

## PROCUREMENT NOTICE

### Connecticut ESG-CV Eviction Prevention Program

The State of Connecticut, Department of Housing (the Department), is seeking proposals to establish and implement a homeless prevention program in Connecticut to assist very low-income individuals and families facing eviction due to the Coronavirus (COVID-19) pandemic. Funding under this Request for Proposals (RFP) will be provided by the Department's allocation of special Emergency Solutions Grants – Coronavirus (ESG-CV) funds under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116- 136. The ESG-CV program is funded by the U.S. Department of Housing and Urban Development (HUD) to prevent, prepare for, and respond to the COVID-19 pandemic among individuals and families who are homeless or receiving homeless assistance; and to support additional homelessness prevention activities to mitigate the impacts of COVID-19.

DOH is requesting proposals for a statewide Eviction Prevention Program for the contract period July 15, 2020 to May 18, 2022. The one (1) selected proposer, and its subcontractors as approved by the Department, shall serve households in each of the seven (7) Coordinated Access Network (CAN) regions.

Proposals must be received at DOH no later than 3:00 p.m. eastern standard time on Wednesday, July 1, 2020. Proposals received after the stated due date and time may be accepted by DOH as a clerical function but will be evaluated for consideration under this RFP only at the discretion of DOH. Those proposals that are not evaluated for consideration under this RFP may be destroyed or returned at the discretion of DOH.

This RFP is available in electronic format on the State Contracting Portal at <http://das.ct.gov/cr1.aspx?page=12> or from the Department's Official Contact:

Name: Steve DiLella, Director, Individual and Family Support Programs, DOH  
Address: 505 Hudson Street, Hartford, CT 06106  
Phone: 860-205-0981  
E-Mail: Steve.DiLella@ct.gov

This RFP is also available on the Department's website at <http://www.ct.gov/doh>.

*This document is configured for 2-sided printing.*

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*Below is an outline of this Request For Proposals. This outline presents the standard structure of all RFPs for Purchase of Service ("POS") meaning that the same sections and subsections appear in all RFPs for POS and are identically organized. The subsections of **Section II** are standard and their contents are the same for all RFPs for POS and do not vary. The subsections of **Sections I, III and IV** are standard, but their contents vary by RFP, depending on the Department's procurement requirements.*

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## I. GENERAL INFORMATION

### ■ A. INTRODUCTION

1. **RFP Name.** Connecticut ESG-CV Eviction Prevention Program 2020 RFP
2. **Summary.** The Connecticut Department of Housing (DOH) is seeking proposals from eligible 501(c)(3) nonprofit organizations to administer a statewide eviction prevention program.
3. **Commodity Codes.** The services that DOH wishes to procure through this RFP are as follows:
  - 2000: Community and Social Services

### ■ B. ABBREVIATIONS / ACRONYMS / DEFINITIONS

BFO	Best and Final Offer
CAN	Coordinated Access network
C.G.S.	Connecticut General Statutes
CHRO	Commission on Human Rights and Opportunities (CT)
CT	Connecticut
CT HMIS	Connecticut Homeless Management Information System
DAS	Department of Administrative Services (CT)
DOH	Department of Housing (CT)
DSS	Department of Social Services (CT)
DUNS	Data Universal Numbering System
ESG	Emergency Solutions Grant
FOIA	Freedom of Information Act (CT)
HUD	Department of Housing and Urban Development (U.S.)
IRS	Internal Revenue Service (U.S.)
LOI	Letter of Intent
OAG	Office of the Attorney General (CT)
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 Proposals
SEEC	State Elections Enforcement Commission (CT)
U.S.	United States

- *At risk of homelessness:*
  - (1) An individual or family who:

- (i) Has an annual income below 50 percent of median family income for the area, as determined by HUD
- (ii) Does not have sufficient resources or support networks, *e.g.*, family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the "homeless" definition in this section; and

(iii) Meets one of the following conditions:

- (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
- (B) Is living in the home of another because of economic hardship;
- (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
- (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
- (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;
- (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
- (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;

(2) A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or

(3) A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

- *contractor*: a private provider organization that enters into a POS contract with DOH as a result of this RFP
- *homeless*:
  - (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
    - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

- (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
- (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

(2) An individual or family who will imminently lose their primary nighttime residence, provided that:

- (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
- (ii) No subsequent residence has been identified; and
- (iii) The individual or family lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, needed to obtain other permanent housing;

(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

- (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)) or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
- (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
- (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
- (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

(4) Any individual or family who:

- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- (ii) Has no other residence; and
- (iii) Lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, to obtain other permanent housing.

