



The State of Connecticut Department of Aging is issuing **Addendum 1** to the Healthy IDEAS Evidence-Based Depression Detection Program Request for Qualifications_031315

(Healthy IDEAS RFQ_031315)

Addendum 1 contains seven (7) 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.

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1. **Question:** Does the Department have any requirements for the Clinical Manager being a full-time employee vs. a part-time employee?

Response: There is no requirement that the Clinical Manager be full-time. To further discuss the role of the Clinical Manager, please contact Nancy Wilson at Care for Elders at the following contact information:

Nancy Wilson, nwilson@bcm.edu, <http://www.careforelders.org/healthyideas>

2. **Question:** Does the Department have any requirements for the case manager being a full-time employee vs. a part-time?

Response: Whether the case manager is full-time or part-time depends on the needs of your agency. The only requirement is that the case manager be employed with sufficient hours to carry out the intervention.

3. **Question:** Does the Department have an expectation for the number of clients to be served annually?

Response: Though there is no expectation for clients to be served, the Department does expect that 100% of your clients will be screened and assessed for symptoms of depression using a standardized instrument such as the 15-item Geriatric Depression Scale or the 9-item Patient Health Questionnaire.

4. **Question:** Does the Department have an expectation for the number of visits/phone calls Healthy IDEAS clients will receive?

Response: The program is delivered as part of routine case management services over a three (3) to six (6) month period through face-to-face visits in the client's home and telephone contacts. Typically, the program involves at least three (3) face-to-face visits and at least three (3) telephone contacts; although clients with more severe depression symptoms may require more contacts or attention beyond an initial intervention period. Agencies with only short-term relationships (less than three (3) to six (6) months) with their older adult clients are not able to implement the program.



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5. **Question:** Can the Department clarify the estimated length of service for a Healthy IDEAS clients?

Response: See response 4. above.

6. **Question:** Can the Department clarify where the initial training will be held?

Response: Depending on the number of case managers to be trained, the training will take place at the discretion of the agency/organization, the resultant contractor.

7. **Question:** Is the training fee and any associated travel covered in year one of the grant?

Response: Yes, the Respondent is allowed to use state grant funds to cover the cost of the training.



The State of Connecticut Department of Aging is issuing Addendum 1 to the
Healthy **IDEAS** Evidence-Based Depression Detection Program
Request for Qualifications_031315

(Healthy **IDEAS** RFQ_031315)

Date Issued: April 9, 2015.

Approved: _____
Marcia McDonough

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



PROCUREMENT NOTICE

State of Connecticut Department of Aging Healthy IDEAS Evidence-Based Depression Detection Program Request for Qualifications_031315 (Healthy IDEAS RFQ_031315)

The State of Connecticut Department on Aging (SDA) is issuing this Request for Qualifications (RFQ) to procure services from agencies/organizations to implement the Healthy IDEAS Program. Healthy IDEAS (Identifying Depression, Empowering Activities for Seniors) Evidence-Based Depression Detection Program is a sustainable, evidence-based depression program designed to detect and reduce the severity of depressive symptoms in older adults with chronic health conditions and functional limitations; via existing community-based case management programs.

Purpose:

Healthy IDEAS seeks to improve the linkage between community aging service providers and health care professionals through appropriate referrals, better communication and effective partnerships. The development of a leadership team with expertise in behavioral/mental health disciplines is essential to Healthy IDEAS to partner with the strengths of the aging services provider network. Healthy IDEAS targets the underserved chronically ill older adult, age 60 or more population with arthritis, heart disease, diabetes and other chronic diseases. The United States Administration on Aging has designated Healthy IDEAS as an evidence-based program and recommends it for nationwide replication.

Eligibility:

To be considered eligible to respond to this RFQ, the Respondents shall be Area Agencies on Aging, 501(C3) providers of home and community-based services, 501(C3) providers of mental health services, non-profit health care providers, human service agencies, municipalities, and public health districts.

Qualifications: To be considered for the right to negotiate a contract, Respondents shall have a minimum of three (3) consecutive years providing case management services or caregiver support services and have knowledge of the implementation of an evidence-based health program.

