

PROCUREMENT NOTICE

Department of Public Health

Public Health Initiatives Branch

Community, Family Health, and Prevention Section
Nutrition, Physical Activity and Obesity Prevention Program

LEGAL NOTICE

Request for Proposal (RFP)

RFP #2020-0122 *The Preschool, Families and Community Project*

The State of Connecticut, Department of Public Health (DPH or the Department), is seeking proposals to select an applicant who will work with the DPH to implement and coordinate components of the DPH's Supplemental Nutrition Assistance Program-Education (SNAP-Ed) State Plan to perform the Preschool, Families, and Community Project activities in delivering nutrition education and obesity prevention services to participants who are SNAP eligible. The DPH will provide oversight, guidance, training, and technical assistance to the selected applicant to ensure that all activities meet U.S. Department of Agriculture requirements and are aligned to national best practices, evidence-based interventions, and DPH initiatives. An anticipated total of up to \$1,264,000 of federal funding is expected to be available to support the project. Funding is estimated to be for a four year period beginning approximately October 1, 2020 through September 30, 2024, **subject to the availability of funds and satisfactory program performance.**

The RFP is available in electronic format on the State Contracting Portal at https://biznet.ct.gov/SCP_Search/ or from the Department's Official Contact:

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Community, Family Health and Prevention Section
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The RFP is also available on the Department's website at <http://www.ct.gov/dph/rfp>. A printed copy of the RFP can be obtained from the Official Contact upon request.

Deadline for submission of proposals is June 10, 2020 at 3:00 p.m.

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I. GENERAL INFORMATION

■ A. INTRODUCTION

- 1. RFP Name or Number.** The Preschool, Families, and Community Project, DPH RFP Log #2020-0122.
- 2. Summary.** The State of Connecticut, Department of Public Health (DPH or the Department), is seeking proposals to select an applicant who will work with the DPH to implement and coordinate components of the DPH's Supplemental Nutrition Assistance Program-Education (SNAP-Ed) State Plan to perform the Preschool, Families, and Community Project activities in delivering nutrition education and obesity prevention services to participants who are SNAP eligible. The DPH will provide oversight, guidance, training, and technical assistance to the selected applicant to ensure that all activities meet U.S. Department of Agriculture requirements and are aligned to national best practices, evidence-based interventions, and DPH initiatives. An anticipated total of up to \$1,264,000 of federal funding is expected to be available to support the project. Funding is estimated to be for a four year period beginning approximately October 1, 2020 through September 30, 2024, subject to the availability of funds and satisfactory program performance.
- 3. Commodity Codes.** The services that the Department wishes to procure through this RFP are as follows:
 - 0600: Services (Professional, Support, Consulting and Misc. Services)
 - 1000: Healthcare Services
 - 2000: Community and Social Services
 - 3000: Education and Training Services

■ B. ABBREVIATIONS / ACRONYMS / DEFINITIONS

BFO	Best and Final Offer
C.G.S.	Connecticut General Statutes
CHRO	Commission on Human Rights and Opportunity (CT)
CT	Connecticut
DAS	Department of Administrative Services (CT)
DPH	Department of Public Health (CT)
ECE	Early Childhood Education
ESBA	Eating Smart • Being Active
FOIA	Freedom of Information Act (CT)
HS	Head Start
IRS	Internal Revenue Service (US)
LOI	Letter of Intent
NES	Nutrition Education Session
NEW	Nutrition Education Workshop
NPAO	Nutrition, Physical Activity and Obesity Prevention Program
OAG	Office of the Attorney General
OPM	Office of Policy and Management (CT)
OSC	Office of the State Comptroller (CT)
POS	Purchase of Service
PSA	Personal Services Agreement
PSE	Policy, Systems, and Environmental (change)
P.A.	Public Act (CT)

RFP Request For Proposal
SEEC State Elections Enforcement Commission (CT)
SR School Readiness
U.S. United States

- *2015-2020 Dietary Guidelines for Americans*: a set of standards issued by the U.S. Department of Agriculture and intended for policymakers and health professionals which emphasizes the importance of creating a healthy eating pattern to maintain health and reduce the risk of disease.
- *community*: a group of people who share some or all of the following characteristics: sociodemographic, geographic boundaries, sense of membership, culture, language, common norms, and interests.
- *community group*: an alliance of stakeholders which may include individuals or local, state, or national representatives from community-based, private, public, or academic organizations.
- *community sites*: an area where community members go for a variety of activities, which may include, but is not limited to, parks, stadiums, and buildings where community organizations meet.
- *contractor*: a private provider organization, CT State agency, or municipality that enters into a POS contract with the Department as a result of this RFP.
- *direct education*: evidence-based interventions where a participant is actively engaged in the learning process with an educator and/or interactive media.
- *early care and education (ECE) programs*: organizations or entities that provide care and education, regardless of funding source, for children from birth to kindergarten entry, including, but not limited to, programs operated by child care centers and in family child care homes; preschool programs; Early Head Start and Head Start programs; school readiness programs; and non-relative child care providers.
- *outreach*: the provision of education and/or information to populations about a specific topic or set of topics to raise awareness about those topics.
- *policy, systems, and environmental change approaches*: multi-level strategies which seek to go beyond programming and into the systems that create the structures in which we live, work, play, pray, and learn. These approaches often go hand-in-hand to reach larger populations for sustainable impacts.
- *proposer or applicant*: a private provider organization, CT State agency, or municipality that has submitted a proposal to the Department in response to this RFP.
- *prospective proposer*: a private provider organization, CT State agency, or municipality that may submit a proposal to the Department in response to this RFP, but has not yet done so.
- *stakeholders*: individuals with interest or concern in something, or who may be impacted by a program or service being offered.

- *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 the Department as a result of this RFP.
- *technical assistance*: the provision of advice, information, expertise, education, or similar support to a person or organization to build capacity and support for successful implementation of a project or initiative.
- *U.S. Department of Agriculture (USDA)*: a federal agency responsible for developing and executing federal laws related to farming, forestry, and food.

■ C. INSTRUCTIONS

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

Name: Nadine Tulloch
 Address: Department of Public Health
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 Hartford, CT 06134-0308
 Phone: (860) 509-8309
 Fax: (860) 509-7854
 E-Mail: Nadine.Tulloch@ct.gov

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

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

- Department's RFP Web Page
<http://www.ct.gov/dph/rfp>
- State Contracting Portal
https://biznet.ct.gov/SCP_Search/

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 addendums 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 the Department. The Department anticipates the following:

- Total Funding Available: \$1,264,000; \$316,000 per year
- Number of Awards: One (1)
- Contract Cost: To be negotiated with successful proposers
- Contract Term: Four (4) years

4. Eligibility. Private provider organizations (defined as nonstate entities that are either nonprofit or proprietary corporations or partnerships), CT State agencies, and municipalities are eligible to submit proposals in response to this RFP. Individuals who are not a duly formed business 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:

- ☐ At least one qualified staff dedicated (at least 1.0 FTE minimum) to be the grant manager.
- ☐ A Nutrition Education Team to implement activities included in the proposal, consisting, at a minimum, of at least one staff qualified to implement the telephonic health coaching initiative and at least one staff who is fluent in English and Spanish to deliver direct education activities.
- ☐ Administration and organizational leadership support to implement the proposed project.
- ☐ Experience managing federally funded grants.
- ☐ Experience delivering health and human service or nutrition programs.

In addition, proposals will be screened for completeness and compliance with the requirements specified in the RFP. Applicants who fail to follow instructions or to include all required elements will be deemed incomplete and removed from further review. Applicants with long-standing, significant outstanding unresolved issues on current and prior year contracts with the DPH may be removed from consideration for additional funding.

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

- RFP Released: April 14, 2020
- Deadline for Questions: May 8, 2020
- Answers Released: May 15, 2020
- Letter of Intent Due: May 22, 2020
- Proposals Due: June 10, 2020
- (*) Proposer Selection: June 26, 2020
- (*) Start of Contract Negotiations: June 29, 2020
- (*) Start of Contract: October 1, 2020

7. Letter of Intent. A Letter of Intent (LOI) is strongly recommended, but not required by this RFP. The LOI is non-binding and does not obligate the sender to

submit a proposal. The LOI must be submitted to the Official Contact by e-mail by the deadline established in the Procurement Schedule. The LOI must clearly identify the sender, including name, postal address, telephone number, fax number, and e-mail address. **It is the sender's responsibility to confirm the Department's receipt of the LOI.**

8. Inquiry Procedures. All questions regarding this RFP or the Department's procurement process must be directed, in writing, to the Official Contact before the deadline specified in the Procurement Schedule. **Questions submitted via e-mail must indicate in the e-mail subject line: RFP #2020-0122.** The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline(s) will be answered. However, the Department will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the RFP or the procurement process will not be answered. At its discretion, the Department may or may not respond to questions received after the deadline. If this RFP requires a Letter of Intent, the Department reserves the right to answer questions only from those who have submitted such a letter. The Department may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment to this RFP. If 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. The agency will release the answers to questions on the date(s) established in the Procurement Schedule. The Department will publish any and all amendments to this RFP on the State Contracting Portal and, if available, on the Department's RFP Web Page. At its discretion, the Department may distribute any amendments to this RFP to prospective proposers who submitted a Letter of Intent.

9. RFP Conference. An RFP conference **will not** be held to answer questions from prospective proposers.

10. Proposal Due 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: June 10, 2020
- Time: 3:00 p.m.

Faxed or email-only proposals will not be evaluated. When hand-delivering proposals by courier or in person, allow extra time due to building security procedures. The Department will not accept a postmark date as the basis for meeting the submission due date and time. Proposals received after the due date and time may be accepted by DPH as a clerical function, but late proposals will not be evaluated. At the discretion of the Department, late proposals may be destroyed or retained for pick up by the submitters.

An acceptable submission must include the following:

- one (1) original proposal;
- three (3) conforming copies of the original proposal; and
- one (1) conforming electronic copy of the original proposal email to the Official Contact.

The original proposal must carry original signatures and be clearly marked on the cover as "Original." Unsigned proposals will not be evaluated. The

original proposal and each conforming copy of the proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee. The electronic copy of the proposal must be compatible with **Microsoft Office Word 2013**. For the electronic copy, required forms and appendices may be scanned and submitted in Portable Document Format (PDF) or similar file format.

11. Multiple Proposals. The submission of multiple proposals is not an option with this procurement.

12. 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 and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale 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).

13. 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. The Department 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. Proposals that fail to follow the required outline will 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 provided by DPH in Section V. A. Attachments. *Legal Name* is defined as the name of private provider organization, CT State agency, or municipality submitting the proposal.

Contact Person is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal.

Authorized Official is defined as the individual empowered to submit a binding offer on behalf of the proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.

- 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. This summary is not included in the narrative page limit.
- 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 will result in disqualification.
- 6. Style Requirements.** Submitted proposals must conform to the following specifications:
 - Binding Type: Unbound, but fastened with binder or paper clips
 - Dividers: None specified
 - Paper Size: 8.5" x 11"
 - Page Limit: Maximum of 30 pages (fifteen 2-sided sheets) narrative limit which does not include the Executive Summary (two page maximum, one 2-sided sheet), the Work Plan (four page maximum, two 2-sided sheets), and the budget narrative and required forms and attachments and forms (no maximum page limit).
 - Print Style: 2-sided
 - Font Size: 12 point type
 - Font Type: Times New Roman, Arial, or Verdana
 - Margins: 0.5" top, bottom, left and right margins
 - Line Spacing: 1.5 line spacing
- 7. Pagination.** The applicant's name (e.g., agency or organization name) must be displayed in the header of each page. All pages, including the required Appendices and Forms, must be numbered in the footer.
- 8. Packaging and Labeling Requirements.** All proposals must be submitted in sealed envelopes or packages and be addressed to the Official Contact. The Legal Name and Address of the proposer must appear in the upper left corner of the envelope or package. The RFP Name or Number must be clearly displayed on the envelope or package. Any received proposal that does not conform to these packaging or labeling instructions will be opened as general mail. Such a proposal may be accepted by DPH as a clerical function, but it will not be evaluated. At the discretion of the Department, such a proposal may be destroyed or retained for pick up by the submitters.

