

## ADDENDUM 1

### AUTISM SPECTRUM DISORDER

#### REQUEST FOR QUALIFICATIONS (ASD\_RFQ\_031418)

The Department of Social Services (DSS) is issuing **Addendum 1** to the **AUTISM SPECTRUM DISORDER REQUEST FOR QUALIFICATIONS**.

**Addendum 1** contains questions submitted by interested parties and the official responses. All responses shall amend or clarify the requirements of the RFQ.

In the event of an inconsistency between information provided in the RFQ and information in these responses, the information in these responses shall control.

In the event that a response does not sufficiently clarify a question submitted, please forward that question and response to [Stacey.Hubert@ct.gov](mailto:Stacey.Hubert@ct.gov) by **Thursday, March 29, 2:00 PM**.

#### **Questions and Responses:**

1. **Question:** We currently provide in home services to individuals on the ASD spectrum. Our original funding came from DDS. We were curious if the RFQ is looking for more of this service type or other things as well. Also are we considered a “qualified vendor” currently? Is there a link with further information?

**Response:** No, the first round of funding is prioritized for those providers that were previously funded using the autism feasibility study funding.

2. **Question:** How can a provider know whether they were previously funded through the Autism Feasibility Study?

**Response:** The providers who were previously funded had an active contract with DDS in 2016 and some in 2017 and they were funded using the autism feasibility study dollars.

3. **Question:** We were providing services under the Autism Waiver with DDS and are still providing these same services since it switched to DSS. Are we at risk of losing these contracts if we don't apply and get chosen for this RFQ?

**Response:** No, all of the previously executed contracts funded through the autism feasibility study dollars have now expired.

4. **Question:** Does DSS have detailed descriptions for the commodity codes 0600, 2000 and 3000?

**Response: Yes, DSS does have detailed descriptions for the following Commodity Codes; 0600, 2000, and 3000. Please see Exhibit A.**

5. **Question:** We were previously approved as a provider for Autism Services in 2014, however, we never participated in the original Autism Feasibility Study. Would we still qualify for the ASD RFQ that has gone out?

**Response: No, that contract was not supported by the autism feasibility study dollars.**

6. **Question:** Our agency currently provides two services to the five individuals whom we serve through Autism Spectrum Disorder funding: job coaching and life skills, with the latter being provided by the same staff as the former and often provided with the goal to further support the individual's ability to maintain employment. It is our understanding that since there are two services authorized, we are required to submit two separate proposals, even though it is likely in our case that the two proposals will be nearly identical. Is our understanding correct?

**Response: Yes, your understanding is correct. Each service proposed requires a separate submission. Respondents may submit more than one service, meaning more than one submission.**

7. **Question:** Under Part III (Qualification Requirements), Section E (Financial Requirements), a detailed annual budget is required. Since Autism Spectrum Disorder services are not technically a separate program in our agency with a separate budget, should we submit a budget for the entire agency/organization or a budget reflecting only the cost of providing services and income for the five individuals currently served under the Autism Spectrum Disorder program?

**Response: Submit a budget for the cost of the service being proposed.**

8. **Question:** We are required to submit a copy of our audit. The RFQ states that the submission must be compatible with Microsoft Word. Does this mean that we need to insert the audit (as well as the budget) into a Word document, or can submissions also include pdf files?

**Response: The electronic submission must be compatible with Microsoft Office Word but the audits, budgets, and other required forms may be inserted as pdf files.**

9. **Question:** We received notification though Biz Net about the Autism Spectrum Disorder Request for Qualification. How would I find out whether our organization was part of the the Autism Feasibility Study? We are trying to determine our eligibility to apply for this new RFR.

**Response: Providers who held contracts with DDS and those contracts were funded by the autism feasibility study dollars will be prioritized. If you did not hold such a contract and there are dollars available after the first round of evaluations, the Department will consider other Qualifications through a second procurement.**

**10. Question:** Can required attachments, such as audits, addendum acknowledgements, other forms, be submitted in pdf format? Page 4 of the RFQ indicates that the “electronic submission must be compatible with Microsoft Office Word.”