The Request for Qualifications (RFQ) is available in electronic format on the State Contracting Portal at <http://das.ct.gov/cr1.aspx?page=12> or from the Official Contact:

Name: Marcia McDonough, Contract Administration and Procurement
Address: State of Connecticut, Department of Social Services
55 Farmington Avenue Hartford, CT 06105
Phone: 860-424-5214
E-Mail: Marcia.McDonough@ct.gov

The RFQ is also available on the Department's website at www.ct.gov/agingservices, as well as the Department of Social Services website at <http://www.ct.gov/dss/rfp>.

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I. GENERAL INFORMATION / INSTRUCTIONS

■ A. INTRODUCTION

1. **RFQ Name.** Healthy IDEAS Evidence-Based Depression Detection Program (**Healthy IDEAS RFQ_031315**)
2. **Commodity Codes.** The services that the Department wishes to procure through this RFQ are as follows:
 - 0098: Medical Services or Medical Testing Services
 - 0600: Services (Professional, Support, Consulting and Misc. Services)
 - 1000: Healthcare Services
 - 2000: Community and Social Services
 - 3000: Education and Training

■ 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 employee(s) (including appointed officials) of the Department 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: Marcia McDonough, Contract Administration and Procurement
Address: State of Connecticut Department of Social Services
55 Farmington Avenue, Hartford, CT 06105
Phone: 860-424-5214
E-Mail: Marcia.McDonough@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 associated with this procurement are available in electronic format from the Official Contact or from the Internet at the following locations:

Department's RFQ website @ www.ct.gov/agingservices

State Contracting portal @ <http://das.ct.gov/cr1.aspx?page=12>

Department of Social Services website @ <http://www.ct.gov/dss/rfp>

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.



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

- 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 following:

The SDA will grant four (4) awards to fund startup costs during Year 1 beginning July 1, 2015 ending June 30, 2016 and implementation costs for Years 2 and 3 ending June 30, 2018, to agencies and organizations who meet the RFQ eligibility and qualification requirements and demonstrate the ability to complete the program deliverables. The resultant contracts shall have terms of three (3) years, anticipated to begin July 1, 2015 and end June 30, 2018.

Year 1 start-up allocation:	\$36,872
Year 2 allocation:	\$30,000
Year 3 allocation:	\$25,000
<hr/> Total Per Award:	\$91,872

- 4. Procurement Schedule.** See below. The Department may amend the schedule, as needed. Any change will be made by means of an addendum to this RFQ and will be posted on the State Contracting Portal and the Department's Web Page.

RFQ Released: March 13, 2015

Deadline for Questions: March 27, 2015, 2:00 PM Local Time

Responses to Questions (tentative): April 3, 2015

Optional Letter of Intent Due: April 10, 2015

Submissions Due: May 1, 2015, 2:00 PM Local Time

- 5. Letter of Intent.** Prospective Respondents are encouraged, but not required to submit a Letter of Intent (LOI). The LOI is non-binding and does not obligate the sender to submit qualifications. 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, and e-mail address.
- 6. Inquiry Procedures.** All questions regarding this RFQ or the 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, questions will not be answered when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to 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 answers to questions will be released on the date established in the Procurement Schedule. Any and all amendments or addenda to this RFQ will be published on the State Contracting Portal and on the Department's RFP Web Page. At its discretion, the Department may distribute any amendments and 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 addenda to this RFQ.**

7. 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: May 1, 2015**
- **Time: 2:00 PM Local Time**

Faxed or e-mailed submissions will not be evaluated. The Department will not accept a postmark date as the basis for meeting the submission due date and time. Respondents should not interpret or otherwise construe receipt of a submission after the due date and time as acceptance of the submission, since the actual receipt of the submission is a clerical function. The Department suggests the Respondent use certified or registered mail, or a delivery service such as United Parcel Service (UPS) to deliver the submission. Allow extra time to comply with building security procedures for hand-delivered submissions.

Hand-delivered submissions must be delivered to the lobby at the Department, 55 Farmington Avenue, Hartford, CT 06105-3730. Proceed to the security desk and the Official Contact or designee will be called to receive the submission and provide the Respondent or courier with a receipt. Visitor parking is available across the street from 55 Farmington Ave.

Submissions shall not be considered received by the Department until they are in the hands of the Official Contact or another representative of Contract Administration and Procurement designated by the Official Contact. At the discretion of the Department, late submissions may be destroyed or retained for pick up by the submitters.