- *Homeless Management Information System (HMIS)*: the information system designated by the Continuum of Care to comply with HUD's data collection, management, and reporting standards and used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at-risk of homelessness.
- *household*: all persons residing within the same dwelling
- *private provider organization*: a non-state entity that is either a for-profit or a not-for-profit incorporated organization
- *proposer*: A private 501(c)(3) nonprofit provider corporation or partnership with principal place of business in Connecticut or Connecticut municipality that has submitted a proposal to DOH in response to this RFP
- *prospective proposer*: a private provider organization or that may submit a proposal to DOH 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 DOH as a result of this RFP

## ■ C. INSTRUCTIONS

1. **Official Contact.** The individual below is 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 DOH. Proposers, prospective proposers, and other interested parties are advised that any communication with any other DOH employee(s) (including appointed officials) or personnel under contract to DOH about this RFP is strictly prohibited. Proposers or prospective proposers who violate this instruction may risk disqualification from further consideration.

Name: Steve DiLella, Director, Individual and Family Support Programs, DOH  
 Address: 505 Hudson Street, Hartford, CT 06106  
 Phone: 860-205-0981  
 E-Mail: Steve.DiLella@ct.gov

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

2. **RFP Information.** This RFP, any amendments to this RFP, and other information associated with this procurement are available in electronic format from the Official Contact or via the internet at the following locations:

- DOH's Web Page  
<http://www.ct.gov/doh>
- State Contracting Portal  
<http://das.ct.gov/cr1.aspx?page=12>

It is strongly recommended that any proposer or prospective proposer interested in this procurement subscribe to receive e-mail alerts from the State Contracting Portal. Subscribers will receive a daily e-mail announcing procurements and addenda 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.

Printed copies of all documents are also available from the Official Contact upon request.

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

- Total Funding Available: \$5,300,000
- Number of Contracts: one
- Contract Cost: Confidential
- Contract Term: 7/15/2020 – 5/18/2022

**4. Eligibility.** Eligible respondents are private provider organizations (defined as non-state entities that are 501(c)(3) nonprofit corporations or partnerships with principal place of business in Connecticut). Individuals and any entity that is not a duly formed corporate entity are ineligible to participate in this procurement.

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

- a. A minimum of two (2) years demonstrated experience:
  - providing housing stabilization services or landlord mediation/eviction prevention services to at-risk of homelessness or homeless populations;
  - as a recipient or subrecipient of a homeless assistance program funded by the U.S. Department of Housing and Urban Development.

DOH reserves the right to reject the submission of any respondent in default of any current or prior contract.

**6. Procurement Schedule.** See below. Dates after the due date for proposals ("Proposals Due") are target dates only (\*). DOH may amend the schedule at its discretion. Any change will be made by means of an amendment to this RFP and will be posted on the State Contracting Portal and DOH's Web Page.

- RFP Released: June 17, 2020
- Letter of Intent Due: N/A
- Deadline for Questions: June 22, 2020
- Answers Released: June 25, 2020
- Proposals Due: July 1, 2020
- (\*) Start of Contract: July 15, 2020

**7. Letter of Intent.** A Letter of Intent (LOI) is not required by this RFP.

**8. Inquiry Procedures.** All questions regarding this RFP or DOH's procurement process must be directed, in writing, 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 determined by DOH to be material to this procurement and received before the deadline will be answered. At its discretion, DOH may or may not respond to questions received after the deadline. DOH may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment to this RFP. If in DOH's determination 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. DOH will release the answers to the questions on the date(s) established in the Procurement Schedule. DOH will publish any and all amendments to this RFP on the State Contracting Portal and on DOH's Web Page.

**9. Submission 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: Wednesday July 1, 2020
- Time: 3:00 pm, Eastern Standard Time

Faxed or paper proposals will not be evaluated. Proposals received after the due date and time may be accepted by DOH as a clerical function, but such late proposals will be evaluated for consideration under this RFP only at the discretion of DOH.

An acceptable submission must include the following:

- One (1) electronic copy emailed to [steve.dilella@ct.gov](mailto:steve.dilella@ct.gov) with the subject line *ESG Eviction Prevention Application\_ [organizations name]*. All materials must be in Microsoft Word, Excel or PDF.