**Response:** Please refer to the response to question #6.

**11. Question:** Are applicants required to submit the Certification Regarding Lobbying, Notification to Bidders, Parts I-V (CHRO) and Consulting Agreement Affidavit (OPM Ethics Form 5) and Form 7. Iran Certification on BOTH CT Biznet and with the electronic proposal submission?

**Response:** Yes, the aforementioned forms are required to be uploaded to BIZNET and to be included with the electronic submission.

**12. Question:** Are there format requirements for margins, font and/or text size?

**Response:** There are no specific margins, font and/or text size required however, the standard font/text size is Times New Roman/12.

**13. Question:** What is the total amount of funds anticipated to be available?

**Response:** The estimated annual amount of total funding is approximately \$800,000. All funding is dependent on available dollars.

**14. Question:** Are there specific funding ranges or limits associated with the RFQ?

**Response:** It is recommended that providers who were previously funded to try to remain consistent with previous funding levels.

**15. Question:** Is there a required or preferred budget format?

**Response:** No, there is no required or preferred budget format.

**16. Question:** Page 14, Section E, number 1 requests a detailed “annual budget for 5/1/2018 – 6/30/2019” a 14 month period. Does DSS prefer applicants submit a detailed 14 month budget OR an annualized budget?

**Response:** ‘Per the RFQ (ASD\_RFQ\_031418), Section E – Financial Requirements:

**1. Please provide a detailed annual budget for year 5/1/2018-6/30/2019 to support the proposed program.’**

**DSS is requesting a detailed (14 month) budget for the timeframe 5/1/2018-6/30/2019 to support the proposed program.**

Date Issued: March 27, 2018

Approved: \_\_\_\_\_

**Stacey Hubert**

State of Connecticut Department of Social Services  
(Original signature on document in procurement file)

This Addendum must be signed and returned with your submission.

\_\_\_\_\_  
Authorized Signer

\_\_\_\_\_  
Name of Company



## STATE OF CONNECTICUT DEPARTMENT OF SOCIAL SERVICES

### PROCUREMENT NOTICE

#### Autism Spectrum Disorder Request for Qualifications

#### ASD\_RFQ\_031418

The Department of Social Services, hereinafter referred to as the Department, is seeking Qualifications from providers that were **previously contracted by the Department of Development Services (DDS)** to implement innovative programs to meet the needs of individuals with autism spectrum disorders.

Connecticut Public Act 11-6 required a study of issues related to the needs of individuals with autism spectrum disorder. In January of 2013, the Autism Feasibility Study Workgroup issued the report: *Autism Services in Connecticut*. The report contained the following goals:

1. Improve and Expand Access to Qualified Professionals and Effective Services
2. Improve and Expand Access to Training, Consultation, and Learning Opportunities for Providers, Professionals, and Families
3. Improve and Expand Access to a Comprehensive Service Resource Guide
4. Implement Effective Services
5. Analyze Public and Private Reimbursement for ASD services

Public Act 17a-215d Sec. (c) established the Autism Spectrum Disorder Advisory Council. This council recommended and approved the initial round of funding based on the goals of the Autism Feasibility Study referenced above. That funding originated from the Department of Developmental Services. Funding for autism spectrum disorder services is now through the Department of Social Services. Based on the fact that the funding for the original contracts was abbreviated due to the autism spectrum disorder funding transitioning from the Department of Developmental Services to the Department of Social Services, the Autism Spectrum Disorder Advisory Council recommended that the contracts previously funding through DDS should take priority for this procurement opportunity. The Department of Social Services agreed with this recommendation; therefore, contracts that were previously funded through DDS will take priority.

**Eligibility Requirements/Funding:** The priority of funding for this project will be for those programs that were previously funded through the Autism Feasibility Study and contracted by the Department of Development Services. **Only those providers that were previously funded will be evaluated in the first round of evaluations.** If there is available funding after the first round of evaluation, the Department will consider other Qualifications through a second procurement.