■ E. EVALUATION OF PROPOSALS

- 1. Evaluation Process.** It is the intent of the Department 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, the Department will conform with its 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.** The Department 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. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. 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. Minimum Submission Requirements.** All proposals must comply with the requirements specified in this RFP. To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Proposal Format requirements; (3) follow the required Proposal Outline; and (4) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Department will reject any proposal that deviates significantly from the requirements of this RFP.
- 4. Evaluation Criteria (and Weights).** Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Screening Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The criteria are weighted according to their relative importance. The weights are disclosed below.
 - Applicant Organizational Requirements and Profile: (10)
 - Service Requirements-Scope of Services (30)
 - Staffing Requirements-Staffing Plan (20) *see note*
 - Data and Technology Requirements (5)
 - Work Plan (10)
 - Appendices and Forms (5)
 - Financial Requirements – Profile (5)
 - Budget Requirements–Budget and Budget Narrative (15)

Note:

As part of its evaluation of the Staffing Plan, the Screening Committee will consider the proposer'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 the Department head. The final selection of a successful proposer is at the discretion of the Department head. Any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the Department. 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. All unsuccessful

proposers will be notified by e-mail or U.S. mail, at the Department's discretion, about the outcome of the evaluation and proposer selection process.

- 6. Contract Execution.** Any contract developed and executed as a result of this RFP is subject to the Department's contracting procedures, which may include approval by the Office of the Attorney General.

II. MANDATORY PROVISIONS

■ A. PERSONAL SERVICES AGREEMENT (PSA)

By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with the following applicable provisions:

A standard template for Personal Services Agreements is maintained by the Department and will include the scope of services, contract performance, reports, terms of payment, budget, and other program-specific provisions of any resulting PSA. The template also includes mandatory terms and conditions.

Note:

Included in the standard template 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. If a proposer is awarded an opportunity to negotiate a contract with the Department and the resulting contract has an anticipated value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts has an anticipated value of \$100,000 or more, the proposer must inform the proposer's principals of the contents of the SEEC notice.

The PSA may be amended by means of a written instrument signed by the Department, the selected proposer (contractor), and, if required, the Office of Policy and Management 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. The Department 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, the Department 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 the Department 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 the Department 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.** The Department 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, the Department may request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by the Department, 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 the Department. The Department may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Department. At its sole discretion, the Department 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 the Department, 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. The Department 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, the Department 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 the Department 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 the Department 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 the Department 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 the Department.
- 2. Amending or Canceling RFP.** The Department reserves the right to amend or cancel this RFP on any date and at any time, if the Department 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, the Department may reopen the procurement process, if it is determined to be in the best interests of the State.
- 4. Award and Rejection of Proposals.** The Department reserves the right to award in part, to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Department may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Department reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.
- 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.** The Department reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Department further reserves the right to contract with one or more proposer for such services. After

reviewing the scored criteria, the Department may seek Best and Final Offers (BFO) on cost from proposers. The Department may set parameters on any BFOs received.

- 7. Clerical Errors in Award.** The Department 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 the Department is the sole funder of a purchased service, the Department reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The Department also reserves the right to approve replacements for key personnel who have terminated employment. The Department 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 the Department.

■ 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 include 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 Consulting Agreement Affidavit (OPM Ethics Form 5) is available on OPM's website at

http://www.ct.gov/opm/fin/ethics_forms

IMPORTANT NOTE: A proposer must complete and submit OPM Ethics Form 5 to the Department with the proposal.

- 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 gift and campaign contributions certification (OPM Ethics Form 1) is available on OPM's website at

http://www.ct.gov/opm/fin/ethics_forms

IMPORTANT NOTE: The successful proposer must complete and submit OPM Ethics Form 1 to the Department 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 the Department 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 nondiscrimination certification forms are available on OPM's website at http://www.ct.gov/opm/fin/nondiscrim_forms

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

III. PROGRAM INFORMATION

■ A. DEPARTMENT OVERVIEW

The Connecticut Department of Public Health (DPH) is the state's leader in public health policy and advocacy. The agency is the center of a comprehensive network of public health services, and, is a partner to local health departments for which it provides advocacy, training and certification, technical assistance, consultation and oversight. The agency is a source of accurate, up-to-date health information to the Governor, the Legislature, the federal government and local communities. This information is used to monitor the health status of Connecticut's residents, set health priorities and evaluate the effectiveness of health initiatives. The agency is a regulator focused on health outcomes, maintaining a balance between assuring quality and administrative burden on personnel, facilities and programs regulated. The DPH is a leader on the national scene through direct input to federal agencies and the United States Congress.

The mission of the DPH is to protect and improve the health and safety of the people of Connecticut (CT) by:

- Assuring the conditions in which people can be healthy;
- Preventing disease, injury, and disability; and
- Promoting the equal enjoyment of the highest attainable standard of health, which is a human right and a priority of the state.

In March 2017, the CT DPH was awarded the Public Health Accreditation by Public Health Accreditation Board (PHAB). National accreditation provides standards that health departments can seek to meet in order to ensure that they are continuously improving as they work to keep their communities healthy. Our accreditation will drive the Department to continuously improve the quality of our public health practice and their performance.

The DPH is committed to the elimination of health inequities. Racial and ethnic minorities and Connecticut's disadvantaged residents experience health inequities and therefore do not have the same opportunities as other groups to achieve healthy outcomes.

Within the DPH Public Health Initiatives Branch is the Community, Family Health and Prevention Section (CFHPS) that works to improve the health of the overall population across the lifespan, especially mothers, infants, children, adolescents and other vulnerable groups, by establishing opportunities that support healthy living habits through education, early detection, access to care and chronic disease prevention. The CFHPS is comprised of six (6) program units including the Chronic Disease Unit which houses the Nutrition, Physical Activity, and Obesity Prevention (NPAO) Program. The NPAO Program supports education and public health policies, system, and environmental change strategies aimed at reducing obesity by promoting healthy eating and active living for CT residents of all ages, with an emphasis on addressing health disparities.

■ B. PROGRAM OVERVIEW

Background

Obesity, poor nutrition, and physical inactivity are prevalent in CT. About 33% of adults, 12% of high school students, and 20% of low-income children are obese. Over one-third (36.0%) of CT children (<18 years) eat fast food two to three times per week, 39% drink soda or sugar-sweetened beverages (SSBs) on a daily basis, and 55% have over two hours of screen time (TV and computer) per day. Additionally,

35% of adults (18+ years) do not participate in leisure time physical activity, 61% eat less than one fruit per day, and 75% eat less than one vegetable per day.¹

Disparities exist in the prevalence of obesity, poor nutrition, and physical inactivity. For example, Black and Hispanic youth and adults are more likely to be obese compared with White youth and adults. CT adults with annual household incomes less than \$35,000 are less likely to participate in leisure time physical activity compared to adults with annual household incomes of \$75,000 or more. Additionally, geographic disparities exist, with adults in the state's urban centers experiencing the highest prevalence of obesity and physical inactivity. Addressing obesity and associated risk factors such as poor nutrition, physical inactivity, and low rates of breastfeeding duration and exclusivity requires a multi-faceted approach targeting CT's most vulnerable residents.

The Supplemental Nutrition Assistance Program (SNAP) is a federal program administered by the USDA's Food and Nutrition Service (FNS), which provides supplemental nutrition benefits for low-income individuals and families. The Supplemental Nutrition Assistance Program – Education (SNAP-Ed) teaches those receiving or eligible for SNAP about good nutrition, how to make their food dollars stretch further, and encourages physical activity. SNAP-Ed supports SNAP's role in addressing food insecurity and is central to SNAP's efforts to improve nutrition and prevent diet-related chronic disease and obesity among SNAP recipients. The goal of SNAP-Ed is to provide education and support to improve the likelihood that persons eligible for Connecticut SNAP will make healthy food choices and choose physically active lifestyles in accordance with the SNAP-Ed Federal Guidance, available at <https://snaped.fns.usda.gov/program-administration/guidance-and-templates>.

DPH is one of six agencies working with the Connecticut Department of Social Services tasked with implementation of the three-year Connecticut SNAP-Ed State Plan (State Plan), <https://portal.ct.gov/DSS/SNAP/SNAP-Nutrition-Ed/Related-Resources>. The State Plan incorporates the recommendations of the current Dietary Guidelines for Americans (DGA) and USDA's food guidance. DPH SNAP-Ed has been funded from October 2019 to September 2021 through DSS to implement the *Preschool, Families, and Community Project*, with the anticipation of future funding cycles.

The Preschool, Families, and Community Project

The DPH SNAP-Ed Preschool, Families and Community Project (the Project) is consistent with a variety of publications, expert recommendations, and National Public Health Priorities and Strategies including Healthy People 2020 (<https://www.healthypeople.gov/>). The Project has two components, Component 1: Preschool Children and Their Families, and Component 2: Adults/Families.

The Project's target audience is: 1) SNAP participants, 2) individuals eligible for SNAP or other means-tested federal assistance programs, or 3) low income individuals (individuals at or below 185% of the federal poverty line) residing in the following communities: Bridgeport, Hartford, New Haven and Waterbury as well as Bristol, Danbury, East Hartford, Meriden, New Britain, Norwalk, Norwich, Stamford, West Haven, Torrington, and Windham. Component 1 focuses on preschool children ages 3-5 years old and their families and Component 2 focuses on adults 18 years of age and older, including older adults, 60 years old and older.

¹ Zheng X. Stone, C.L. (2017). *Health Indicators and Risk Behaviors in Connecticut: Results of the 2015 Behavioral Risk Factor Surveillance Survey*. Hartford, CT: Connecticut Department of Public Health.

DPH SNAP-Ed employs a multi-pronged approach to synergistically reach the target audience within each project component and to contribute to the achievement of the Connecticut SNAP-Ed State Plan goals and objectives. This includes providing direct education to individuals and groups and implementing policy, systems, and environmental change approaches (PSEs) by collaborating with a variety of state and community partners to leverage resources, coordinate services, and reduce duplication of efforts.

Direct Education Services

1) Nutrition education workshops and sessions: DPH SNAP-Ed uses the *Eating Smart • Being Active* (ESBA) program curriculum, developed at Colorado State University and University of California at Davis,² for delivering nutrition education to low income adults and families. ESBA curriculum is implemented as either a nutrition education workshops (NEW) or a nutrition education sessions (NES), as described below. ESBA aligns with the USDA's *ChooseMyPlate*,³ the 2015-2020 Dietary Guidelines for Americans,⁴ the 2008 Physical Activity Guidelines for Americans,⁵ and the USDA FNS Core Nutrition Messages.⁶ Using the curriculum, educators provide SNAP-eligible preschool parents and adults with the knowledge and skills needed to choose healthy foods, keep foods safe to eat, increase their level of physical activity, and stretch their food resources, further increasing their level of food security.⁷ ESBA is designed to be taught by peer educators, but can be taught by professional staff, such as registered dietitians, or nutrition students. DPH SNAP-Ed collects evaluation data before and after NEW/NES to measure behavior change and knowledge gain.

Nutrition education workshops (NEW): The ESBA curriculum has nine core lessons, taught to small groups in 60-90 minute segments over a series of several weeks. The curriculum uses various modes of delivery and tailors lesson plans to individual population needs (ethnic, cultural, language and social economic status). Each lesson is interactive in nature and includes a food preparation activity, as allowed by the site, and all but one lesson includes a 10-15 minute physical activity segment led by an educator. DPH SNAP-Ed implements NEW as a series of at least four of the nine lessons at partner sites.

Nutrition education sessions (NES): The ESBA curriculum was adapted to include shorter sessions delivered in at least 20 minute segments in order to meet the needs of Connecticut's SNAP eligible population and the community partners served by DPH SNAP-Ed. NES are interactive in nature, delivered one topic at a time to individuals or small groups, and may include a food preparation activity.

Supplemental nutrition activities: Supplemental nutrition education print materials are distributed to participants to reinforce healthy messages. The materials are provided in both English and Spanish and are used to encourage fruit and vegetable consumption, implementation of the dietary guidelines, and to share USDA FNS Core Nutrition Messages. Nutrition education materials and healthy recipes from various reputable sources including ESBA and *ChooseMyPlate* are distributed.