**10. Multiple Proposals.** Multiple proposals from one organization will not be accepted.

**11. 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. 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 sufficient to justify an exemption of the information from release under the FOIA. The explanation 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). Acceptance of a proposal by DOH where such proposal contains such confidentiality requests is not an agreement that such material is confidential or exempt from disclosure. DOH reserves the right to make such determination. All applications submitted in response to this RFP are the sole property of the State and subject to the provisions of Connecticut's FOIA, CGS §1-200 et seq., which provides that public records and documents are subject to public access and copying unless specific exemptions to disclosure exist. If an applicant believes that portions of its application are exempt from disclosure, the applicant should mark the specific portions as confidential. Acceptance of an application by DOH that contains such reservations is not an agreement that the material is confidential or exempt from disclosure

**12. Conflict of Interest - Disclosure Statement.** Proposers must include 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. DOH 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."*

#### ■ D. PROPOSAL FORMAT

- 1. Required Outline.** All proposals must follow the required outline presented in Section IV – Proposal Outline. Submissions that fail to follow the required outline may 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, which is embedded in this section as a hyperlink.
- 3. Table of Contents.** All proposals must include a Table of Contents that conforms to the required proposal outline. (See Section IV.)
- 4. Executive Summary.** Proposals must include a high-level summary, not exceeding two (2) pages, of the main proposal and cost proposal. The Executive Summary shall include: a) the respondent's minimum of two (2) years of demonstrated experience; and (b) summary of the provision of services and financial assistance.
- 5. Attachments.** Attachments other than the required Appendices or Forms identified in Section IV 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 may result in disqualification.

#### ■ E. EVALUATION OF PROPOSALS

- 1. Evaluation Process.** It is the intent of DOH 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, DOH will conform to DOH's written procedures for POS 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).
- 2. Screening Committee.** DOH will designate a Screening Committee to evaluate proposals submitted in response to this RFP. The contents of all submitted proposals, including any confidential information, will be shared with the Screening Committee. Attempts by any proposer (or representative of any proposer) to

contact or influence any member of the Screening Committee may result in disqualification of the proposer.

- 3. Submission Requirements.** All proposals must comply with the requirements specified in this RFP. Proposals that fail to follow instructions or satisfy these submission requirements may, at the discretion of DOH, be rejected without further review.
- 4. Evaluation Criteria.** Proposals that comply with the requirements specified in this RFP will be evaluated according to the established criteria. The criteria are the objective standards that the Screening Committee will use to evaluate the merits of the proposals. Only the criteria listed below will be used to evaluate proposals.
  - Proposed Program Description
  - Organizational Capacity
  - Staffing Plan
  - Data/Quality Assurance Requirements
  - Financial Profile
  - Budget and Budget Narrative
  - Appendices

Note:

As part of its evaluation of the Staffing Plan, the Screening Committee will consider the respondent'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 Screening Committee will submit the rankings of all proposals to DOH's Commissioner. The final selection of a successful proposer is at the discretion of DOH's Commissioner. Any proposer selected will be so notified and awarded an opportunity to negotiate a contract with DOH. Proposers will not be allowed to negotiate for a higher amount of funds or a higher administrative/overhead percentage than that submitted in the proposed budget. Such negotiations may, but will not automatically, result in a contract. Pursuant to Governor M. Jodi Rell's Executive Order No. 3, any resulting contract will be posted on the State Contracting Portal. The Screening Committee may select as few or as many proposals needed to ensure the population is being served in all areas of the state. All unsuccessful proposers will be notified by e-mail or U.S. mail, at DOH's discretion, about the outcome of the evaluation and proposer selection process.
- 6. Debriefing.** After receiving notification from DOH, any proposer may contact the Official Contact and request a debriefing of the procurement process and its proposal. If proposers still have questions after receiving this information, they may contact the Official Contact and request a meeting with DOH to discuss the procurement process. DOH shall schedule and conduct debriefing meetings that have been properly requested promptly following DOH's receipt of a request. The debriefing meeting will not include comparisons of any proposal with other proposals, nor will the identity of the evaluators be released. The debriefing process may not be used to change, alter or modify the outcome of a competitive procurement. More detailed information about requesting a debriefing may be obtained from the Official Contact.
- 7. Appeal Process.** Any time after the submission due date, but **not later than seven (7) days** after DOH notifies proposers about the outcome of a competitive