An acceptable submission must include the following:

- One (1) original submission;
- Three (3) conforming copies of the original submission; and
- Two (2) conforming electronic copies (Compact Disk) of the original submission.

Noteworthy: Flash drives are not acceptable.

The original submission shall carry original signatures and be clearly marked on the cover as "Original." Unsigned submissions will not be evaluated. The original submission and each conforming copy of the submission shall be complete, properly formatted and outlined, and ready for evaluation by the Evaluation Team. **The electronic copies of the submission shall be compatible with Microsoft Office Word except for the Budget, which may be compatible with Microsoft Office Excel.** For the electronic copy, only the required appendices and forms may be scanned and submitted in Portable Document Format (PDF) or similar file format.

8. Multiple Submissions. The submission of multiple submissions is not an option with this procurement.

9. **Claim of Exemption from Disclosure.** Respondents are advised that all materials associated with this request, procurement or contract are subject to the terms of the Freedom of Information Act, Conn. Gen. Stat. §§ 1-200 et seq. (FOIA). Although there are exemptions in the FOIA, they are permissive and not required. If a Respondent believes that certain information or documents or portions of documents required by this request, procurement, or contract is exempt from disclosure under the FOIA, the Respondent must mark such information or documents or portions of documents as EXEMPT. In Section X of its submission, the Respondent must indicate the documents or pages where the information labeled EXEMPT is located in the submission.

For information or documents so referenced, the Respondent must provide a detailed explanation of the basis for the claim of exemption. Specifically, the Respondent must cite to the FOIA exemption that it is asserting as the basis for claim that the marked material is exempt. In addition, the Respondent must apply the language of the statutory exemption to the information or documents or portions of documents that the Respondent is seeking to protect from disclosure. For example, if a Respondent marks a document as a trade secret, the Respondent must parse the definition in section 1-210(b)(5)(A) and show how all of the factors are met. Notwithstanding this requirement, DSS shall ultimately decide whether such information or documents are exempt from disclosure under the FOIA.

10. **Conflict of Interest - Disclosure Statement.** Respondents must include a disclosure statement concerning any current business relationships (within the past 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 an Respondent tries to influence, or succeeds in influencing, the outcome of an official decision for its 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: “[name of Respondent] has no current business relationship (within the past three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85.”

■ C. SUBMISSION FORMAT

1. **Required Outline.** All submissions must follow the required outline presented in Section V – Submission Outline. Submissions that fail to follow the required outline will be deemed, at the discretion of the Department, non-responsive and not evaluated.
2. **Cover Sheet.** The [Cover Sheet](#) is Page 1 of the submission. Respondents must complete and submit the Cover Sheet form, which is embedded in this RFQ as a hyperlink.
3. **Table of Contents.** All submissions must include a Table of Contents that conforms to the required submission outline. (See Section V – Submission Outline)
4. **Executive Summary.** Submissions must include a high-level summary, not exceeding one (1) single-sided page. The Executive Summary should demonstrate that the Respondent meets the following **minimum submission requirements:**



- a. Eligibility Identification: The Respondents shall be Area Agencies on Aging, 501(C3) providers of home and community-based services, 501(C3) providers of mental health services, non-profit health care providers, human service agencies, municipalities, and public health districts.
 - b. Qualifications: The Respondents shall have a minimum of three (3) consecutive years providing case management services or caregiver support services and have knowledge of the implementation of an evidence-based health program.
 - c. The Respondents must have relationships or have a specific plan in place to develop relationships with community medical and mental health care resources to further assess and treat persons with undiagnosed or inadequately treated depression or other mental health problems.
 - d. The Respondent must acknowledge completion of the Healthy IDEAS Readiness Assessment Survey on the Care for Elders website. This survey will assist agencies and organizations in determining their readiness for implementing this evidence-based depression program and will be reviewed with Respondents by one or more members of the National Technical Assistance and Training Team affiliated with Care for Elders at United Way and the Baylor College of Medicine. **This is a minimum submission requirement.**
- 5. Attachments.** Attachments other than the required Appendices and Forms are not permitted and will not be evaluated. Further, the required Appendices and Forms must not be altered or used to extend, enhance or replace any requirement of this RFQ. Failure to abide by these instructions will result in disqualification. If any of the required Appendices and Forms is not compatible with Microsoft Office Word or Microsoft Office Excel, they must be scanned and submitted in Portable Document Format (PDF) or similar file format.
- 6. Style Requirements.** The submission must conform to the following specifications:
- | | |
|---------------|------------------------------------|
| Font Size: | Minimum of 11-point |
| Font Type: | Arial or Tahoma |
| Margins: | All margins shall be one inch (1") |
| Line Spacing: | Single-spaced |
- 7. Pagination.** All pages, from the Cover Sheet through the required Appendices and Forms, must be numbered consecutively in the footer.
- 8. Packaging and Labeling Requirements.** All submissions shall be submitted in sealed envelopes or packages and be addressed to the Official Contact. The Legal Name and Address of the Respondent shall appear in the upper left corner of the envelope or package. The RFQ name shall be clearly displayed on the envelope or package:
Healthy IDEAS RFQ_031315