² Eating Smart Being Active. Available at: <http://eatingsmartbeingactive.colostate.edu/wp-content/uploads/2016/11/program-implementers-guide-2016.pdf>. Accessed March 2, 2020.

³ ChooseMyPlate. Available at <https://www.choosemyplate.gov/>. Accessed March 2, 2020.

⁴ 2015-2020 Dietary Guidelines for Americans. Available at <https://health.gov/our-work/food-nutrition/2015-2020-dietary-guidelines>. Accessed March 2, 2020.

⁵ 2008 Physical Activity Guidelines for Americans. Available at <http://www.health.gov/paguidelines/guidelines/summary.aspx>. Accessed March 2, 2020.

⁶ FNS core messages. Available at <https://www.fns.usda.gov/core-nutrition/core-nutrition-messages>. Accessed March 2, 2020.

⁷ Eating Smart Being Active.

2) Telephonic Health Coaching: A health coaching initiative, developed by the Michigan Fitness Foundation⁸ and adopted for use by DPH SNAP-Ed, is delivered by phone to motivate individual participants to make positive behavior changes. SNAP eligible individuals are invited to participate in the health coaching initiative during NES/NEW or through partner networks. Each participant receives six weekly telephonic health coaching sessions that last between 20 and 30 minutes. Health coaches are professional staff with formal education and training in nutrition, motivational interviewing, and counseling. Although coaching sessions are participant-centered, key messages concentrate on healthy eating and physical activity as stated in the 2015-2020 Dietary Guidelines for Americans⁹ and the 2008 Physical Activity Guidelines for Americans.¹⁰ Telephonic health coaching having shown to improve health behaviors, self-efficacy and health status provides a cost effective method of access to this service.¹¹

Policy, Systems, and Environmental Change Initiatives

1) Coordinated Approach to Child Health (CATCH) Early Childhood (CEC): modeled after the nationally recognized CATCH Program (grades K-12), CEC is an obesity prevention intervention designed to increase physical activity and promote healthy eating in children ages 3-5. CEC is implemented by the staff in center-based ECE sites over the course of a school year and includes in-classroom lessons and facility-wide PSE approaches. ECE staff are given the information and tools they need to successfully implement CEC at their sites through hands-on training, supportive materials, and technical assistance.

2) Go Nutrition and Physical Activity Self-Assessment for Child Care (Go NAP SACC): an evidence-based PSE intervention, Go NAPSACC is designed to assist early care and education programs (ECEs) in establishing nutrition and physical activity practices and policies that align with the latest obesity prevention research and guidelines. The best practices are grouped into seven modules: Breastfeeding & Infant Feeding, Child Nutrition, Farm to ECE, Oral Health, Infant & Child Physical Activity, Outdoor Play & Learning, and Screen Time; Go NAP SACC targets ECE sites to ensure policies and practices help preschool children (0-5 years old) establish healthy habits for life. Go NAPSACC offers an evidence-based online platform that facilitates efficient delivery of the intervention by way of the following five critical elements: (1) an organizational self-assessment, (2) goal setting and action planning, (3) resources and materials to put plans into action, (4) technical assistance and consultation, and (5) follow-up and reinforcement.^{12, 13}

3) Breastfeeding Friendly Child Care Recognition Program: DPH SNAP-Ed, in collaboration with state partners, advances breastfeeding in its programming through

⁸ Coaching for Behavior Change Preliminary Evaluation Results from Year 1 (FY 2013). Available at: <http://www.leadershipthatworks.com/DocumentFiles/547.pdf>. Accessed March 2, 2020.

⁹ 2015-2020 Dietary Guidelines for Americans. Available at <https://health.gov/our-work/food-nutrition/2015-2020-dietary-guidelines>. Accessed March 2, 2020.

¹⁰ 2008 Physical Activity Guidelines for Americans. Available at <http://www.health.gov/paguidelines/guidelines/summary.aspx> Accessed March 2, 2020.

¹¹ Dennis SM, Harris M, Lloyd J, Davies GP, Faruqui N, Zwar N. Do people with existing chronic conditions benefit from telephone coaching? A rapid review. *Australian Health Review*. 2013; 37: 381-388.

¹² Center TRT Nutrition and Physical Activity Self-Assessment for Child Care (NAP SACC). UNC at Chapel Hill, Center for Health Promotion and Disease Prevention Division of Public Health, NC Department of Health and Human Services. 2014. Available at: http://www.centertrt.org/content/docs/Intervention_Documents/Intervention_Templates/NAPSACC_Template_Updated_April_2014.pdf Accessed 19 Jun. 2019.

¹³ Go Nutrition and Physical Activity Self-Assessment for Child Care (Go NAP SACC) 2016. SNAP-Ed Toolkit. Available at: <https://snapedtoolkit.org/> Accessed 19 Jun. 2019.

the promotion of a statewide Breastfeeding Friendly Child Care Recognition (BFCCR) program. The BFCCR program is based on evidence-based breastfeeding support strategies as recognized in the Surgeon General's Call to Action to Support Breastfeeding and the Centers for Disease Control and Prevention's (CDC) Strategies to Prevent Obesity and Other Chronic Diseases: The CDC Guide to Strategies to Support Breastfeeding Mothers and Babies. The BFCCR program aims to increase breastfeeding duration rates, community breastfeeding support, and compliance with state and federal lactation accommodation law in ECE sites by providing training, support, and resources to participating sites to achieve recognition.

4) GROW! Truck Collaboration: in partnership with the Connecticut Food Bank, founded in 1982 in New Haven, CT, the Connecticut Food Bank GROW! Up with Good Nutrition program, which includes the GROW! Truck, serves as a health food pantry on wheels to provide highly nutritious food for low-income families with children enrolled in ECE programs or elementary schools. Families participating in the program attend an NEW on healthy eating or financial literacy prior to boarding the GROW! Truck where they select healthy food items and receive information and recipes on how to prepare foods that may be unfamiliar to them. DPH SNAP-Ed has provided support to the GROW! Truck in providing direct education services and creating environmental supports for the participants to promote healthy choices, such as point of service signage with USDA FNS Core Messages.

Coordination with Partners

DPH SNAP-Ed expands the reach of direct education and PSE initiatives by coordinating with a network of partner organizations and participating in state and local coalitions, councils, and stakeholder groups such as the Connecticut Food Policy Council and local food policy councils, End Hunger Connecticut!, Food Share, the Connecticut Food Bank and local food banks/pantries, School Readiness and Head Start Advisory Committees, the Connecticut Office of Early Childhood, the UConn Rudd Center for Food Policy and Obesity, the Connecticut State Department of Education, the New England Head Start Training and Technical Assistance Network, Child Health and Development Institute, local health departments and districts, YMCAs, and Boys and Girls Clubs.

Performance Monitoring and Evaluation

DPH SNAP-Ed uses the FNS SNAP-Ed Evaluation Framework and the focused menu of evaluation indicators that align with SNAP-Ed guiding principles to monitor and evaluate the Project's performance. The indicators lend support to documenting changes resulting from multiple approaches for nutrition education and obesity prevention targeted to a low-income audience. A critical component of the SNAP-Ed Evaluation Framework is measuring partnerships with service providers, organizational leaders, and SNAP-Ed representatives in settings where people eat, learn, live, play, shop, and work.

DPH SNAP-Ed uses the following USDA [SNAP-Ed Evaluation Framework Indicators](#) to monitor and evaluate the Project's performance and impact:

Individual

Readiness & Capacity – Goals & Intentions – Short Term (ST)

- [ST1 \(Healthy Eating Goals and Intentions\)](#)
- [ST2 \(Food Resource Management Goals and Intentions\)](#)
- [ST3 \(Physical Activity and Reduce Sedentary Behavior Goals and Intentions\)](#)

Changes – Behavioral Changes – Medium Term (MT)

- [MT1 \(Healthy Eating Behavioral Changes\)](#)
- [MT2 \(Food Resource Management Behavioral Changes\)](#)
- [MT3 \(Physical Activity and Reduce Sedentary Behavioral Changes\)](#)

- [MT4 \(Food Safety Behavioral Changes\)](#)

Environmental Settings

Readiness & Capacity – Organizational Motivators – Short Term (ST)

- [ST7 \(Organizational Partnerships\)](#)

Changes – Organizational Adoption and Promotion – Medium Term (MT)

- [MT5 \(Nutrition Supports Adopted in Environmental Settings\)](#)
- [MT6 \(Physical Activity and Reduced Sedentary Behavior Supports\)](#)

Sectors of Influence

Readiness & Capacity – Multi-Sector Capacity – Short-Term (ST)

- [ST8 \(Multi-Sector Partnerships and Planning\)](#)

DPH is seeking one (1) organization to support implementation of the Project services outlined above. DPH will provide oversight, guidance, training, and technical assistance to the selected applicant to ensure that all activities and services meet USDA, DSS, and DPH requirements and are aligned to national best practices, evidence-based interventions, and DPH initiatives. **Applicants should not respond to the above, which is provided for contextual purposes. Applicants should respond to the requirements detailed further below.**

■ **C. MAIN PROPOSAL COMPONENTS (30 page maximum – fifteen 2-sided sheets, not including the Work Plan, Appendices and Forms, or the Cost Proposal Component)**

1. Applicant Organizational Requirements and Profile: (Weighted Value – 10 points)

a. Purpose, Mission, Vision, Values and History of Organization

The applicant must provide a brief overview of the history and structure of the organization. The applicant must explain how the proposal will fit into the organization's overall mission and meet the intent of this RFP.

b. Entity Type (Profit/Non-Profit, etc.) and Years of Operation

The applicant must indicate entity type and years of operation. Proposals will be accepted from public and private organizations, community-based agencies, CT State agencies and individuals that meet the eligibility requirements in Section I.C.4.

The proposal must contain a completed Cover Sheet, Contractor Information Form, and a signed Notification to Bidders Form, which are included in the attached Application Forms (See Section V.A). Provide the name, title, address, telephone, and fax number of staff persons responsible for the completion and submittal of:

- i. Contract and legal documents/forms;
- ii. Program progress reports; and
- iii. Financial expenditure reports.

Accurate information is needed by the Department concerning the applicant's legal status.

c. Current Range of Services

Describe the current range of services provided by the applicant organization that are relevant to this RFP and the target audience. Please describe the range of services only applicable to the proposed activities in this RFP.

d. Organization's Experience

The applicant must:

- Describe experience in implementing and overseeing operation of a nutrition education and/or obesity prevention program.
- Describe agency organizational structure and staff capacity to provide program leadership, management, and oversight of proposed activities.
- Describe experience coordinating, conducting, implementing, or facilitating activities designed to improve nutrition and promote healthy eating habits and a physically active lifestyle. Be specific about the applicant's role in the activities, any collaborating partners, and successes and challenges.
- Describe experience providing culturally and linguistically appropriate health education services to low-income, diverse populations.
- Describe experience providing evidence-based nutrition education and obesity prevention services to groups and individuals, including health coaching in a variety of community settings that are frequented by SNAP-eligible individuals.
- Discuss recent (past 3 years) participation in coalition(s) with community organizations and stakeholders to effectively collaborate on nutrition and physically activity initiatives relevant to this application.
- Describe experience managing grants including organizational capacity and support to successfully administer the Project.

e. Accreditation/Certification/Licensure (if applicable)

Define any organization accreditations, certifications or licensures as they apply to the proposed services in this application.

2. Service Requirements-Scope of Services (Weighted Value – 30 points)

The applicant must describe in full how they will implement the below outlined Project components with the target audience, including a detailed work plan (See Section V. Attachments, scored separately) which outlines activities, staff assigned, a timeline for completion of activities, and expected outcomes. Applicants should refer to the Program Overview section for more details on each initiative and its intended implementation, and to the synopsis for more information on applicant scoring.

a. The applicant should clearly:

- Describe the plan to identify and engage partners to support successful implementation of the activities outlined in Section 2.b. and reach the target audience and support achievement of the performance indicators outlined in the Program Overview. Include the following:
 - Proposed councils, coalitions, and/or stakeholder groups, organizations, and individuals with which to work.
 - Ways to engage new partners and stakeholders over time to support continued Project expansion.
 - Letters of support from key partners and subcontractors, if applicable, as an Appendix to demonstrate the coordination of activities and support.