procurement, proposers may submit an appeal to DOH. The e-mail sent date will be considered "day one" of the seven (7) days. Proposers may appeal any aspect of DOH's competitive procurement; however, such appeal must be in writing and must set forth facts or evidence in sufficient and convincing detail for DOH to determine whether during any aspect of the competitive procurement there was a failure to comply with the State's statutes, regulations or standards concerning competitive procurement or the provisions of this RFP. Any such appeal must be submitted to DOH's Commissioner with a copy to the Official Contact. The proposer must include the basis for the appeal and the remedy requested. The filing of an appeal shall not be deemed sufficient reason for DOH 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. Contest of Solicitation or Award.** Pursuant to C.G.S. Section 4e-36, "Any bidder or proposer on a state contract may contest the solicitation or award of a contract to a subcommittee of the State Contracting Standards Board..." More detailed information is available on the State Contracting Standards Board web site at <http://www.ct.gov/scsb/site/default.asp>.
- 9. Contract Execution.** Any contract developed and executed as a result of this RFP is subject to DOH's contracting procedures, which may include approval by the OAG.
- 10. Reservations.** DOH reserves the right to amend or cancel this RFP, to modify or waive any requirement, condition or other term set forth in this RFP, to request additional information at any time from one or more applicants, to select any number of applications submitted in response to this RFP, or to reject any or all such applications, in each case at DOH's sole discretion. DOH may exercise the foregoing rights at any time without notice and without liability to any applicant or any other party. Applications submitted in response to this RFP shall be prepared at the sole expense of the applicant and shall not obligate DOH to procure any of the services described therein or herein from any applicant. DOH shall not be obligated to any applicant until a final written agreement has been executed by all necessary parties thereto and all applicable approvals have been obtained.

## II. 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 DOH 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.

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/site/default.asp>

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.

Part I of the standard contract may be amended by means of a written instrument signed by DOH, 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 OPM 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. DOH 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, DOH 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 DOH 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 DOH 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.** DOH 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, DOH may request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by DOH, 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 DOH. DOH may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, oral presentation or other supplemental information will be at a time selected and in a place provided by DOH. At its sole discretion, DOH 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 DOH, 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. DOH 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, DOH 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 DOH 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 DOH 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 DOH 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 DOH.
- 2. Amending or Canceling RFP.** DOH reserves the right to amend or cancel this RFP on any date and at any time, if DOH 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, DOH may reopen the procurement process, if it is determined to be in the best interests of the State.
- 4. Award and Rejection of Proposals.** DOH reserves the right to award in part and/or to reject any and all proposals in whole or in part, for any reason or for no reason. Without limiting the generality of the foregoing, DOH may waive or modify any requirement, condition or other term set forth in the RFP if in its judgment the best interests of the State will be served. DOH reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time or otherwise not in conformity with the submission requirements set forth in this RFP.
- 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.** DOH reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. DOH further reserves the right to contract with one or more proposer for such services. After reviewing the scored criteria, DOH may seek Best and Final Offers (BFO) on cost from proposers. DOH may set parameters on any BFOs received.
- 7. Clerical Errors in Award.** DOH 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 DOH is the sole funder of a purchased service, DOH reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. DOH also reserves the right to approve replacements for key personnel who have terminated employment. DOH 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 DOH.

#### ■ 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 insure 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.** Proposals for State contracts with a value of \$50,000 or more in a calendar or fiscal year, excluding leases and licensing agreements of any value, shall require a consulting agreement affidavit attesting to whether any consulting agreement has been entered into in connection with the proposal. As used herein "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 contract. Consulting agreement does not include any agreements entered into with a consultant who is registered under the provisions of C.G.S. Chapter 10 as of the date such affidavit is submitted in accordance with the provisions of C.G.S. § 4a-81. The proposer may upload the Consulting Agreement Affidavit (OPM Ethics Form 5) through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division, and DOH will review said document online. The [DAS guide to uploading affidavits and nondiscrimination forms online](#) is embedded in this RFP as a hyperlink.

IMPORTANT NOTE: A proposer must complete and submit OPM Ethics Form 5 by the due date and time for proposals in response to this RFP.