All Qualifications will be reviewed and evaluated by an ad hoc sub-committee of the Autism Spectrum Disorder Advisory Council. Upon completion of that review and evaluation, the sub-committee will make its recommendations to the Autism Spectrum Disorder Advisory Council that will subsequently make recommendations to the Commissioner of the Department of Social Services. All funding is dependent on the availability of state funds.



**Purpose:** The purpose of this funding is to implement and continue the services funded through the previous funding appropriations and to evaluate the effectiveness of the services. This funding will support innovative services that benefit individuals with autism spectrum disorder. The funding for these services will be through June 30, 2019. If funding is available in the subsequent fiscal year, these contracts may be amended to extend services for one additional year.

The Request for Qualifications (RFQ) is available in electronic format on the State Contracting Portal: [Company Information](#) or from the Department's Official Contact:

Name: **Stacey Hubert**, Contract Administration  
Address: 55 Farmington Avenue 12 floor, Hartford, CT 06106  
Phone: 860-424-5082  
E-Mail: [Stacey.Hubert@ct.gov](mailto:Stacey.Hubert@ct.gov)

The RFQ is also available on the Department's RFP Web Page:  
<http://portal.ct.gov/DSS/Fiscal/Request-For-Proposals---Quotations---Applications/Request-For-Proposals---Quotations---Applications>

**Deadline for submission of Qualifications is April 5, 2018, 2:00 PM Eastern Time.**

**This is an electronic submission of Qualifications.**

## I. GENERAL INFORMATION

### ■ A. INTRODUCTION

**1. RFQ Name.** **Autism Spectrum Disorder Request for Qualifications**

**2. Commodity Codes.** The services that the Department wishes to procure through this RFQ are as follows:

- 0600: Services (Professional, Support, Consulting and Misc. Services)
- 2000: Community and Social Services
- 3000: Educational and Training Services

### ■ B. INSTRUCTIONS

**1. Official Contact.** The Department has designated the individual below as the Official Contact for purposes of this RFQ. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of the Department. Respondents, prospective Respondents 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 RFQ is strictly prohibited. Respondents or prospective Respondents who violate this instruction may risk disqualification from further consideration.

Name: **Stacey Hubert**, Contract Administration  
Address: 55 Farmington Avenue 12<sup>th</sup> Floor, Hartford, CT 06106  
Phone: 860-424-5082  
Fax: 860-424-5800  
E-Mail: [Stacey.Hubert@ct.gov](mailto:Stacey.Hubert@ct.gov)

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

**2. RFQ Information.** The RFQ, addenda to the RFQ and other information as 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://portal.ct.gov/DSS/Fiscal/Request-For-Proposals---Quotations---Applications/Request-For-Proposals---Quotations---Applications>

State Contracting Portal: <http://portal.ct.gov/DAS>

It is strongly recommended that any Respondent or prospective Respondent interested in this procurement subscribe to receive e-mail alerts from the State Contracting Portal. Subscribers will receive a daily e-mail announcing procurements and addenda that are posted on the portal. This service is provided as a courtesy to assist in monitoring activities associated with State procurements, including this RFQ.

**3. Contract Offers.** The offer of the right to negotiate any contract pursuant to this RFQ is dependent upon the availability of funding to the Department. The Department anticipates the services required of the provider(s) will be provided on a contractual basis, upon need of services.

- 4. Procurement Schedule.** See below. Dates after the due date for submissions ("Submissions 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 RFQ and will be posted on the State Contracting Portal and the Department's RFQ Web Page.