- Outline how activities will be coordinated internally to align initiatives, leverage resources, and avoid/reduce the duplication of efforts.
- Describe how the applicant will avoid duplication of services provided by other Connecticut SNAP-Ed implementing agencies.
- Describe how the applicant will ensure culturally and linguistically appropriate health education services to low-income, diverse populations.
- Describe how the applicant will ensure activities are conducted in the following target communities: Bridgeport, Hartford, New Haven and Waterbury as well as Danbury, East Hartford, Meriden, New Britain, Norwalk, Norwich, Stamford, West Haven, Torrington, and Windham.

b. Applicants must describe how they will implement the following required services.

i) Nutrition Education Workshops and Sessions (NEW and NES)

Component 1: The selected applicant will be responsible for coordinating and delivering NEW/NES to SNAP eligible families with preschool children:

- Year 1: A minimum of 86 NEW/NES reaching at least 860 unique participants.
- Year 2: A minimum of 124 NEW/NES reaching at least 1,240 unique participants.
- Year 3: A minimum of 128 NEW/NES reaching at least 1,280 unique participants.
- Year 4: A minimum of 132 NEW/NES reaching at least 1,320 unique participants.

Component 2: The selected applicant will be responsible for coordinating and delivering NEW/NES to SNAP eligible adults and families:

- Year 1: A minimum of 42 NEW reaching at least 208 unique participants and a minimum of 112 NES reaching at least 1,120 unique participants.
- Year 2: A minimum of 56 NEW reaching at least 280 unique participants and a minimum of 164 NES reaching at least 1,640 unique participants.
- Year 3: A minimum of 60 NEW reaching at least 300 unique participants and a minimum of 168 NES reaching at least 1,680 unique participants.
- Year 4: A minimum of 64 NEW reaching at least 320 unique participants and a minimum of 172 NES reaching at least 1,720 unique participants.

Describe the plan to coordinate and conduct the annual number of NEW/NES, including:

- Developing orientation training modules for applicant staff prior to delivering NEW/NES. The modules will include, but not be limited to:
 - SNAP-Ed and staff orientation,
 - Food Safety Training,
 - Cultural Diversity Training,
 - Civil Rights Training,
 - Curriculum and PSE Training, and
 - Data Collection Training: How to accurately collect EARS and evaluation data.
- Ensuring all staff conducting NEW/NES are trained within four (4) months of contract execution for the first year; and on an ongoing basis, prior to the delivery of NEW/NES, for new staff hired throughout the contract period.
- Recruiting sites to host the minimum number of NEW/NES each year;

- Purchasing, storing and distributing ESBA curriculum and supplemental materials for use in delivery of NEW/NES;
- Developing a quality assurance and monitoring tool and conducting regular quality assurance and monitoring site visits at NEW/NES events to ensure educators and staff delivering NEW/NES are delivering the curriculum with fidelity and are compliant with USDA, DSS, and DPH SNAP-Ed requirements.
- Based on quality assurance and monitoring, retraining staff, if necessary.
- Using DPH-provided data collection tools, collecting, compiling, and reporting data from participants before and after the NEW/NES (immediately post-NEW/NES and six-weeks after) to measure behavior change and knowledge gained. Data will be entered at DPH in Hartford.
- Disseminating DPH-approved supplemental nutrition education materials, including but not limited to healthy recipes, nutrition handouts, and fact sheets in English and Spanish to families with preschool children, and the sites hosting NES/NEW for further distribution, throughout the project period.

ii) Telephonic Health Coaching

The selected applicant will be responsible for delivering individualized health coaching by telephone to SNAP eligible participants:

- Year 1: A minimum of 30 participants with at least 180 contacts.
- Year 2: A minimum of 35 participants with at least 210 contacts.
- Year 3: A minimum of 40 participants with at least 240 contacts.
- Year 4: A minimum of 45 participants with at least 270 contacts.

Describe the plan to:

- Train health coaching staff on the health coaching initiative within four (4) months of contract execution for the first contract year, and then providing ongoing training to new staff hired throughout the project period;
- Coordinate and deliver training to all nutrition educators in achieving the necessary health coaching skills.
- Tailor session delivery to individual population needs (ethnic, cultural, linguistic services).
- Recruit at least the minimum number of individuals each year to participate in the health coaching initiative and provide health coaching services.
- Using DPH-approved data collection tools, collect, compile, and report data for tracking and evaluation purposes including, but not limited to: dietary and physical activity behaviors assessment, goal(s) set and progress toward goals, language, participant demographic information, and dates of each session. Data will be entered at DPH in Hartford.

iii) CEC

a) CEC Training

The selected applicant will be responsible for coordinating and delivering CEC training to center-based ECE staff and teachers. Staff identified to implement CEC training must take the three-day CEC Training Academy conducted by a master training from CATCH Global, which will be sponsored by DPH SNAP-Ed within the first four months of the first contract year.

- Year 1: A minimum of one CEC training for 15 staff and teachers.
- Year 2: A minimum of two CEC trainings for 30 staff and teachers.
- Year 3: A minimum of three CEC trainings for 45 staff and teachers.

- Year 4: A minimum of three CEC trainings for 45 staff and teachers.

Describe the plan for:

- Identifying staff to serve as trainers and sending staff to the above described CEC training including how many staff will be trained and what their role in conducting future CEC training will be.
- Recruiting at least the minimum number of ECE sites each year to participate in CEC within the targeted communities.
- Coordinating and conducting the CEC training in a centrally-located venue that meets the needs of the ECE site staff.
- Collecting and reporting data to DPH for tracking and evaluation purposes including, but not limited to:
 - Number of ECE centers/sites that participated in CEC training
 - Number of ECE teachers/staff that attended CEC training and a post-training evaluation for each attendee to inform future training sessions
 - Number of preschool children reached/impacted as result of efforts implemented through the CEC training

b) CEC Implementation Monitoring and Technical Assistance

The selected applicant will be responsible for monitoring CEC implementation at participating ECE sites to ensure delivery of the curriculum and providing technical assistance.

Describe the plan to:

- Provide technical assistance to all ECE sites who need assistance.
- Monitor and track technical assistance provided to each site by phone, email, and in-person.
- Ensure technical assistance is being delivered by staff with fidelity to the CEC curriculum.
- Use DPH-provided data collection tools to collect and report data to DPH for tracking and evaluation purposes, including ECE site demographics, attendee information, training evaluations, and other data as mandated by DPH.

iv) Go NAPSACC and Breastfeeding Friendly Child Care Recognition

The selected applicant will work with DPH to 1) recruit ECE sites for participation in Go NAPSACC and the Breastfeeding Friendly Child Care Recognition in communities serving the target audience using DPH-approved recruitment flyers and 2) provide direct education and CEC in coordination with ECE sites participating in these initiatives. Describe the plan to identify and recruit ECE sites, as well as coordinate the delivery of direct education and CEC to support site-wide service delivery.

v) GROW! Truck Collaboration

The selected applicant will work with the CT Food Bank to support the GROW! Truck Collaboration, including delivery of NEW/NES, offering health coaching to participants, and identifying and supporting implementation of PSE initiatives as needed. The applicant should describe the plan to support the GROW! Truck Collaboration.

vi) Administrative Activities

The selected applicant will be required to conduct administrative activities as required by DPH and in compliance with the USDA SNAP-Ed Federal Guidance.

Describe the plan to:

- Track and document certified weekly Time and Effort logs for staff devoting time to SNAP-Ed activities, on a DPH-approved template.
 - At least 100% devotion to SNAP-Ed activities - submit log to DPH quarterly.
 - Less than 100% devotion to SNAP-Ed activities - submit log to DPH semi-annually.
- Obtain approvals from DPH/DSS/USDA for all “new” materials created.
- Conduct an annual survey of ECE sites, community partners and staff to determine Project needs, and obtain feedback and areas of improvement.
- Utilize professional translation services for any documents translated from English to Spanish. The translation company/agency must be contracted by the State of CT to provide services. This shall include but not be limited to:
 - Recipes,
 - Handouts,
 - Newsletter, and
 - Data collection tools.
- Support DPH in writing the three year DPH SNAP-Ed State Plan for the three year cycle from 10/1/2021-9/30/2024 and updating the State Plan annually thereafter.

3. Staffing Requirements-Staffing Plan: (Weighted Value – 20 points)

The applicant should describe all staff assigned to this project, regardless of funding source, and describe the extent to which the staff has the appropriate training, experience, and sufficient time allocated to perform assigned duties. Assigned project staff should have familiarity with health promotion, nutrition education, obesity prevention, or similar initiatives relevant to the proposal. The selected applicant shall notify the DPH in writing at least thirty (30) calendar days prior to any new or change in key staff throughout the contract period.

Applicants must designate a Grant Manager, for a minimum of 1.00 FTE, supported by CT SNAP-Ed funding or other resources, responsible for overseeing community-level recruitment, planning, and implementation of strategies; serving as a liaison to the DPH and participating in monthly calls or in-person meetings; reporting on progress toward outcomes for evaluation and performance monitoring; and participating in the DPH-convened meetings, as required. USDA federal funds are restrictive and time attributed to administrative duties cannot exceed fifty (50) percent of the Grant Manager’s time; the remainder of time allocated to direct education delivery.

Applicants will create a Nutrition Education Team (NET) responsible for supporting implementation of the proposed activities throughout the state, with a focus on the target communities outlined. Positions relevant to the nutrition education team may include, but not be limited to: Program Coordinator, Nutrition Educators, Administrative Coordinator, Peer Educators, Health Coaches, Registered Dietitians, Student Nutrition Educator, or Student Interns.

At a minimum, the NET will include:

- At least one (1) professional staff with the appropriate training and skills to conduct telephonic health coaching such as registered dietitians through the Commission on Dietetic Registration;
- At least one (1) bilingual educator who is a Registered Dietitian, Nutrition Educator, and/or student to perform activities for the Project.

For each staff person identified in the narrative, include a description of the individual's role in the project and the extent to which he or she has the appropriate training, qualifications, credentials, certifications or licensures, and experience to perform the duties outlined.

The applicant should clearly indicate in the narrative the number of hours per week dedicated to the project by each staff person and must attach the following as an Appendix:

- A full job description for each staff assigned to the project
- A Resume or Curriculum Vitae for each professional staff assigned to the project

The applicant must describe the organization's administrative structure and include an organizational chart as an Appendix.

The applicant must complete and attach the Position Schedule 2a, Attachments Section V. as part of the Budget and Budget narrative.

The applicant must complete and attach an organizational Work Force Analysis included in Section V.A. as part of the Forms section. The applicant must also provide evidence that the proposer will utilize small and minority businesses whenever feasible and appropriate in the purchase of supplies and services.

Subcontractors

If subcontractors are utilized for the provision or delivery of a service, the purpose of this subsection is to specify the information to be provided about the administrative and operational capabilities of each such subcontractor.

If subcontractors will be used in the proposed program, specify the following information for each one:

- Legal Name of Agency, Address, FEIN
- Contact Person, Title, Phone, Fax, E-mail
- Services Currently Provided
- Services to Be Provided Under Subcontract
- Subcontractor Oversight
- Subcontract Cost and Term
- Subcontractor Qualifications (see Staffing Requirements above)

NOTE: The proposal must include a completed Subcontractor Schedule A—Detail Form for each subcontractor proposed as part of the Budget and Budget Narrative (If known at application time, otherwise, will be required to submit during contract negotiations; see Section V. - Attachments.)

4. Data and Technology Requirements (Weighted Value – 5 points)

a. E-Mail/Internet Capabilities

The applicant must define current capabilities as well as system restrictions. Applicants must have access to and be able to access email and the internet for the purposes of data collection and record reporting, for any required or recommended DPH webinars and teleconferences, and other activities as needed. The applicant must describe its capacity to engage with CT DPH Grants and Contracts Management Unit through the CORE-CT web-based contract platform for all aspects of contract development, execution, and reporting including budgets and fiscal reporting.

b. IT Infrastructure/Hardware & Software Quality

The applicant must describe the current operating system, including indicating any staff assigned to IT management. Such individual's name and contact information must be included.

c. Data Collection/Storage/Reporting/Deliverables

Successful applicants will work with the DPH to identify an evaluation and performance monitoring plan that aligns with mandated USDA performance measures for all services provided. The applicant must have the ability to collect, store, and report any data elements to DPH that are needed in order to report on project progress and outcomes. The applicant should describe database management including quality assurance (e.g. conduct periodic data assessments to evaluate the quality, accuracy and validity of the data; assess, and validate data collection methods utilized by staff). Discussion of data management must include plans for quality improvement such as modifications to operations, protocols, data elements, software and/or equipment, staff training, and improved communication methods.