**4. Gift and Campaign Contributions, C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell's Executive Orders No. 1, Para. 8 and No. 7C, Para. 10; C.G.S. § 9-612(g) (2).** If a proposer is awarded an opportunity to negotiate a contract with an anticipated value of \$50,000 or more in a calendar or fiscal year, the proposer must fully disclose any gifts or lawful contributions made to campaigns of candidates for statewide public office or the General Assembly. Municipalities and CT State agencies are exempt from this requirement. The successful proposer may upload the Gift and Campaign Contributions Certification (OPM Ethics Form 1) through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division, and DOH will review said document online. The [DAS guide to uploading affidavits and nondiscrimination forms online](#) is embedded in this RFP as a hyperlink.

IMPORTANT NOTE: The successful proposer must complete and submit OPM Ethics Form 1 prior to contract execution.

**5. Nondiscrimination Certification, C.G.S. §§ 4a-60(a) (1) and 4a-60a (a) (1).** If a proposer is awarded an opportunity to negotiate a contract, the proposer must provide DOH with *written representation* or *documentation* that certifies the proposer complies with the State's nondiscrimination agreements and warranties. A 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 successful proposer may upload the Nondiscrimination Certification through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division, and DOH will review said document online. The [DAS guide to uploading affidavits and nondiscrimination forms online](#) is embedded in this RFP as a hyperlink.

IMPORTANT NOTE: The successful proposer must complete and submit the appropriate nondiscrimination certification form prior to contract execution.

### III. PROGRAM INFORMATION

#### ■ A. DEPARTMENT OVERVIEW

DOH strengthens and revitalizes communities by promoting affordable housing opportunities. DOH seeks to eliminate homelessness and to catalyze the creation and preservation of quality, affordable housing to meet the needs of all individuals and families statewide to ensure that Connecticut continues to be a great place to live and work.

DOH works in concert with municipal leaders, public agencies, community groups, local housing authorities, and other housing developers in the planning and development of affordable homeownership and rental housing units, the preservation of existing multi-family housing developments, community revitalization and financial and other support for our most vulnerable residents through our funding and technical support programs. As the State's lead agency for all matters relating to housing, DOH provides leadership for all aspects of policy and planning relating to the development, redevelopment, preservation, maintenance and improvement of housing serving very low, low, and moderate income individuals and families. DOH is also responsible for overseeing compliance with applicable statutes, regulations and financial assistance agreements for funded activities through long-term program compliance monitoring.

#### **Department Mission**

The Department of Housing's mission is to ensure everyone has access to quality housing opportunities and options throughout the State of Connecticut.

#### ■ B. PROGRAM OVERVIEW:

Program Title: Connecticut ESG-CV Eviction Prevention Program

1. Program Description: The Department is requesting proposals from qualified organizations to establish and implement a statewide homeless prevention program in Connecticut to assist very low-income individuals and families facing eviction who would become literally homeless without this assistance. Program proposals should include a combination of eligible services to assist participants with preventing eviction from their current rental unit and with addressing underlying causes of housing instability. Proposals should also include the provision of "just enough" rental assistance and other eligible financial assistance, as necessary.

#### 2. Eligible service costs include:

##### (a) Housing Stability Case Management:

The costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability including:

- Using the centralized or coordinated assessment system to evaluate individuals and families applying for or receiving homelessness prevention assistance;

- Conduct the initial evaluation, including verifying and documenting eligibility, for individuals and families applying for homelessness prevention or rapid re-housing assistance;
- Counseling
- Developing, securing and coordinating services including Federal, state, and local benefits
- Monitoring and evaluating program participant progress
- Providing information and referrals to other providers
- Developing an individualized housing and service plan
- Conducting re-evaluations

(b) Housing Services:

Services or activities necessary to assist program participants in retaining suitable permanent housing, include the following:

- Outreach to and negotiation with landlords
- Assistance with understanding lease
- Assessment of housing for compliance with ESG requirements for habitability, lead-based paint, and rent reasonableness.
- Tenant counseling

(c) Mediation:

The costs of mediation between the program participant and the owner or person(s) with whom the program participant is living, to prevent the program participant from losing permanent housing in which they currently reside.

(d) Legal Services:

The costs of legal advice and representation by attorneys licensed and in good standing with the bar association of the State in which the services are provided and are provided by persons under the supervision of a licensed attorney, that are necessary to resolve a legal problem that interferes with the program participant's ability to obtain or maintain permanent housing, including:

- Hourly fees for legal advice and representation
- Fees based on the actual service performed (i.e., fee for service), but only if the cost would be less than the cost of hourly fees
- Client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling
- Filing fees and other necessary court costs
- Subrecipient's employees' salaries and other costs necessary to perform the services, if the subrecipient is a legal services provider and performs the services itself
- The costs of providing services necessary to resolve a legal problem that prevents a participant from obtaining or maintaining permanent housing including legal representation and advice for the following matters:
  - Landlord/tenant matters
  - Child support
  - Guardianship
  - Paternity
  - Emancipation
  - Legal separation
  - Resolution of outstanding criminal warrants
  - Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking
  - Appeal of veterans and public benefit claim denials

(e) Credit Repair:

The costs of services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal report, and resolving personal credit problems. This assistance does not include the payment or modification of a debt.