Any received submission that does not conform to these packaging or labeling instructions will be opened as general mail. Such a submission may be accepted by the Department as a clerical function, but it will not be evaluated. At the discretion of the Department, such a submission may be destroyed or retained for pick-up by the submitters.

■ 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 successful Respondents, and offering the right to negotiate a contract, the Department will conform to the State's Code of Ethics (pursuant to C.G.S. §§ 1-84 and 1-85) and the Department's written procedures for POS procurements (pursuant to C.G.S. § 4-217).
2. **Evaluation Team.** An Evaluation Team will be designated to evaluate submissions submitted in response to this RFQ. The contents of all submitted 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 submission.
3. **Minimum Submission Requirements.** All submissions must comply with the requirements specified in this RFQ. To be eligible for evaluation, (a) the submission must be received by the Department on or before the due date and time; (c) the submission must meet the Submission Format requirements; (d) the submission must follow the required Submission Outline; and (e) the submission must be complete. The failure to submit a submission that fails to follow instructions or satisfy these minimum submission requirements will not be reviewed. Any submission that deviates significantly from the requirements of this RFQ will be rejected.
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. The weights are disclosed below.

A. ORGANIZATIONAL REQUIREMENTS – Total = 130 points

1. Administrative and Operational Capabilities – 90
2. Experience – Contracts – 10
3. Governance – Disclosure – 5
4. Ownership – Disclosure – 5
5. Audit Compliance - 20

B. SCOPE OF SERVICE REQUIREMENTS – Total = 135 points

1. Overall Healthy IDEAS Requirements - 50
2. Program Understanding and Administration of Services – 50
3. Staffing Requirements/Program Personnel – 35
4. Subcontractor Requirements – 0

C. BUSINESS COST SECTION – Total = 75 points

1. Audited Financials - 15
2. Itemized Budget - 30
3. Budget Narrative - 30

As part of its evaluation of the Staffing Requirements, the Evaluation Team will consider the Respondent's demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10)

5. **Respondent Selection.** Upon completing its evaluation of submissions, the Evaluation Team will submit the rankings of all submissions and their recommendations 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 offered an opportunity to negotiate a contract with the Department. Such negotiations may, but will not automatically, result in a contract. All unsuccessful Respondents will be notified by e-mail or U.S. mail, at the Department's discretion, about the outcome of the evaluation and Respondent selection process.
6. **Debriefing.** After receiving notification 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 information concerning 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 the competitive procurement, Respondents may submit an Appeal. 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 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 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 Office of the Attorney General.

II. MANDATORY PROVISIONS

■ A. STANDARD CONTRACT, PARTS I AND II

Responding 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 contract.

Part II of the standard contract is maintained by OPM and includes the mandatory terms and conditions of the contract. The latest revision of [Part II Mandatory Terms and Conditions](#) is provided as a hyperlink. 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 a 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 submitted submission is in all respects fair and is made without collusion or fraud.
- 2. State Officials and Employees.** The Respondent 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 State 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 submitted submission is not made in connection with any competitor submitting a separate submission in response to this RFQ. No attempt has been made, or will be made, by the Respondent 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 addenda 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 resulting contract.