Reports will be required from successful applicants to report program data on an ongoing basis (e.g., monthly or every other month). The frequency of the reports will depend on USDA required data submissions and program performance and progress. The applicant should describe their ability to protect personal information collected, and the ability to encrypt data for submission to DPH as needed, as well as their ability to receive encrypted data from DPH.

5. Work Plan (Weighted Value – 10 points)

A comprehensive and realistic first year work plan for the funding period October 1, 2020 to September 30, 2021 must be provided. The work plan must:

- Be consistent with the proposal and the project's goals.
- Include specific details about proposed activities, the timeframe for completion of activities including the start and end dates, and responsible parties.
- Identify plan to engage and maintain key partnerships, including coalitions, councils and stakeholder groups.
- Provide detail about the relationship and tasks to be performed by each subcontractor, if applicable.

Applicants must include a high-level narrative outlining the proposed activities for years 2-4, including how the applicant will meet the increased targets each year.

The detailed work plan must be completed in the required format provided in the Attachments (See Section V.) and included at the end of the Main Proposal narrative. The entire work plan, including the table and the narrative, should not exceed four total pages (two pages front and back). It does not count toward the Main Proposal Component page limit.

6. Appendices and Forms (Weighted Value – 5 points)

The applicant must include the following items as appendices:

- A full job description for each staff person assigned to the project
- Resume or Curriculum Vitae (for professional staff)
- An organizational chart
- Letters of support

The applicant must include the following forms:

- Workforce Analysis
- Notification to Bidders

- Consulting Agreement Affidavit

■ D. COST PROPOSAL COMPONENT (No page limit)

1. Financial Requirements – Profile (Weighted Value – 5 points)

Financial expenditure reports will be required on an ongoing basis in a format provided by the Department and on a schedule consistent with the state's Procurement Standards based on the organization type and contract amount. Applicants must outline who within their organization will be responsible for tracking and reporting financial expenditures as required by the Department.

2. Budget Requirements–Budget and Budget Narrative (Weighted Value – 15 points)

The proposal must contain an itemized budget for each year of the contract period with a detailed justification for each line item.

- Please refer to the [SNAP-Ed Plan Guidance](#) for allowable and unallowable costs.
- The narrative explaining all line item costs (personnel, travel, printing, supplies, subcontractors, etc.) must be included in the proposal. Any organization including administrative and general costs as part of the project budget must also provide a detailed breakdown to explain how those costs are calculated, which identifies what categories of costs are included, and how they are allocated. Competitiveness of the budget will be considered as part of the proposal review process.
- Please complete all of the budget forms included in the Attachments in Section V.A. Use of subcontractors is allowed. Subcontractor information and details also must be in the itemized budget. Subcontractor Schedule A – Detail form must be completed. All information required of the contractor must be applied to the subcontractor as well.
- The State of Connecticut is exempt from the payment of excise, transportation and sales taxes imposed by the Federal and/or state government. Such taxes must not be included in contract prices.
- The maximum amount of the bid may not be increased after the proposal is submitted. All cost estimates will be considered as “not to exceed” quotations against which time and expenses will be charged.
- The proposed budget is subject to change during the contract award negotiations.
- Copies of state set aside certifications for small and/or minority business must also be provided.
- Payments will be negotiated based on time frames and deliverables described in Section V. of this RFP.

Total available funding is \$1,264,000.00 for the four year period (\$316,000.00 per contractor year) beginning October 1, 2020 (estimated) through September 30, 2024.

IV. PROPOSAL OUTLINE

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d. <i>Consulting Agreement Affidavit (OPM Ethics Form 5)</i>	

V. ATTACHMENTS

■ **A. APPLICATION FORMS:** *The information and forms included in this section are required for submission of a proposal. The included forms must be completed and included in the proposal submission as applicable and directed however item numbers 9 and 12 may be submitted to the State of Connecticut Department of Administrative Services (DAS) Document Vault in accordance with existing procedures and within the statutorily required timeframes. If valid forms have been previously submitted they need not be submitted again but the proposal must clearly state that the electronic documents are available for viewing within the DAS Document Vault.*

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VI. APPLICATION FORMS

COVER SHEET

REQUEST FOR PROPOSAL

RFP DPH Log# 2020-0122

Community, Family Health, and Prevention Section
Nutrition, Physical Activity and Obesity Prevention Program
CONNECTICUT DEPARTMENT OF PUBLIC HEALTH

Applicant Information

Applicant Agency: _____

Legal Name

Address

City/Town

State

Zip Code

Telephone No.

FAX No.

Email Address

Contact Person: _____ Title: _____

Telephone No: _____

TOTAL PROGRAM COST: \$ _____

I certify that to the best of my knowledge and belief, the information contained in this application is true and correct. The application has been duly authorized by the governing body of the applicant, the applicant has the legal authority to apply for this funding, the applicant will comply with applicable state and federal laws and regulations, and that I am a duly authorized signatory for the applicant.

Signature of Authorizing Official:

Date

Typed Name and Title

The applicant agency is the agency or organization, which is legally and financially responsible and accountable for the use and disposition of any awarded funds. Please provide the following information:

- Full legal name of the organization or corporation as it appears on the corporate seal and as registered with the Secretary of State
- Mailing address
- Main telephone number
- Fax number, and email address, if any
- Principal contact person for the application (person responsible for developing application)
- Total program cost

The funding application and all required submittals must include the signature of an officer of the applicant agency who has the legal authority to bind the organization. The signature, typed name and position of the authorized official of the applicant agency must be included as well as the date on which the application is signed.

Applicant Information Form (continuation)*PLEASE LIST THE AGENCY CONTACT PERSONS RESPONSIBLE FOR COMPLETION AND SUBMITTAL OF:***Contract and Legal Documents/Forms:**

Name	Title	Tel. No.
Street	Town	Zip Code
Email		Fax No.

Program Progress Reports:

Name	Title	Tel. No.
Street	Town	Zip Code
Email		Fax No.

Financial Expenditure Reporting Forms:

Name	Title	Tel. No.
Street	Town	Zip Code
Email		Fax No.

Incorporated: ☐ YES ☐ NO**Agency Fiscal Year:**

--

Type of Agency: ☐ Public ☐ Private ☐ Other,
Explain:☐ Profit ☐ Non-Profit**Federal Employer I.D. Number:**

--

Town Code No:

--

Medicaid Provider Status: ☐ YES ☐ NO**Medicaid Number:**

--

Minority Business Enterprise (MBE): ☐ YES ☐ NO**Women Business Enterprise (WBE):** ☐ YES ☐ NO

B. Budget Summary Instructions**a. Position Schedule #2a**

- i. Complete the schedule for all positions to be funded even if currently vacant.
- ii. Complete one Position Schedule #2a for each Program/Fund to be included in the Budget.

b. Personnel (lines #1 - #2)

- i. Line #1 **Salary and Wages:** Enter the total salary charged, as listed on Position Schedule 2a.
- ii. Line #2 **Fringe Benefits Line:** Enter the total fringe benefits charged, as listed on Position Schedule 2a.

c. Line #8 Contractual (Subcontracts): Provide the total of all subcontracts and complete Subcontractor Schedule.**d. Lines #3 - #7, #9, and #10:** Complete categories as appropriate,**e. Line #11:** Other Expenses are any other types of expense that do not fit into the categories listed.

For example: Equipment. Please note that the state's definition of equipment is tangible personal property with a normal useful life of at least one year and a value of at least \$5,000 or more.

f. Audit Costs: The cost of audits made in accordance with OMB Circular A133 (Federal Single Audit) are allowable charges to Federal awards. The cost of State Single Audits (CGS 4-23 to 4-236) are allowable charges to State awards. Audit costs are allowable to the extent that they represent a pro-rata share of the cost of such audit. Audit costs charged to Department of Public Health contracts **must be budgeted, reported and justified as an audit cost line item within the Administrative and General Cost category.**

g. Administrative and General Costs, Line Item #12

- i. Are defined as those costs that have been incurred for the overall executive and administrative offices of the organization or other expenses of a general nature that do not relate solely to any major cost objective of the overall organization. Examples of A&G costs include salaries of executive directors, administrative & financial personnel, accounting, auditing, management information systems, proportional office costs such as building occupancy, telephone, equipment, and office supplies. Please review the OPM website on Cost Standards for more information at:

http://www.opm.state.ct.us/finance/pos_standards/coststandards.htm.

- ii. **Administrative and General Costs** must be itemized on the Budget Justification Schedule. Costs that have a separate line item in the Budget Summary may not be duplicated as an Administrative and General Cost. For example, if the Budget Summary includes an amount for telephone costs, this cannot also be included as an Administrative and General Cost.

h. Other Program Income list any other program income, if appropriate, such as in-kind contributions, fees collected, or other funding sources and include brief explanation on Budget Justification.

i. Multiple Funding Period Contracts: Please complete a full budget for each Funding Period of the contract, clearly indicating the Period on each form. Absent other instructions, assume level funding for the second year.

C. Budget Justification Schedule B

- j. Please provide a brief explanation for each line item listed on the Budget Summary. This must include a detailed breakdown of the components that make up the line item and any calculation used to compute the amount.

Line Item (Description)	Amount	Justification - Breakdown of Costs
Travel	\$730	1,659 miles @ .44 = \$730.00 outreach workers going to meetings and site visits.

- k. For contractors who have subcontracts, a brief description of the purpose of each subcontract must be provided. Use additional sheets as necessary.

****Please note: If Laboratory Services is a line item on the primary or subcontract budget, please supply a justification as to why a private laboratory is being used as opposed to the Connecticut State Laboratory.*

D. Subcontractor Schedule A--Detail

- l. All subcontractors used by each program must be included, if it is not known who the subcontractor will be, an estimated amount and whatever budget detail is anticipated should be provided. (Submit the actual detail when it is available). A separate subcontractor schedule must be completed for each program included in the contract. For example: The contract is providing both a Needle Exchange program and an AIDS Prevention Education Program and Subcontractor "A" is providing services to both program there must be a separate budget for Subcontractor "A" for each.
- m. Detail of Each Subcontractor:
- Choose a category below for each subcontract using the basis by which it is paid:
☐ A. Budget Basis ☐ B. Fee for Service ☐ C. Hourly Rate.
 - Choose whether the subcontractor is a minority or woman owned abusiness:
 - ☐ MBE ☐ WBE ☐ Neither
 - Provide the detail for each subcontract just as for the primary contract budget referencing the corresponding program of the contract. Detail must be provided for each subcontractor listed in the Summary.

Note: If space allowed is not sufficient for large or complex subcontract budgets, the primary Budget Summary format may be copied and used instead.