**3. Eligible financial assistance costs include:**

- (a) Rental Assistance: rental assistance and rental arrears (a one-time payment for up to 3 months of rent in arrears, including any late fees on those arrears)
- (b) Financial Assistance: security and utility deposits, utility payments and utility arrears

**4. Eligible program participants:**

An individual or family at risk of eviction and homelessness who:

- Has an annual household income below 50 percent of median family income for the area, as determined by HUD;
- Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from becoming literally homeless\*; and
- Has been notified in writing that their right to occupy their current rental housing will be terminated within 21 days after the date of application for assistance. An eviction notice prepared by the landlord or a demand notice must effectively terminate a household's right to occupy the unit within 21 days.

\* "Literally homeless" means living in an emergency shelter or another place described in paragraph (1) of the "homeless" definition.

**5. Federal compliance:**

The Connecticut ESG-CV Eviction Prevention Program is funded through the Department's supplemental allocation of HUD Emergency Solutions Grants – Coronavirus funds under the CARES Act. The selected proposer will be primarily responsible for ensuring the eviction prevention program complies with ESG requirements under the ESG Program Interim Rule, available at <https://www.govinfo.gov/content/pkg/CFR-2018-title24-vol3/xml/CFR-2018-title24-vol3-part576.xml#seqnum576.409>, and any subsequent HUD ESG regulatory waivers. Provision of services or financial assistance cannot be provided to assist a program participant remain in housing that does not meet habitability or housing quality standards.

**6. Establish and implement policies and procedures:**

The selected proposer must draft written policies and procedures and corresponding forms, subject to DOH approval, for administering the program in compliance with ESG requirements. This includes, but is not limited to, standard policies and procedures for: evaluating and re-evaluating program eligibility; determining and prioritizing provision of assistance; determining the amount of rental assistance a program participant may receive; administering rental assistance; adhering to Fair Market Rent, rent reasonableness, lead-based paint, and lease requirements; conducting habitability or housing quality standards inspections; terminating program assistance; the type, amount and duration of housing stabilization and other services each participant may receive, such as a maximum amount of assistance, maximum number of months a participant receives assistance, or maximum number of times the program participant may receive assistance.

## 7. **Participation in HMIS:**

The selected proposer must ensure that data on all persons served and all activities under this program are entered into HMIS in accordance with HUD's standards on participation, data collection, and reporting. All HMIS data must be current with data quality and completeness at 95% or more. If the contractor/subcontractor is a victim service provider or a legal services provider, it may use a comparable database that collects client-level data over time (*i.e.*, longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HMIS

## 8. **Administrative Costs:**

Up to 7.5 percent of the contract amount can be used for Administrative activities. These include general management, oversight/monitoring, and coordination; reporting on the program; the costs of providing training on ESG requirements and attending HUD-sponsored ESG trainings. Administrative costs should be reasonable and limited to costs necessary to ensure compliance and the success of the program.

### ■ **C. MAIN PROPOSAL COMPONENTS**

- A. Program Description: Provide a detailed description of proposed program, including:
- 1) Project Overview: What services and targeted financial/rental assistance will be provided to clients to assist them with preventing eviction and addressing their underlying causes of housing instability;
  - 2) CAN geographic distribution: How services and funding will be available to households in each CAN region (what is the division of resources for each CAN region and how was this decided);
  - 3) Households to be served: The anticipated number of households that will be served;
  - 4) Outreach/intake: How will you outreach to potential clients and the process for determining client eligibility for services and financial assistance;
  - 5) Proposed Prioritization: How your program will work with partners in each CAN regarding waitlist and prioritization of clients if there is more demand than capacity to serve;
  - 6) Federal compliance: How will you ensure your program meets federal requirements;
  - 7) Training: What training will be provided to staff and subcontractors as applicable;
  - 8) Timeline: Anticipated project start-up timeline for rapidly establishing policies and procedures, drafting applicable program forms, subcontracting with other eligible organizations as necessary, hiring staff, and implementing the program.
- B. Organizational Capability:
- 1) Organization details: Give a brief overview of your organization. Describe how your organization meets the two year experience threshold and your organization's experience in performing activities similar to the activities that

such organization is proposing to perform in response to this RFP. Describe ability to manage public (city, state, and/or federal) grants/contracts. Summarize ability to lead a collaborative project and coordinate and monitor multiple parties' performance of services.

