgeport area. Should we submit this as one proposal or as separate proposals?
2. Can you clarify if the Bridgeport work release program is 2 separate programs? On page 3 of the RFP under Contract awards Total funding available: Bridgeport Work Release programs, but number of awards: 3  
On page 8 under capacity it states The Department will not allow congregate housing of both males and females.

Answer to Question 1 and 2:

The Department request in the Bridgeport area for Work Release beds is for two separate programs: a 45 bed Male program and a 15 bed Female program. Proposers should submit a separate proposal for each program.

The minimum number of anticipated awards under this RFP will range from 3 to 4.

The Department will not allow congregate housing of both males and females.

3. Page Limit: There are multiple references to page limits as well as one reference to no page limit in the RFP. Could you confirm if there are page limits? If there are page limits, could you confirm what sections the limits apply to based on the sections summarized in Section IV on pages 24-27.

Answer: There is no overall page limit to the RFP, however there are limits to some of the sections as follows:

Executive Summary – 2 page limit

Organizational Expectations – 10 page limit

Service Expectations – 20 page limit

Staffing Expectations –5 page limit  
Data and Technology Expectations –5 page limit  
Financial Expectations –5 page limit

4. Questions related to the outline in Section IV:
- a. Staffing Plan - Can you clarify what information we should provide under (d) Personnel Organization Chart

Answer: The request for a Personnel Organization Chart is just so the Department can gain an understanding of a proposer's agency organizational structure. The organizational chart should start at the Executive Level and should provide detail as to the relationships and ranks of positions/jobs within the agency's structure especially those positions providing the services to CTDOC residential offenders.

- b. Financial Profile - Can you clarify the type of information the Department is seeking under (b) Financial Standing

Answer: Please see the updated proposal outline below for D.4. Financial Expectations. For Financial Expectations proposals shall address the questions/information requested in Section 5. Financial Expectations of the RFP. Respondents should also review the "Financial Profile" criteria on the evaluation table on page 22 of the RFP.

5. Proposal Submission: Can you confirm that we should email our submission to you and upload to the CT Source Solicitation Board.

Answer: Proposal Submissions should be uploaded to CTSource.

6. What is the start date for the Sub-Acute Mental Health Program?

Answer: The RFP indicates that we are looking to start the Sub-Acute Mental Health program as soon as possible and ideally within this fiscal year. (prior to June 30, 2021)

7. As I am going through the RFP application questions, I am finding some differences within the RFP and the submission outline and requirements.

On page 25 D. Main Proposal submission requirements there are 1.1 Application service geography, 1.2 application target population, strengths and qualifications of agency & staff, 1.3 Organization description and history. Should we address these details in the executive summary or as part of the response on page 7 C. Scope of Service Description before the questions start with a. purpose/mission/philosophy etc.

Answer: Please submit your proposal in accordance with the updated outline provided below.

On page 14 of the RFP under staffing expectations you ask us to provide resumes. On page 26 under staffing plan resumes are not listed on the outline. And under E: attachments: g. resumes and i. resumes of key personnel.

Answer: Please use update proposal outline and provide resumes, not exceeding two pages per resume, for all staff identified in Program Staff/Manager section and included on the staff matrix form in Section E Attachments.

Will you be providing writable forms for the appendix D, F G & H.

Answer: Yes the following Appendices have been provided and are attachments in CTSource and are also posted on the Department's website.