Contractor Name, Contract Number TBD**BUDGET YEAR: 99/99/9999 to 99/99/9999**

Contract Period: October 1, 2020 to September 30, 2024
Budget Summary

Program:	SNAP-Ed	Total
Fund:	SID 1	
1. Salaries & Wages		
2. Fringe Benefits		
3. Travel		
4. Training		
5. Educational Materials		
6. Office Supplies		
7. Medical Materials		
8. Contractual (Sub-Contracts)**		
9. Telephone		
10. Advertising		
11. Other Expenses (list)		
a.		
b.		
c.		
d.		
e.		
f.		
g.		
h.		
i.		
12. Administrative and General Costs		
Total DPH Grant		
Other Program Income		

**Complete Sub-contractor Schedule A

Contractor Name, Contract Number TBD

BUDGET YEAR 99/99/9999 to 99/99/9999

Contract Period: October 1, 2020 to September 30, 2024
Budget Justification Schedule B
SNAP-Ed

Line Item (Description)	Amount	Justification including Breakdown of Costs

Contractor Name, Contract Number TBD
BUDGET PERIOD: 99/99/9999 to 99/99/9999

Contract Period: October 1, 2020 to September 30, 2024
Position Schedule #2a
Program/Fund

Position Description and Staff Person Assigned	Site/ Location	Hours wk/ wks per Year	Hourly Rate	Total Salary Charged	Fringe Benefit Rate %	Total Fringe Benefits
1.Position: Name:		/			%	
2.Position: Name:		/			%	
3.Position: Name:		/			%	
4.Position: Name:		/			%	
5.Position: Name:		/			%	
6.Position: Name:		/			%	
7.Position: Name:		/			%	
8.Position: Name:		/			%	
9.Position: Name:		/			%	
10.Position: Name:		/			%	
11.Position: Name:		/			%	
12.Position: Name:		/			%	
13.Position: Name:		/			%	
14.Position: Name:		/			%	
15.Position: Name:		/			%	
16.Position: Name:		/			%	
Totals						

***Attach resumes and job descriptions for all Professional Staff**

Subcontractor Schedule A-Detail
Contractor Name, Contract Number TBD
BUDGET PERIOD: 99/99/9999 to 99/99/9999

Contract Period: October 1, 2020 to September 30, 2024

#1

Subcontractor Name:

Address:

Telephone: () (-)

Select One: **A** ☐ Budget Basis **B** ☐ Fee-for-Service **C** ☐ Hourly Rate

Indicate One: ☐ MBE ☐ WBE ☐ Neither

Program:	Name		Name		Total
Fund:	SID 1	SID 2	SID 1	SID 2	
Line Item(s)					
Total Subcontract Amount:					

#2

Subcontractor Name:

Address:

Telephone: () (-)

Select One: **A** ☐ Budget Basis **B** ☐ Fee-for-Service **C** ☐ Hourly Rate

Indicate One: ☐ MBE ☐ WBE ☐ Neither

Program:	Name		Name		Total
Fund:	SID 1	SID 2	SID 1	SID 2	
Line Item(s)					
Total Subcontract Amount:					

#3

Subcontractor Name:

Address:

Telephone: () (-)

Select One: **A** ☐ Budget Basis **B** ☐ Fee-for-Service **C** ☐ Hourly Rate

Indicate One: ☐ MBE ☐ WBE ☐ Neither

Program:	Name		Name		Total
Fund:	SID 1	SID 2	SID 1	SID 2	
Line Item(s)					
Total Subcontract Amount:					

Work Plan (make as many blank pages as needed)

Services to be Provided	Activities	Staff Position(s) Responsible	Timeframe for Completion



STATE OF CONNECTICUT CONSULTING AGREEMENT AFFIDAVIT

Affidavit to accompany a State contract for the purchase of goods and services with a value of \$50,000 or more in a calendar or fiscal year, pursuant to Connecticut General Statutes §§ 4a-81(a) and 4a-81(b)

INSTRUCTIONS:

If the bidder or vendor has entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1): Complete all sections of the form. If the bidder or contractor has entered into more than one such consulting agreement, use a separate form for each agreement. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public. **If the bidder or contractor has not entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1):** Complete only the shaded section of the form. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public.

Submit completed form to the awarding State agency with bid or proposal. For a sole source award, submit completed form to the awarding State agency at the time of contract execution.

This affidavit must be amended if there is any change in the information contained in the most recently filed affidavit not later than (i) thirty days after the effective date of any such change or (ii) upon the submittal of any new bid or proposal, whichever is earlier.

AFFIDAVIT: [Number of Affidavits Sworn and Subscribed On This Day: _____]

I, the undersigned, hereby swear that I am a principal or key personnel of the bidder or contractor awarded a contract, as described in Connecticut General Statutes § 4a-81(b), or that I am the individual awarded such a contract who is authorized to execute such contract. I further swear that I have not entered into any consulting agreement in connection with such contract, **except for the agreement listed below:**

Consultant's Name and Title		Name of Firm (if applicable)
Start Date	End Date	Cost
Description of Services Provided: _____		

Is the consultant a former State employee or former public official? ☐ YES ☐ NO

If YES: _____
Name of Former State Agency Termination Date of Employment

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Printed Name of Bidder or Vendor	Signature of Chief Official or Individual	Date
	_____	_____
	Printed Name (of above)	Dept. of Public Health Awarding State Agency

Sworn and subscribed before me on this _____ day of _____, _____.

**Commissioner of the Superior Court
or Notary Public**

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

Raul Pino, M.D., M.P.H.
Commissioner



Dannel P. Malloy
Governor
Nancy Wyman
Lt. Governor

AFFIRMATIVE ACTION CONTRACT COMPLIANCE POLICY STATEMENT

The Department of Public Health (DPH) is an Affirmative Action/Equal Employment Opportunity employer, in compliance with all state and federal laws and shall comply with the Contract Compliance Regulations and CGS 4a-60 Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions other than municipalities. Consistent with the Contract Compliance Regulations of Connecticut State Agencies, Sections 46a-68j-21 through 46a-68j-43, DPH encourages bidders, contractors, subcontractors, and suppliers to:

- Develop and follow a plan of affirmative action to achieve or exceed parity of employment with the applicable labor market,
- Develop and follow an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive,
- Submit employment statistics contained in the "Employment Information Form," indicating that the composition of its workforce is at or near parity when compared to the race/sex composition of the workforce in the relevant labor market area, and
- Develop and follow a plan to set aside a portion of the contract for legitimate minority business enterprises per Section 46a-68j-30(10)(E) of the Contract Compliance Regulations


DPH considers bidders success in these factors in reviewing the bidder's qualifications under the Contract Compliance requirements. Accordingly, any individual or organization that desires to do business with DPH shall not:

- Discriminate or permit discrimination against any protected class person or protected group in the performance of contracts'
- Engage in discriminatory practices or permit discriminatory practices in their workplace;

And shall:

- Cooperate with the Connecticut Commission on Human Rights and Opportunities in all activities
- In all contract solicitations or advertisements state that they are an "affirmative action-equal opportunity employer"
- Sign a Notification to Bidders Form, and complete a workforce analysis questionnaire necessary for the contract award process

DPH notifies bidders, contractors, subcontractors, and suppliers of this policy and will not knowingly do business with any contractor, subcontractor or supplier of materials who unlawfully discriminates against members of any class protected under state or federal law. Contractors whose overall employment statistics are not reflective of the general employment area may be required to show good faith efforts to ensure that their personnel policies and practices do not have a discriminatory impact.


Raul Pino, MD, MPH
Commissioner, Department of Public Health


DATE

Rev. 7/2017

NOTIFICATION TO BIDDERS

The contract to be awarded is subject to contract compliance requirements mandated by Section 4-114a of the Connecticut General Statutes; and, when the awarding agency is the state, Section 46a-71(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 4-114a et. seq. of the Regulations of Connecticut State Agencies which establish a procedure for the awarding of all contracts covered by Sections 4-114a and 46a-71(d) of the Connecticut General Statutes.

According to Section 4-114a-3(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to "aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials." "Minority business enterprise" is defined in Section 4-114a of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: "(1) who are active in the daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n." "Minority" groups are defined in Section 32-9n of the Connecticut General Statutes as "(1) Black Americans...(2) Hispanic Americans...(3) Women...(4) Asian Pacific Americans and Pacific Islanders; or (5) American Indians..." The above definitions apply to the contract compliance requirements by virtue of Section 4-114a-1 (10) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder's qualifications under the contract compliance requirements:

- a) the bidder's success in implementing an affirmative action plan;
- b) the bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Connecticut General Statutes, inclusive;
- c) the bidder's promise to develop and implement a successful affirmative action plan;
- d) the bidder's submission of EEO-1 data indicating the composition of it's work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area; and
- e) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 4-114a-3 (10) of the Contract Compliance Regulations.

INSTRUCTION: Bidder must sign acknowledgment form below and return signed page to Awarding Agency along with bid proposal. Please retain a copy for your files.

The undersigned acknowledged receiving and reading a copy of the "Notification to Bidders" form.

Signature

Date

on behalf of:

Contract No.: #

Letter of Award: _____

WORKFORCE ANALYSISContractor Name:
Address:Total Number of CT employees:
Full Time: Part Time:

Complete the following Workforce Analysis for employees on Connecticut worksites who are:

Job Categories	Overall Totals (sum of all cols. male & female)	White (not of Hispanic Origin)		Black (not of Hispanic Origin)		Hispanic		Asian or Pacific Islander		American Indian or Alaskan Native		People with Disabilities	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials & Managers													
Professionals													
Technicians													
Office & Clerical													
Craft Workers (skilled)													
Operatives (semi-skilled)													
Laborers (unskilled)													
Service Workers													
Totals Above													
Totals 1 year Ago													
FORMAL ON-THE-JOB TRAINEES (Enter figures for the same categories as are shown above)													
Apprentices													
Trainees													
EMPLOYMENT FIGURES WERE OBTAINED FROM:						Visual Check:		Employment Records		Other:			

1. Have you successfully implemented an Affirmative Action Plan? ☐ YES ☐ NO
 Date of implementation: _____ If the answer is "No", explain.

1. a) Do you promise to develop and implement a successful Affirmative Action?
☐ YES ☐ NO ☐ Not Applicable Explanation:

2. Have you successfully developed an apprenticeship program complying with Sec. 46a-68-1 to 46a-68-18 of the Connecticut Department of Labor Regulations, inclusive: ☐ YES ☐ NO ☐ Not Applicable Explanation:

3. According to EEO-1 data, is the composition of your work force at or near parity when compared with the racial and sexual composition of the work force in the relevant labor market area? ☐ YES ☐ NO Explanation:

4. If you plan to subcontract, will you set aside a portion of the contract for legitimate minority business enterprises?
☐ YES ☐ NO Explanation:

Contractor's Authorized Signature_____
Date

■ **B. INFORMATIONAL ATTACHMENTS:** *The information and forms in this section are for your reference only. The information contained herein will be required of applicants awarded funding and will be requested during the contract development process. Some of the indicated information may be submitted electronically. **Do not include any of the forms included here with your proposal.***

1. Nondiscrimination Certification Instructions	48
2. Nondiscrimination Certification	49
3. False Claims Act Notification	50
4. False Claims Act Policy	51
5. False Claims Act Procedure	54
6. SEEC Form 11	57

The remainder of this page is intentionally blank

Nondiscrimination Certification Instructions

The governing body of your **corporation, company, or entity** must adopt policies and/or pass a resolution adopting and supporting nondiscrimination agreements and warrantees as indicated in the *attached* Certification form.

If an **individual**, you must certify that you will adhere to the required nondiscrimination agreements and warrantees, as indicated in the *attached* Certification form.

Individual Use FORM A	Corporation, Company or Entity <i>Use FORM B (under \$50,000) or FORM C (\$50,000 or more)</i>
For an individual, enter your full legal name and address of residence.	Enter the legal Name and Title of the Authorized Signatory if not already included on the form. This is the person <u>named</u> in the Secretarial Certification as authorized to sign. Alternately, the person authorized to certify the authorized signatory may sign this certification. If this option is chosen, the individual signing the secretarial certification and the nondiscrimination certification should be the same individual.
This does not apply for contracts with individuals.	Enter Corporation / Contractor Name with no abbreviations unless it is legally abbreviated in the charter if not already included on the form. Exception: Corp. is a legal abbreviation.
This does not apply for contracts with individuals.	Enter State or Commonwealth of Incorporation where required if not already included on the form
Enter the <u>Day, Month, Year</u> on which the certification is signed. This date <u>must be the same or later</u> than the date the Contract is signed	Enter the <u>Day, Month, Year</u> on which the certification is signed. This date <u>must be the same or later</u> than the date the Contract is signed
Enter the Signer's Signature.	Enter the Signer's Signature.

IMPORTANT

Name of Signer must be typed **exactly** the same at the beginning of Document as at the end of the Document. Signature must match typed name **exactly**.

It is **not** necessary to have the form notarized unless an area for such appears on the form. Notarization is required, however, if so indicated on the form.

The requirement for notarization exists for contracts including funding in excess of \$50,000 per year.

The enclosed form is an official document approved by the Connecticut Office of Attorney General. Substitute documents are not acceptable.