<b>Milestones</b>	<b>Ending Dates</b>
RFQ Released	March 14, 2018
Questions Due 2:00 PM Eastern Time	March 22, 2018
Responses to Questions (tentative)	March 26, 2018
<b>Electronic Submissions Due by 2:00 PM Eastern Time</b>	<b>April 5, 2018</b>
Successful Respondent Announced	TBD
Contract Negotiations Begin (tentative)	TBD
Contract Begins	<b>TBD</b>

- 5. Inquiry Procedures.** All questions regarding this RFQ or the Department's procurement process must be submitted to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline 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 requirements of the RFQ or the procurement process will not be answered. At its discretion, the Department may or may not respond to questions received after the deadline. The Department may combine similar questions and give only one answer. All questions and answers will be compiled into a written addendum to this RFQ. If any answer to any question constitutes a material change to the RFQ, the question and answer will be placed at the beginning of the addendum and duly noted as such. The agency will release the answers to questions on the date established in the Procurement Schedule. The Department will publish any and all amendments or addenda to this RFQ on the State Contracting Portal and on the Department's RFQ Web Page. At its discretion, the Department may distribute any amendments or addenda to this RFQ to prospective Respondents who submitted a Letter of Intent. **Submissions must include a signed Addendum Acknowledgement, which will be placed at the end of any and all amendments or addenda to this RFQ.**

- 6. Submission Due Date and Time.** The Official Contact is the **only authorized recipient** of submissions received in response to this RFQ. Submissions must be received by the Official Contact via e-mail.

- **Due Date:** April 5, 2018
- **Time:** 2:00 PM Eastern Time

**This is an electronic submission, ONLY.** Respondents shall put in the subject line, **ASD RFQ 031418**, when e-mailing submission.

**The electronic submission must be compatible with Microsoft Office Word.**

Persons who are deaf or hearing impaired may use a TDD by calling 1-800-842-4524. Questions or requests for information in alternative formats must be directed to the Department's Official Contact at 860-424-5082.

**7. Multiple Submissions.** Multiple submissions for the **same service** are not an option with this procurement. A Respondent that is proposing two (2) distinct services must submit two (2) separate Qualifications.

**8. Declaration of Confidential Information.** Respondents 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 Respondent deems that certain information required by this RFQ is confidential, the Respondent must label such information as CONFIDENTIAL. In Section C of the submission, the Respondent must reference where the information labeled CONFIDENTIAL is located in the submission. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the Respondents 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 Respondent 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).

**9. Conflict of Interest - Disclosure Statement.** Respondents 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 Respondent 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 Respondent 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 Respondent 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 Respondent must affirm such in the disclosure statement. *Example: "[name of Respondent] 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."*

## ■ C. SUBMISSION FORMAT

**1. Submission Requirements. This is an electronic submission.** All Qualifications must be submitted via e-mail to Stacey.Hubert@ct.gov. **ASD RFQ 031418** shall be in the subject line.

## ■ D. EVALUATION OF SUBMISSIONS

**1. Evaluation Process.** It is the intent of the Department to conduct a comprehensive, fair, and impartial evaluation of submissions received in response to this RFQ. When evaluating submissions, negotiating with the successful Respondent, and offering the right to negotiate a contract, the Department will conform to 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. Evaluation Team.** The Department has designated an Evaluation Team to evaluate Qualifications submitted in response to this RFQ. The contents of all submissions, including any confidential information, will be shared with the Evaluation Team. Only

submissions found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Submissions that fail to comply with all instructions will be rejected without further consideration. Attempts by any Respondent (or representative of any Respondent) to contact or influence any member of the Evaluation Team may result in disqualification of the Respondent.

- 3. Minimum Submission Requirements.** All submissions must comply with the requirements specified in this RFQ. To be eligible for evaluation, submissions must (a) be electronically received on or before the due date and time; (b) meet the Submission Format requirements; (c) follow the required Submission Outline; and (d) be complete. Submissions that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Department will reject any submission that deviates significantly from the requirements of this RFQ.

The priority of funding for this project will be for those programs that were **previously funded through the Autism Feasibility Study and contracted by the Department of Development Services.** (e) **Only those providers** that were previously funded will be evaluated in the first round of evaluations.