Appendix D: Letter of Intent

Appendix F: Cover Sheet

Appendix G: Proposed Annual Program Budget

Appendix H: Staffing Matrix/Schedule

## Updated Proposal Outline:

- A. Cover Sheet – Form Provided – Appendix F
- B. Table of Contents
- C. Executive Summary – **2 page limit** - *Executive Summary should provide brief description how the Respondent meets the eligibility and qualifications criteria, a high-level proposal summary and an overview of why the Respondent shall be selected for the activities in the scope of services*
- D. Main Proposal
  - 1. Application Submission Details – **Limit 10 pages to Section 1.**
    - 1.1 Application Service Geography
    - 1.2 Application Target Population
    - 1.3 Organization Description and History
      - Non-Profit with 3 years demonstrated experience providing the requested services to formerly incarcerated individuals.
      - Strengths and Qualifications of Agency & Staff
        - a. Purpose/Mission/Philosophy
        - b. Entity Type/Years of Operation
          - In Section E. Attachments include IRS determination letter
        - c. Administrative Office Location:
        - d. Qualifications/Certification Licensure:
          - In Section E. Attachments include proof of licensure, if applicable
        - e. References
          - In Section E. Attachments include letters of reference if the proposer has not provided contracted services within the past three (3) years
          -
  - 2. Scope of Services/Service Expectations – **Limit 20 pages to Section 2.**
    - a. Catchment Area
    - b. Location of Facilities
      - Site Control
      - Appropriate Zoning – In Section E Attachments include proof of zoning compliance
      - Site appropriate licensed – In Section E Attachments include proof of licensure.
      - ADA compliant
      - Program space shared with any other programs, businesses, residences, etc
    - c. Hours of Operation
    - d. Target Population
    - e. Type of Clients
    - f. Date of Program Availability
    - g. Capacity – Program age/gender/# of proposed beds/Minimum # of beds in program to maintain program stability
    - h. Room and Board
      - Description of living space
      - # of residents per bedroom/sharing bathroom
      - Food and furnishing arrangements

- Average length of program stay
    - Maintenance/cleanliness of living space
  - i. Accountability – 24/7
  - j. Client Eligibility/Exclusions
  - k. Client Evaluation/Referrals
  - l. Intake/Orientation Assessment
  - m. Treatment Approaches
  - n. Evidence-Based Programming
  - o. Internal Security Measures
  - p. Prison Rape Elimination Act (PREA)
  - q. Service/Treatment Components
    - Work Release
      - Job Development
      - Job Readiness
      - Job Retention
      - Savings Account Maintenance
      - Transportation Assistance
      - ID procurement
      - Benefits Assistance
      - Housing Assistance
      - Drug Testing
      - Discharge Planning
      - Mentoring
    - Sub-Acute Mental Health Program
      - Note required staffing requirements
      - Assessments
      - Mental Health Treatment
      - Medical Management
      - Service Linkage
      - Transportation Assistance
      - ID Procurement
      - Benefits Assistance
      - Housing Assistance
      - Drug Testing
      - Discharge Planning
1. Staffing Expectations - **Limit 5 pages.** (*Pages included in Section E Attachment do not count toward page limit*)
- Program Staff/Manager – Section E Attachments Include Staffing Matrix (form provided in Appendix H of the RFP)
  - Job Descriptions – Include in Section E Attachments
  - Resumes – include Resumes in Section E Attachments, individual resumes should not exceed two pages
  - Personnel Organization Chart – include in Appendix E
  - Recruitment, Hiring, and Retention Plan

- Staffing Training/Education/Development
- Multilingual and Multicultural Competency
- 2. Data and Technology Expectations - **Limit 5 pages**
  - Computer Hardware/Software
  - Data Collection/Storage/Reporting
  - Disclosure Policy
- 3. Work Plan
  - Start date of Program
  - Tasks and Deliverables
  - Methodologies
  - Timetable/Schedule
- 4. Financial Expectations -**Limit 5 pages**
  - Audited Financial Statements (do not count toward page limit). If the three most recent years of Audited Financial Statements are available via OPM's Electronic Audit Reporting System (EARS) a copy does not need to be included in the proposal.
  - Financial Capacity
  - Mixed Funding
- 5. Budget Expectations
  - Cost consistent with Cost Standards
  - Budget – Summary of Program Costs form provided in Appendix F, Budget Form Appendix G.
  - Budget Justification/Narrative
- 6. Performance Outcome Measures
  
- E. Attachments
  - Proof of Non-Profit Status – IRS Determination Letter
  - Agency Licensure (if applicable)
  - Reference Letters (If Required)
  - Proof of Zoning
  - Facility licensure (if applicable)
  - Facility floor plan
  - Staff Matrix
  - Job Descriptions
  - Resumes
  - Personnel Organizational Chart
  - Audited financial statements (if most recent 3 years are not on the EARS system)
  
- F. Declaration of Confidential Information
- G. Conflict of Interest – Disclosure Statement
- H. Statement of Assurances

**Addendum 1**  
**RFP #DOC-RES-2022-SM**

State of Connecticut  
Department of Correction

Community Residential Services

Date Issued: October 19, 2021

This Addendum Acknowledgement must be signed and included with your proposal.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name of Proposer