- 2) Subcontractors: Will potential subcontractors be utilized? If so, what will be their role(s) and what previous experience requirements will be used in selecting subcontractors?
- 3) Community partnerships: What other community partnerships will be utilized?

C. Staffing:

- 1) Key Personnel: Provide the names and titles of proposed personnel key to the success of the proposed program and the hours and percentages of time dedicated to this project. Describe how your staffing will successfully meet this RFP's requirements in light of any other obligations this staff have to any other entity or program activity.
- 2) Staff-to-Client Ratio: Describe the support staff (case manager) to client ratio proposed for the program and the rationale used to arrive at that ratio. NOTE: There is no pre-set ratio determined by DOH.

D. Data and Technology Requirements:

Describe your capacity to collect client level data and your ability to adhere to Data Quality and Performance Management Standards set by the CT Homeless Management Information System (HMIS) Steering Committee using the HMIS used in CT (CASEWORTHY), or your willingness to implement such data collection standards.

E. Quality Assurance:

- 1) Quality Assurance Process: Describe your organization's internal quality assurance process and its impact upon program operation. How will this quality assurance extend to subcontractors? Describe your client satisfaction process.
- 2) Contract compliance: State any deficiencies identified in recent annual program audits, monitoring or corrective action plans and, if applicable, detail what steps you have taken on completing any recommendations.

F. Cost Proposal Component:

- 1) Audited Financial Statements: The proposer shall provide audited financial statements for each of the last two fiscal years. If audited financial statements for each of the last two fiscal years are not available, the proposer shall provide comparable statements that will document the proposer's financial position and include an explanation of the reason for submitting such documents rather than audited financial statements. Audited Financial Statements do not count toward the total page limit of the proposal.
- 2) Financial Management Procedures: The proposer shall submit the proposer's written financial management procedures that include policies/procedures for: (i) managing and tracking cash receipts/disbursements; (ii) budgeting; (iii) procurement; (iv) reconciling expenditures; (v) separation of duties/functions and (vi) payroll.
- 3) Financial Capacity: Describe the organization's financial capacity to properly isolate income and expenditures related to the services provided in connection with this RFP. Discuss the internal controls used to ensure the

safeguarding of funds to ensure that a thorough record of expenditures can be provided for purposes of an audit.

- 4) Mixed Funding: If proposer is utilizing staff who will be paid from one or more funding sources other than DOH in connection with this RFP, proposer must document how staff time for this program will be tracked.

G. Budget Requirements:

Cost Standards: All proposed costs are subject to federal cost policy guidance and the standards developed by the State Office of Policy and Management for determining the cost of contracts, grants, and other agreements with organizations that receive funding from the State. In the event of any inconsistency, the federal cost policy guidance shall supersede the OPM cost standards. The applicable federal cost policy guidance is available at [OMB Circular A-133](#), [OMB Circular A-122](#), and Office of Community Services Information Memorandum, [Transmittal No. 02-2008](#). Be advised that the cost proposal is subject to revision prior to contract execution in order to ensure compliance with the OPM cost standards and federal cost policy guidance. More information about the cost standards is available on OPM's web site: [Cost Standards](#).

- 1) Budget: **A responsive proposal shall include** a line item budget that depicts the allowable costs associated with the program, utilizing the [Budget Form](#) that is embedded in this section as a hyperlink. All pages should be submitted and, as they are forms, are not included in the page limit. Start-up costs should be minimal and prudent; proposals will be competitively scored on financial feasibility.
- 2) Budget Narrative: **A responsive proposal shall detail** how costs included in the line item budget were calculated. Either Microsoft Office Word or Excel format is acceptable.

Note 1: DOH reserves the right to fund portions of a proposed budget and/or require adjustments to the project or budget.

Note 2: DOH reserves the right to consider all factors including cost in the final selection of a successful respondent. The opportunity to negotiate a contract with DOH will not be awarded based on cost alone.

**IV. PROPOSAL OUTLINE**

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