- 4. Evaluation Criteria (and Weights).** Submissions meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Evaluation Team will use to evaluate the technical merits of the submissions. Only the criteria listed below will be used to evaluate submissions. The criteria are weighted according to their relative importance.

- Section A:** Scope of Service - 20%
- Section B:** Quality Plan - 20%
- Section C:** Sustainability Plan - 20%
- Section D:** Evaluation Plan – 20%
- Section E:** Funding Request – 20%

- 5. Respondent Selection.** Upon completing its evaluation of submissions, the Evaluation Team will submit the rankings of all submissions to the Department head. The final selection of a successful Respondent is at the discretion of the Department head. Any Respondent 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 Respondents will be notified by e-mail at the Department's discretion, about the outcome of the evaluation and Respondent selection process.
- 6. Debriefing.** After receiving notification of the outcome of the evaluation process from the Department, any Respondent may contact the Official Contact and request a Debriefing of the procurement process and its submission. If Respondents still have questions after receiving this information, they may contact the Official Contact and request a meeting with the Department to discuss the procurement process. The Department shall schedule and conduct Debriefing meetings that have been properly requested, within fifteen (15) days of the Department's receipt of a request. The Debriefing meeting must not include or allow any comparisons of any submissions with other submissions, nor should the identity of the evaluators be released. The Debriefing process shall not be used to change, alter, or modify the outcome of a competitive procurement. More detailed information about requesting a Debriefing may be obtained from the Official Contact.

- 7. Appeal Process.** Any time after the submission due date, but **not later than thirty (30) days** after the Department notifies Respondents about the outcome of a competitive procurement, Respondents may submit an Appeal to the Department. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the thirty (30) days. Respondents may appeal any aspect of the Department's competitive procurement; however, such Appeal must be in writing and must set forth facts or evidence in sufficient and convincing detail for the Department to determine whether during any aspect of the competitive procurement there was a failure to comply with the State's statutes, regulations, or standards concerning competitive procurement or the provisions of the RFQ. Any such Appeal must be submitted to the Agency Head with a copy to the Official Contact. The Respondent must include the basis for the Appeal and the remedy requested. The filing of an Appeal shall not be deemed sufficient reason for the Department to delay, suspend, cancel, or terminate the procurement process or execution of a contract. More detailed information about filing an Appeal may be obtained from the Official Contact.
- 8. Contest of Solicitation or Award.** Pursuant to Section 4e-36 of the Connecticut General Statutes, "Any bidder or proposer on a state contract may contest the solicitation or award of a contract to a subcommittee of the State Contracting Standards Board..." More detailed information is available on the State Contracting Standards Board web site at <http://www.ct.gov/scsb/site/default.asp>.
- 9. Contract Execution.** Any contract developed and executed as a result of this RFQ is subject to the Department's contracting procedures, which may include approval by the Department of Administrative Services and Office of the Attorney General.

## II. MANDATORY PROVISIONS

### ■ A. STANDARD CONTRACT, PARTS I AND II

*By submitting Qualifications in response to this RFQ, the Respondent implicitly agrees to comply with the provisions of Parts I and II of the State's "standard contract":*

Part I of the standard contract is maintained by the Department and will include the scope of services, contract performance, budget, reports, and program-specific provisions of any resulting PSA/POS. A sample of Part I is available from the Department's Official Contact upon request.

Part II of the standard contract is maintained by the Office of Policy and Management (OPM) and includes the mandatory terms and conditions of the PSA/POS. Part II is available on OPM's web site at: [http://www.ct.gov/opm/fin/standard\\_contract](http://www.ct.gov/opm/fin/standard_contract).

Note:

Included in Part II of the standard contract is the State Elections Enforcement Commission's notice (pursuant to C.G.S. § 9-612(g)(2)) advising executive branch State contractors and prospective State contractors of the ban on campaign contributions and solicitations.