■ C. TERMS AND CONDITIONS

By submitting a 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.** The State shall not assume any liability for expenses incurred by a Respondent in preparing, submitting, or clarifying any submission submitted in response to this RFQ.
3. **Exclusion of Taxes.** The State 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 submission of submissions, unless specifically requested. *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, a Respondent 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 RFQ. At its sole 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 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 a 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 State.
2. **Amending or Canceling RFQ.** The State reserves the right to amend or cancel this RFQ on any date and at any time, if the State deems it to be necessary, appropriate, or otherwise in its best interests.
3. **No Acceptable Submissions.** In the event that no acceptable submissions 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. **Offer and Rejection of Submissions.** The Department reserves the right to offer in part, and/or 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 a submission after the submission due date and time.
5. **Sole Property of the State.** All submissions 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 offered as a result of this RFQ shall be the sole property of the State, unless stated otherwise in this RFQ or subsequent contract. The rights 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(s) for such services. After reviewing the scored criteria, the Department may seek Best and Final Offers (BFOs) on cost from Respondents. The Department may set parameters on any BFOs received.
7. **Clerical Errors in Offer.** The State reserves the right to correct inaccurate offers resulting from its clerical errors. This may include, in extreme circumstances, revoking the offering of the right to negotiate a contract already made to a Respondent and subsequently offering the right to negotiate a 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.
8. **Key Personnel.** When the State is the sole funder of a purchased service, the State reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The State also



reserves the right to approve replacements for key personnel who have terminated employment. The State further reserves the right to require the removal and replacement of any of the Respondent's key personnel who do not perform adequately, regardless of whether they were previously approved by the State.

■ E. STATUTORY AND REGULATORY COMPLIANCE

By submitting a response, 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 in Section I.C.12 above, 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.** Connecticut 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 must upload the Workplace Analysis Affirmative Action Report into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to submitting a submission in response to this RFQ. More information about [uploading standard contract documents](#) is embedded in this section as a hyperlink.
- 3. Consulting Agreements, C.G.S. § 4a-81.** Submissions 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 submission. 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 [OPM: Ethics Forms](#)

IMPORTANT NOTE: The Respondent must upload the Consulting Agreement Affidavit (OPM Ethics Form 5) into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to submitting an submission in response to this RFQ. More information about [uploading standard contract documents](#) is embedded in this section as a hyperlink.

- 4. Limitation on Use of Appropriated Funds to Influence Certain Federal Contracting and Financial Transactions, 31 USC § 1352.** A responsive submission shall include a [Certification Regarding Lobbying form](#), which is embedded in this section as a hyperlink, 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. **The Respondent shall provide this document in the original binder.**
- 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, Para. 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 must fully disclose any gifts or lawful contributions made to campaigns of candidates for statewide public office or the General Assembly. Municipalities and Connecticut State agencies are exempt from this requirement. The gift and campaign contributions certification (OPM Ethics Form 1) is available on OPM's website at [OPM: Ethics Forms](#)
IMPORTANT NOTE: The selected Respondent must upload the Gift and Campaign Contributions Certification (OPM Ethics Form 1) into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to contract execution. More information about [uploading standard contract documents](#) is embedded in this section as a hyperlink.
- 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 must provide the State 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 Connecticut State agencies are exempt from this requirement. The nondiscrimination certification forms are available on OPM's website at [OPM: Nondiscrimination Certification](#)
IMPORTANT NOTE: The selected Respondent must upload the Nondiscrimination Certification into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to contract execution. More information about [uploading standard contract documents](#) is embedded in this section as a hyperlink.

III. PROGRAM INFORMATION

■ A. STATE DEPARTMENT ON AGING OVERVIEW

The State Department on Aging (SDA) is designated as the State Unit on Aging (SUA). The mission of the State Department on Aging is to empower older adults to live full independent lives and to provide leadership on aging issues on behalf of older adults, families, caregivers, and advocates. The SDA is responsible for planning, developing, and administering a comprehensive and integrated service delivery system for older adults (60 and over) in Connecticut and works to continually improve how the Agency communicates with older adults by providing accurate information on services that are provided in local regions.

The SDA conducts needs assessments, surveys methods of service administration, evaluates and monitors such services, maintains information and referral services, and develops, coordinates, and/or collaborates with other appropriate agencies to provide such services.