Any type of correction fluid or tape is not acceptable! ***

*** We can supply additional forms if necessary.

cert.instr. 7/10/09



Form

For Contracts Valued at \$50,000 or More

FALSE CLAIMS ACT
COMPLIANCE NOTIFICATION

This Contract requires compliance with The Deficit Reduction Act (“Act”) of 2005, which requires that the contractor or “qualified provider” receiving the contract comply with the Department’s False Claims Act Policy and Procedure as follows:

1. Review, print, and maintain on file the following Department’s False Claims Act Policy and False Claims Act Procedure.
2. Provide appropriate notice of the requirements of the Policy and Procedure by providing copies of the Department’s False Claims Policy and False Claims Procedure to all employees of your organization, including officers and officials as well as subcontractors providing services funded by this Contract, in accordance with the requirements of Section 4.3.3 of the Department’s False Claims Act Procedure.

Do not return the False Claims Policy or False Claims Procedure to the Department. Your signature on the executed Contract confirms your receipt and compliance with the Department’s False Claims Act compliance requirement.

	False Claims Act (Policy)	PL-CGMS C-001 Revision: 1.0 Effective Date: 05/21/2010
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APPROVAL SIGNATURES		DATE
J. Robert Galvin, M.D., M.P.H. (original signature on file)	Commissioner of Public Health	05/21/2010

REVISION HISTORY			
Revision	Description of Change	Author	Effective Date
Basic	Initial Release	Bruce Wallen	05/21/2010

REFERENCE DOCUMENTS	
Document	Title
The Deficit Reduction Act ("Act") of 2005	Section 6032
United States Code (U.S.C.)	Sections 3729-3733
Connecticut General Statutes (C.G.S.)	Section 53a-290 Vendor Fraud
Connecticut General Statutes (C.G.S.)	Section 4-61dd Whistleblower
Connecticut General Statutes (C.G.S.)	Section 31-51m Blacklisting
Connecticut General Statutes (C.G.S.)	Section 17b-127 General Assistance

 <p>Keeping Connecticut Healthy</p> <p>DPH</p> <p>Connecticut Department of Public Health</p>	<h2>False Claims Act (Policy)</h2>	<p>PL-CGMS C-001 Revision: 1.0 Effective Date: 05/21/2010</p>
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1.0 Purpose

The Deficit Reduction Act ("Act") of 2005 is the federal government's legislative effort to control spending for entitlement programs, such as Medicaid. The Act seeks to control spending by reducing federal overpayments for prescription drugs and medical services, thereby improving the integrity of federally funded entitlement programs.

2.0 Scope

Section 6032 of the Act states that any entity, such as the Department of Public Health (Department), which receives or makes payments under a state plan approved under Title XIX or under a waiver of such plan, totaling at least \$5,000,000 annually, is required to establish written policies providing detailed information about the False Claims Act ("FCA") and any state false claims laws to all Department employees, contractors and agents. The Department is also required to establish and inform all employees, contractors, qualified providers and agents about the Department's policies and procedures for the detection and prevention of fraud, waste and abuse, the protection afforded to any person who reports an incident of a false claim to a regulatory body (e.g., Whistleblower Protection) and any civil or criminal penalties for false claims.

3.0 Definitions and Acronyms

Specialized acronyms and definitions identified in this contract procedure are defined below.

3.1 Acronyms

<u>"CGMS"</u>	The Connecticut Department of Public Health, Contracts & Grants Management Section
<u>"Department"</u>	The State of Connecticut Department of Public Health
<u>"FCA"</u>	False Claims Act
<u>"PFCRA"</u>	Program Fraud Civil Remedies Act

3.2 Definitions

Claim - means any request or demand, whether under a contract or otherwise, for money or property which is made by a contractor, grantee, or other recipient if the United States government provides any portion of the money or property which is requested or demanded or if the government will reimburse such contractor, grantee, or other recipient for any portion of the money or property which is requested or demanded.

Contractor or Agent - means any contractor, subcontractor, agent, qualified vendor, consumer or family member who act as an employer or other person which or who, on behalf of the entity, furnishes, or otherwise authorizes the furnishing of, Medicaid health care items or services, performs billing or coding functions, or is involved in the monitoring of health care provided by the entity.

Employee - means any officer or employee of the entity, contractor, or agent.

Entity - means a governmental agency, organization, unit, corporation, partnership or other business arrangement, including Medicaid managed care organizations, whether for profit or not-for-profit, which receives or makes payments, under a state plan approved under Title XIX or under any waiver of such plan, totaling at least \$5,000,000 annually.

Knowing and Knowingly - means that a person with respect to information 1) has actual knowledge of the information; 2) acts in deliberate ignorance of the truth or falsity of the information; or 3) acts in reckless disregard of the truth or falseness of the information.

	<h2>False Claims Act (Policy)</h2>	<p>PL-CGMS C-001 Revision: 1.0 Effective Date: 05/21/2010</p>
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4.0 Compliance

4.1 False Claim Act

The FCA prohibits any person, firm, corporation or entity from knowingly presenting, or causing to be presented, a false claim or statement to a federally funded program, including Medicaid, or conspiring to defraud the federal government. Any person, company or entity that acts in deliberate ignorance of or with reckless disregard of the truth of such information is considered to have acted knowingly.

The civil penalty for violating the FCA is a fine of not less than \$5,000 and not more than \$10,000 per violation. The person, company or entity may also be fined an additional three times the amount of damages sustained by the federal government. The PFCRA also provides that any person or company that commits fraud by making a false statement or claim can be assessed a penalty of \$5,000 per false claim or statement in addition to the penalties available under the FCA.

A person may bring a civil action for violating the FCA on behalf of said person and the United States government. If the federal government proceeds with an action brought by such person then that person shall receive at least 15 percent but not more than 25 percent of the proceeds of the action or settlement. If the federal government does not proceed with the action and the person initiating the action proceeds, then the person bringing the action shall receive a reasonable amount, to be determined by the court, but not less than 25% and not more than 30% of the proceeds of the action or settlement.


The FCA prohibits retaliation by an employer against an employee for bringing a false claim action or participating in such action (Whistleblower Protection). Any employee subject to retaliation by an entity, contractor or agent shall be entitled to all relief necessary to make the employee whole, including but not limited to reinstatement, two times the amount of back pay, interest on back pay and special damages.

4.2 State False Claim Related Acts

Under Connecticut's Vendor Fraud statute it is illegal for a person on his own behalf or on the behalf of an entity, with intent, to fraudulently provide goods or services to a beneficiary or recipient under Title XIX or to fraudulently receive goods or services. Connecticut law also prohibits any vendor from fraudulently providing services or goods for any recipient of General Assistance. The State Whistleblower law provides any employee who reports a suspected violation of state or federal law with protection against retaliation by the employer. State law also prohibits any person, corporation, state or political subdivision from blacklisting any employee.

4.3 Compliance Reporting


All DPH employees, contractors and agents, are required to report fraud, waste and abuse to: The Department of Public Health, Contracts & Grants Management Section, 410 Capitol Avenue, MS#13GCT, P.O. Box 340308, Hartford, CT 06134-0308.

 <p>DPH Connecticut Department of Public Health</p>	<h2>False Claims Act (Procedure)</h2>	<p>PR-CGMS C-001 Revision: 1.0 Effective Date: 05/21/2010</p>
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APPROVAL SIGNATURES		DATE
J. Robert Galvin, M.D., M.P.H. (original signature on file)	Commissioner of Public Health	05/21/2010

REVISION HISTORY			
Revision	Description of Change	Author	Effective Date
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REFERENCE DOCUMENTS	
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	<h2>False Claims Act (Procedure)</h2>	<p>PR-CGMS C-001 Revision: 1.0 Effective Date: 05/21/2010</p>
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1.0 Purpose

This procedure provides guidance to the Department of Public Health on informing all employees, contractors and agents about the Department of Public Health False Claims Policy, PL-CGMS C-001.

2.0 Scope

This procedure applies to all Department of Public Health staff, and officers and employees of contractors, agents, qualified providers and subcontractors funded by the department.

3.0 Definitions and Acronyms

Specialized acronyms and definitions identified in this contract procedure are defined below.

3.1 Acronyms

<u>"CGMS"</u>	The Connecticut Department of Public Health, Contracts & Grants Management Section
<u>"Department"</u>	The State of Connecticut Department of Public Health
<u>"FCA"</u>	False Claims Act
<u>"PFCRA"</u>	Program Fraud Civil Remedies Act
<u>"POS"</u>	Purchase of Service Contract

3.2 Definitions

Claim - means any request or demand, whether under a contract or otherwise, for money or property which is made by a contractor, grantee, or other recipient if the United States government provides any portion of the money or property which is requested or demanded, or if the government will reimburse such contractor, grantee, or other recipient for any portion of the money or property which is requested or demanded.

Contractor or Agent - means any contractor, subcontractor, agent, qualified vendor, consumer or family member who act as an employer or other person which or who, on behalf of the entity, furnishes, or otherwise authorizes the furnishing of, Medicaid health care items or services, performs billing or coding functions, or is involved in the monitoring of health care provided by the entity.


Employee - means any officer or employee of the entity, contractor or agent.

Entity - means a governmental agency, organization, unit, corporation, partnership or other business arrangement, including Medicaid managed care organizations, whether for profit or not-for-profit, which receives or makes payments, under a state plan approved under Title XIX or under any waiver of such plan, totaling at least \$5,000,000 annually.

Knowing and Knowingly - means that a person with respect to information 1) has actual knowledge of the information; 2) acts in deliberate ignorance of the truth or falsity of the information; or 3) acts in reckless disregard of the truth or falseness of the information.

Purchase of Service Contract - Previously Human Service Contract, a contract document used to procure direct client services to populations served by the Department over a defined period and for an agreed upon maximum price.

Subcontractor – See "Contractor or Agent" above.

	<h2>False Claims Act (Procedure)</h2>	PR-CGMS C-001 Revision: 1.0 Effective Date: 05/21/2010
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4.0 Process

4.1 Dissemination to the Department's New Employees

- 4.1.1** The Department's Human Resources staff shall present and provide all newly hired Department employees with a copy of the False Claims Act Policy and Procedure during the new employee orientation.
- 4.1.2** Each new Department employee must acknowledge receipt of the False Claims Act Policy and Procedure by signing an acknowledgement that they received it. The acknowledgement shall be maintained in their personnel file.

4.2 Dissemination to the Department's Existing Employees

Each existing Department employee shall receive a copy of the Department's False Claims Act Policy and Procedure and must sign an acknowledgement that they have received it. The acknowledgement shall be maintained in their personnel file.

4.3 Dissemination to Contractors and Qualified Providers

- 4.3.1** CGMS shall include the Department's False Claims Act Policy and Procedure in all POS contracts between the Department and its contractors and agents.
- 4.3.2** Contractors and agents shall inform all employees providing services funded by the contract of the policy and procedure and obtain acknowledgement of receipt.
- 4.3.3** Execution of the contract by a contractor or agent, via authorized signature, shall indicate acceptance of and compliance with the Department's False Claims Policy and Procedure in accordance with Part II, Section C.4, (Terms and Conditions, Contractor Obligations, Federal Funds) of the POS Contract.
- 4.3.4** Contractors and agents under contract with the Department shall inform all subcontractors, providing services funded by the contract, of the policy and procedure and obtain acknowledgement of receipt either via inclusion of a contract term/condition in the sub-contractual agreement as in 4.3.3 above, and execution of such subcontract, or via separate acknowledgement.

5.0 Records

- 5.1** The following records shall be maintained, generated, or updated, and filed by the Department in accordance with this procedure and CGMS record retention requirements and schedules. Contractors shall maintain records according to their established record retention schedules.

Record Name	Responsible	Retention Req.	Location
Employee acknowledgement of receipt of False Claims Policy and Procedure	Human Resources Office	Until employee termination	Employee File
Fully Executed Contract Document	CGMS	3 Yrs. From end date of contract(s)	CGMS Contract File

Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations

This notice is provided under the authority of Connecticut General Statutes §9-612 (f) (2) and is for the purpose of informing state contractors and prospective state contractors of the following law (*italicized words are defined on the reverse side of this page*).

CAMPAIGN CONTRIBUTION AND SOLICITATION LIMITATIONS

No state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder, of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee (which includes town committees).