Part I of the standard contract may be amended by means of a written instrument signed by the Department, the selected Respondent (contractor), and, if required, the Attorney General's Office. Part II of the standard contract may be amended only in consultation with, and with the approval of, the Office of Policy and Management and the Attorney General's office.

### ■ B. ASSURANCES

*By submitting Qualifications in response to this RFQ, a Respondent implicitly gives the following assurances:*

- 1. Collusion.** The Respondent represents and warrants that the Respondent did not participate in any part of the RFQ development process and had no knowledge of the specific contents of the RFQ prior to its issuance. The Respondent further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the Respondent's submission. The Respondent also represents and warrants that the submission is in all respects fair and is made without collusion or fraud.
- 2. State Officials and Employees.** The Respondents 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 RFQ. 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 Respondent, contractor, or its agents or employees.
- 3. Competitors.** The Respondent assures that the submission is not made in connection with any competitor submitting a separate submission in response to this RFQ. No attempt has been made, nor will be made, by the Respondents to induce any competitor to submit, or not submit, Qualifications for the purpose of restricting competition.

4. **Validity of Submission.** The Respondent certifies that the submission represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFQ and any amendments or attachments hereto. The submission 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 submission, by reference or otherwise, into any contract with the successful Respondent.
5. **Press Releases.** The Respondent agrees to obtain prior written consent and approval of the Department for press releases that relate in any manner to this RFQ or any resultant contract.

■ **C. TERMS AND CONDITIONS**

*By submitting Qualifications in response to this RFQ, a Respondent 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 Respondent in preparing, submitting, or clarifying any Qualifications submitted in response to this RFQ.
3. **Exclusion of Taxes.** The Department is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Respondents are liable for any other applicable taxes.
4. **Changes to Submission.** No additions or changes to the original submission will be allowed after submission. While changes are not permitted, the Department may request and authorize Respondents to submit written clarification of their submissions, in a manner or format prescribed by the Department, and at the Respondent's expense.
5. **Supplemental Information.** Supplemental information will not be considered after the deadline for submissions, unless specifically requested by the Department. *The Department may ask a Respondent to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a submission.* 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 Respondents invited to make such a demonstration, interview, or oral presentation.
6. **Presentation of Supporting Evidence.** If requested by the Department, a Respondent must be prepared to present evidence of experience, ability, data reporting capabilities, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFQ. At its discretion, the Department may also check or contact any reference provided by the Respondent.

7. **RFQ Is Not An Offer.** Neither this RFQ 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 Respondent unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the Respondent 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 Respondent or for payment of services under the terms of the contract until the successful Respondent 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 Qualifications in response to this RFQ, a Respondent implicitly accepts that the following rights are reserved to the State:*

1. **Timing Sequence.** The timing and sequence of events associated with this RFQ shall ultimately be determined by the Department.
2. **Amending or Canceling RFQ.** The Department reserves the right to amend or cancel this RFQ 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 Submissions.** In the event that no acceptable Qualifications are submitted in response to this RFQ, 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 Submissions.** The Department reserves the right to award in part, to reject any and all submissions in whole or in part, for misrepresentation or if the submission limits or modifies any of the terms, conditions, or specifications of this RFQ. 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 submission of any Respondent who submits Qualifications after the submission due date and time.
5. **Sole Property of the State.** All Qualifications submitted in response to this RFQ 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 RFQ shall be the sole property of the State, unless stated otherwise in this RFQ 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 RFQ. The Department further reserves the right to contract with one or more Respondent for such services.
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 Respondent and subsequently awarding the contract to another Respondent. 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 Respondent is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the Respondent.

## ■ E. STATUTORY AND REGULATORY COMPLIANCE

*By submitting Qualifications in response to this RFQ, the Respondent 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). Respondents are generally advised not to include in their submissions any confidential information. If the Respondent indicates that certain documentation, as required by this RFQ, 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 Respondent has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While a Respondent 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 ensure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons. Detailed information is available on CHRO's web site at [Contract Compliance](#) IMPORTANT NOTE: **The Respondent shall upload** the Workplace Analysis Affirmative Action Report through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division, and the Department of Social Services can review said document online. [Create a BizNet account for Doing Business with the State](#) using the following hyperlink: [Company Information](#) Vendors and Contractors. BizNet is a central database and online informational tool for companies looking to do business with the State of Connecticut.
- 3. Consulting Agreements, C.G.S. § 4a-81.** Respondents for State contracts with a value of \$50,000 or more in a calendar or fiscal year, excluding leases and licensing agreements of any value, shall require a consulting agreement affidavit attesting to whether any consulting agreement has been entered into in connection with the Respondent. 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/cwp/view.asp?a=2982&q=386038&opmNav\\_GID=1806](http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038&opmNav_GID=1806)

IMPORTANT NOTE: **The Respondent shall upload** the Consulting Agreement Affidavit (OPM Ethics Form 5) through an automated system hosted by the Department of

Administrative Services (DAS)/Procurement Division, and the Department of Social Services can review said document online. [Create a BizNet account](#) using the following hyperlink: [Company Information](#) Vendors and Contractors

BizNet is a central database and online informational tool for companies looking to do business with the State of Connecticut.

4. **Limitation on Use of Appropriated Funds to Influence Certain Federal Contracting and Financial Transactions, 31 USC § 1352. The Respondent shall upload a Certification Regarding Lobbying form that is available in the following hyperlink: [Certification Regarding Lobbying](#). [Create a BizNet account](#) using the following hyperlink: [Company Information](#) Vendors and Contractors attesting to the fact that none of the funds appropriated by any Act may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the: (A) awarding of any Federal contract; (B) making of any Federal grant; (C) making of any Federal loan; (D) entering into of any cooperative agreement; or (E) extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.**
5. **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,. 10; C.G.S. § 9-612(g)(2).** If a Respondent is offered an opportunity to negotiate a contract with an anticipated value of \$50,000 or more in a calendar or fiscal year, the Respondent shall 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 in the following hyperlink. [Gift and Campaign Contributions](#)

IMPORTANT NOTE: The selected Respondent shall upload the Gift and Campaign Contributions Certification (OPM E Form 1) through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division prior to contract execution, and the Department of Social Services can review said document online. [Create a BizNet account](#) using the following hyperlink: [Company Information](#) Vendors and Contractors

BizNet is a central database and online informational tool for companies looking to do business with the State of Connecticut.

6. **Nondiscrimination Certification, C.G.S. §§ 4a-60(a)(1) and 4a-60a(a)(1).** If a Respondent is offered an opportunity to negotiate a contract, the Respondent shall provide the Department with written representation or documentation that certifies the Respondent 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 in the following hyperlink:

[http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNAV\\_GID=1806](http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNAV_GID=1806)

IMPORTANT NOTE: The selected Respondent shall upload the Nondiscrimination Certification through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division prior to contract execution, and the Department of Social Services can review said document online. [Create a BizNet account](#) using the

following hyperlink: [Company Information](#) Vendors and Contractors. BizNet is a central database and online informational tool for companies looking to do business with the State of Connecticut.

## **6. Form 7. Iran Certification**

Effective October 1, 2013, this form must be submitted for any large state contract, as defined in section 4-250 of the Connecticut General Statutes. This form must always be submitted with the bid or Respondent, or if there was no bid process, with the resulting contract, regardless of where the principal place of business is located. Entities whose principal place of business is located outside of the United States are required to complete the entire form, including the certification portion of the form. United States subsidiaries of foreign corporations are exempt from having to complete the certification portion of the form. Those entities whose principal place of business is located inside of the United States must also fill out the form, but do not have to complete the certification portion of the form. The Iran Certification forms are available in the following hyperlink:

[http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038&opmNav\\_GID=1806](http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038&opmNav_GID=1806)

IMPORTANT NOTE: The selected Respondent shall upload the Iran Certification through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division prior to contract execution, and the Department of Social Services can review said document online. [Create a BizNet account](#) using the following hyperlink: [Company Information](#) Vendors and Contractors.