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

On and after January 1, 2011, no state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a

quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall knowingly solicit contributions from the state contractor's or prospective state contractor's employees or from a subcontractor or principals of the subcontractor on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

DUTY TO INFORM

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

PENALTIES FOR VIOLATIONS

Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

Civil penalties—Up to \$2,000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of up to \$2,000 or twice the amount of the prohibited contributions made by their principals.

Criminal penalties—Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or not more than \$5,000 in fines, or both.

CONTRACT CONSEQUENCES

In the case of a state contractor, contributions made or solicited in violation of the above prohibitions may result in the contract being voided.

In the case of a prospective state contractor, contributions made or solicited in violation of the above prohibitions shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State shall not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

Additional information may be found on the website of the State Elections Enforcement Commission, www.ct.gov/seec. Click on the link to "Lobbyist/Contractor Limitations."

DEFINITIONS

“State contractor” means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. “State contractor” does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

“Prospective state contractor” means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. “Prospective state contractor” does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

“Principal of a state contractor or prospective state contractor” means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has managerial or discretionary responsibilities with respect to a state contract, (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

“State contract” means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. “State contract” does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan, a loan to an individual for other than commercial purposes or any agreement or contract between the state or any state agency and the United States Department of the Navy or the United States Department of Defense.

“State contract solicitation” means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

“Managerial or discretionary responsibilities with respect to a state contract” means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

“Dependent child” means a child residing in an individual's household who may legally be claimed as a dependent on the federal income tax of such individual.

“Solicit” means (A) requesting that a contribution be made, (B) participating in any fundraising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee, serving on the committee that is hosting a fundraising event, introducing the candidate or making other public remarks at a fundraising event, being honored or otherwise recognized at a fundraising event, or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 155 of the Connecticut General Statutes; (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office; or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.

“Subcontractor” means any person, business entity or nonprofit organization that contracts to perform part or all of the obligations of a state contractor's state contract. Such person, business entity or nonprofit organization shall be deemed to be a subcontractor until December thirty first of the year in which the subcontract terminates. “Subcontractor” does not include (i) a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or (ii) an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

“Principal of a subcontractor” means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a subcontractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a subcontractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a subcontractor, which is not a business entity, or if a subcontractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any subcontractor who has managerial or discretionary responsibilities with respect to a subcontract with a state contractor, (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the subcontractor.

**Preliminary Review Team Technical Review Criteria Worksheet
The Preschool, Families and Community Project - DPH RFP Log #2020-0122**

Applicant:	
<u>Criteria</u>	Max Pts.
Applicant Organizational Requirements and Profile: The extent to which the applicant has provided and/or demonstrated:	
<ul style="list-style-type: none"> a brief overview of the history and structure of the organization. how the proposal will fit into the organization's overall mission and meet the intent of the RFP. 	10
a description of its entity type and years of operation	
a description of: <ul style="list-style-type: none"> the current range of services provided by the applicant organization that are relevant to the RFP and the target audience 	
a description of: <ul style="list-style-type: none"> experience in implementing and overseeing operation of a nutrition education and/or obesity prevention program. agency organizational structure and staff capacity to provide program leadership, management, and oversight of proposed activities. experience coordinating, conducting, implementing, or facilitating activities designed to improve nutrition and promote healthy eating habits and a physically active lifestyle. Be specific about the applicant's role in the activities, any collaborating partners, and successes and challenges. experience providing culturally and linguistically appropriate health education services to low-income, diverse populations. experience providing evidence-based nutrition education and obesity prevention services to groups and individuals, including health coaching in a variety of community settings that are frequented by SNAP-eligible individuals. recent (past 3 years) participation in coalition(s) with community organizations and stakeholders to effectively collaborate on nutrition and physically activity initiatives relevant to this application. experience managing grants including organizational capacity and support to successfully administer the Project. 	
Service Requirements - Scope of Services: The extent to which the applicant has:	
<ul style="list-style-type: none"> described the plan to identify and engage partners to support successful implementation of the activities outlined in Section 2.b. and reach the target audience and support achievement of the performance indicators outlined in the Program Overview. Include the following: <ul style="list-style-type: none"> Proposed councils, coalitions, and/or stakeholder groups, organizations, and individuals. Ways to engage new partners and stakeholders over time to support continued Project expansion. Letters of support from key partners and subcontractors, if applicable, as an Appendix. outlined how activities will be coordinated internally to align initiatives, leverage resources, and avoid/reduce the duplication of efforts. described how the applicant will avoid duplication of services provided by other Connecticut SNAP-Ed implementing agencies. described how the applicant will ensure culturally and linguistically appropriate health education services to low-income, diverse populations. described how the applicant will ensure activities are conducted in the target communities. 	30
The extent to which the applicant has described how they will deliver services outlined within each section: i) Nutrition Education Workshops and Sessions including a description of the plan to coordinate and conduct the annual number of NEW/NES, including: <ul style="list-style-type: none"> Developing orientation training modules for applicant staff prior to delivering NEW/NES. Ensuring all staff conducting NEW/NES are trained within four (4) months of contract execution for the first year; and on an ongoing basis, prior to the delivery of NEW/NES, for new staff hired throughout the contract period. Recruiting sites to host the minimum number of NEW/NES each year; Purchasing, storing and distributing ESBA curriculum and supplemental materials for use in delivery of NEW/NES. 	

- Developing a quality assurance and monitoring tool and conducting regular quality assurance and monitoring site visits at NEW/NES events to ensure educators and staff delivering NEW/NES are delivering the curriculum with fidelity and are compliant with USDA, DSS, and DPH SNAP-Ed requirements.
- Based on quality assurance and monitoring, retraining staff, if necessary.
- Using DPH-provided data collection tools, collecting, compiling, and reporting data from participants before and after the NEW/NES (immediately post-NEW/NES and six-weeks after) to measure behavior change and knowledge gained. Data will be entered at DPH in Hartford.
- Disseminating DPH-approved supplemental nutrition education materials to families with preschool children, and the sites hosting NES/NEW for further distribution, throughout the project period.

ii) Telephonic Health Coaching

including a description of the plan to:

- Train health coaching staff on the health coaching initiative within four (4) months of contract execution for the first contract year, and then providing ongoing training to new staff hired throughout the project period;
- Coordinate and deliver training to all nutrition educators in achieving the necessary health coaching skills.
- Tailor session delivery to individual population needs (ethnic, cultural, linguistic services).
- Recruit at least the minimum number of individuals each year to participate in the health coaching initiative and provide health coaching services.
- Use DPH-approved data collection tools, collect, compile, and report data for tracking and evaluation purposes including, but not limited to: dietary and physical activity behaviors assessment, goal(s) set and progress toward goals, language, participant demographic information, and dates of each session. Data will be entered at DPH in Hartford.

iii.a) CEC Training

including a description of the plan to:

- Identify staff to serve as trainers and sending staff to the above described CEC training including how many staff will be trained and what their role in conducting future CEC training will be.
- Recruit at least the minimum number of ECE sites each year to participate in CEC within the targeted communities.
- Coordinate and conduct the CEC training in a centrally-located venue that meets the needs of the ECE site staff.
- Collect and report data to DPH for tracking and evaluation purposes including, but not limited to:
 - o Number of ECE centers/sites that participated in CEC training
 - o Number of ECE teachers/staff that attended CEC training and a post-training evaluation for each attendee to inform future training sessions
 - o Number of preschool children reached/impacted as result of efforts implemented through the CEC training

iii.b) CEC Implementation Monitoring and Technical Assistance

including a description of the plan to:

- Provide technical assistance to all ECE sites who need assistance.
- Monitor and track technical assistance provided to each site by phone, email, and in-person.
- Ensure technical assistance is being delivered by staff with fidelity to the CEC curriculum.
- Use DPH-provided data collection tools to collect and report data to DPH for tracking and evaluation purposes, including ECE site demographics, attendee information, training evaluations, and other data as mandated by DPH.

iv) Go NAPSACC and Breastfeeding Friendly Child Care Recognition

including a description of the plan to identify and recruit ECE sites, as well as coordinate the delivery of direct education and CEC to support site-wide service delivery.

v) GROW! Truck Collaboration

including a description of the plan to support the GROW! Truck collaboration with CT Food Bank.

vi) Administrative Activities

including a description of the plan to:

- Track and document certified weekly Time and Effort logs for staff devoting time to SNAP-Ed activities, on a DPH-approved template.
- Obtain approvals from DPH/DSS/USDA for all “new” materials created.
- Conduct an annual survey of ECE sites, community partners and staff to determine Project needs, and obtain feedback and areas of improvement.
- Utilize professional translation services for any documents translated from English to Spanish.

<ul style="list-style-type: none"> • Support DPH in writing the three year DPH SNAP-Ed State Plan for the three year cycle from 10/1/2021-9/30/2024 and updating the State Plan annually thereafter. 	
Staffing Requirements – Staffing Plan: The extent to which the applicant has described, identified, and/or included:	
the staff assigned as the Grant Manager, for a minimum of 1.00 FTE.	
all staff assigned to the project, regardless of funding source, and for each staff person identified above, the following was provided: <ul style="list-style-type: none"> • a description of the individual's role in the project. • the extent to which he or she has appropriate training, qualifications, credentials and experience to perform assigned duties. • the number of hours dedicated to this program per staff person, per week. 	20
a description of the Nutrition Education Team, and that it includes, at a minimum will: <ul style="list-style-type: none"> • At least one (1) professional staff with the appropriate training and skills to conduct telephonic health coaching such as registered dietitians through the Commission on Dietetic Registration. • At least one (1) bilingual educator who is a Registered Dietitian, Nutrition Educator, and/or student to perform activities for the Project. 	
a Position Schedule 2a, full job descriptions for all staff, and resumes/CVs for all professional staff are included in Attachments or as an Appendix.	
if subcontractors are proposed, the services to be provided by subcontractors, oversight plan for subcontractors, completed Subcontractor Schedule A-Detail Form for each proposed subcontractor if known at the time of application.	
Data and Technology Requirements: The extent to which the applicant:	
described data and technology capabilities including email and internet capability; IT infrastructure; and ability to collect, store, and report data.	5
described its capacity to engage with CT DPH Grants and Contracts Management Unit through the CORE-CT web-based contract platform for all aspects of contract development, execution, and reporting including budgets and fiscal reporting.	
described the current operating system, including indicating any staff assigned to IT management. Such individual's name and contact information must be included.	
described database management including quality assurance. Include plans for quality improvement such as modifications to operations, protocols, data elements, software and/or equipment, staff training, and improved communication methods.	
described their ability to protect personal information collected, and the ability to encrypt data for submission to DPH as needed, as well as their ability to receive encrypted data from DPH	
Work Plan: The extent to which the applicant:	
submitted a comprehensive and realistic work plan for the first funding period (10/01/20-9/30/21) which is: <ul style="list-style-type: none"> • consistent with the proposal and the project's goals. • includes specific details about proposed activities, the timeframe for completion of activities including the start and end dates, and responsible parties. • identifies the plan to engage and maintain key partnerships, including coalitions, councils and stakeholder groups. • provides detail about the relationship and tasks to be performed by each subcontractor, if applicable. 	10
included a high-level narrative outlining the proposed activities for years 2-4, including how the applicant will meet the increased targets each year.	
Appendices and Forms: The extent to which the applicant:	
included the following items as appendices: <ul style="list-style-type: none"> • A full job description for each staff person assigned to the project • Resume or Curriculum Vitae (for professional staff) • An organizational chart • Letters of support 	5

included the following forms: <ul style="list-style-type: none"> • Workforce Analysis • Notification to Bidders • Consulting Agreement Affidavit 	
Financial Requirements - Profile: The extent to which the applicant:	
outlined who within their organization will be responsible for tracking and reporting financial expenditures as required by the Department.	5
Budget Requirements - Budget and Budget Narrative: The extent to which the applicant:	
has a proposal containing an itemized budget for each year of the contract period with a detailed justification for each line item, including: <ul style="list-style-type: none"> • a narrative explaining all line item costs (personnel, travel, printing, supplies, subcontractors, etc.) including administrative and general costs, if applicable, and a detailed breakdown to explain how those costs were calculated. • all of the budget forms. • copies of state set aside certifications for small and/or minority business must also be provided. 	15
TOTAL	100