### **III. QUALIFICATION REQUIREMENTS**

The funding Qualification has five (5) sections that need to be completed in order for the Respondent's proposed program to be considered for funding. Any Respondent that is proposing two (2) distinct services must submit two (2) separate Qualifications.

#### **QUALIFICATION COVER SHEET that includes the following:**

Lead Contact Person:

Name of Agency:

Address:

Email:

Telephone Number:

Name of Proposed Service:

Previous Annual Funding Amount, if applicable:

**Section A - Scope of Service:** Please describe the program in detail and any enhancements or modifications based on the first year of operation, including, but not limited to, the target population, intended purpose, geographic location, number of individuals served, staffing pattern, staffing complement, and skill transfer process. Please describe the intended purpose and outcomes of the program and how it is likely to benefit individuals with autism spectrum disorder. Please also include staffing qualifications needed to provide the proposed program. Maximum number of pages: 4

**Section B - Quality Plan:** Please provide the clinical evidence on which the program is based, a description of the data collection process, the outcome data available, and the quality assurance plan. Please describe who will provide oversight of the program or service. Please also include the qualifications of the proposed individual(s) who will be providing oversight of the proposed program. Maximum number of pages: 2

**Section C - Sustainability Plan:** Please describe how the program would be sustained after the funding is exhausted. For example, are there other potential payers or payment mechanisms for this service? Maximum number of pages: 2

**Section D - Evaluation Plan:** Please submit a detailed plan on how the program or service will be evaluated in order to determine if it was successful in meeting the intended purpose. Maximum number of pages: 2

**Noteworthy:** Section A - Section D should not be more than ten (10) pages. Any additional pages will not be evaluated.

#### **Section E - Financial Requirements:**

1. Please provide a detailed annual budget for year 5/1/2018-6/30/2019 to support the proposed program.

2. Audited Financial Statements - Submit one copy of each of the Respondent's two (2) most recent annual financial statements prepared by an independent Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles. The copies shall include all applicable financial statements, auditor's reports, management letters, and any corresponding reissued components.

**NOTEWORTHY:** If audited financial statements for each of the last two (2) fiscal years were not prepared, the Respondent shall provide comparable statements that will document the Respondent's financial stability. The additional documentation shall include, at a minimum:

- Unaudited balance sheets/Statement of Financial Position for the previous two (2) years.
- Unaudited income statements/Statement of Operations for the previous two (2) years.
- Cash flow statements for the previous two (2) years.
- IRS Form 990 for the previous two (2) years.
- Bank statements for all operating accounts for the previous twelve (12) months.
- Significant federal/state award letters.
- Description of major classes of payables including an accounts payable aging schedule.

**The Department reserves the right to reject the Qualification of any Respondent that is not financially viable based on the assessment of the annual financial statements.**

## **IV. QUALIFICATION OUTLINE**

### **QUALIFICATION COVER SHEET**

**Section A - Scope of Service:** Maximum number of pages: 4

**Section B - Quality Plan:** Maximum number of pages: 2

**Section C - Sustainability Plan:** Maximum number of pages: 2

**Section D - Evaluation Plan:** Maximum number of pages: 2

**Noteworthy:** Section A - Section D should not be more than ten (10) pages. Any additional pages will not be evaluated.

**Section E - Financial Requirements:**

**F - CLAIM OF EXEMPTION FROM DISCLOSURE (if applicable)**

**G - CONFLICT OF INTEREST — DISCLOSURE STATEMENT (if applicable)**

### **H. FORMS**

#### **1. Department**

- a. Addendum Acknowledgement(s)
- b. [Certification Regarding Lobbying](#)

#### **2. Other**

- a. [Notification to Bidders, Parts I-V \(CHRO\)](#)
- b. [Consulting Agreement Affidavit \(OPM Ethics Form 5\)](#)
- c. Form 7. Iran Certification