The SDA administers Older Americans Act programs for supportive services, in-home services, and congregate and home-delivered meals through the state's five area agencies on aging. The following link is provided to review the Older Americans Act:
http://aoa.acl.gov/AoA_Programs/OAA/index.aspx

The department also administers programs and support for: senior community employment, health insurance counseling, caregiver support, elder abuse prevention, health and wellness promotion, health insurance counseling, Alzheimer's respite care, aging and disability resource centers, senior centers and municipal agents for the elderly.

■ B. PROGRAM BACKGROUND

Healthy IDEAS (Identifying Depression, Empowering Activities for Seniors)

An Evidence-Based Program

Care for Elders, National Technical Assistance Center for Healthy IDEAS

Healthy IDEAS answered the call in the 2006 reauthorization of the Older Americans Act to address mental health issues "concerning older adults through screening/detection programs and prevention/early intervention." It urged providers "to increase awareness of mental health disorders in older adults and promote use of interventions to treat these disorders." In 2008, the National Council on Aging (NCOA), strategized to disseminate Healthy IDEAS and other evidence-based programs for mental health promotion and early intervention. NCOA's plan was to deliver these programs through aging service networks with linkages to mental health care.

Healthy IDEAS was initially developed by the Baylor College of Medicine's Huffington Center on Aging as part of the Model Programs Project sponsored by NCOA and funded by the John A. Hartford Foundation. Subsequently NCOA in collaboration with the Administration on Aging partnered with Care for Elders as well as a consortium of public, private and nonprofit organizations in Houston, to provide technical assistance in pilot testing and replicating Healthy IDEAS. Since the initial demonstration phase, Care for



Elders in partnership with Baylor College of Medicine has supported the sustainability and expansion of Healthy IDEAS with the Houston community and now manages the dissemination and replication of Healthy IDEAS nationally and maintains the Healthy IDEAS website, www.careforelders.org/healthyideas.

■ C. PROGRAM SUMMARY

Healthy IDEAS – What is it?

Healthy IDEAS is a community-based depression program designed to detect and reduce the severity of depressive symptoms in older adults with chronic health conditions and functional limitations through existing case management services.

Purpose: The program seeks to improve the linkage between community aging services providers (ex. AAA's) and health care professionals through appropriate referrals, better communication and effective partnerships.

The program also focuses on enhancing the self-management skills of older adults with depressive symptoms.

Healthy IDEAS targets underserved, chronically ill older adults in the community and addresses commonly recognized barriers to mental health care: detecting depression; helping clients understand depression as treatable; assisting them in gaining knowledge and skills to self-manage it and linking primary care, mental health care and social service providers.

The entire Healthy IDEAS intervention is delivered not by mental health professionals who are employed solely to carry out the intervention, but by case managers in existing social service agencies and organizations who may or may not have prior mental health services background. The intervention is designed so that all of the core program components are embedded into the ongoing assessment and care plan routine of community case management programs or other settings in which staff members are helping clients with other problems or needs through in-person or telephone contact for a period of at least 3-6 months,

■ D. CORE COMPONENTS

Healthy IDEAS components are incorporated into routine case management procedures and the protocols of the participating agency. The program is delivered over 3 to 6 months through face-to-face visits in the client's home and through telephone contacts. Participants with more severe symptoms of depression may require more contacts over a longer period of time

The components translate into five steps:

1. **Screen and Assess Your Client for Symptoms of Depression.** Case workers use a standardized instrument such as the 15-item Geriatric Depression Scale or the 9-item Patient Health Questionnaire.
2. **Educate Your Client About Depression and Treatment.** Case workers tell clients about self-care and medication adherence.

3. **Refer and Link Your Client to Treatment.** Link clients with primary care or mental health/behavioral health service providers, and help clients talk to their physician about depressive symptoms, depression care, medication and follow-up.
4. **Empower Your Client Through Behavioral Activation.** Behavioral activation involves identifying meaningful behavioral goals that are important to individual clients. Case managers help clients set and achieve their goals as part of a collaborative process emphasizing a self-directed process designed to address the unique needs of each person and to maximize the opportunity to obtain positive outcomes (e.g., pleasure, feelings of accomplishment) and to decrease negative outcomes (e.g., feeling sad, tired, lonely).
5. **Assess Your Client's Progress. Reassessment** to evaluate clients' progress according to an agency documentation plan 3 months following initiation of the program.

■ E. OUTCOMES

The Healthy IDEAS program demonstrates that training case managers to deliver an evidence-based practice intervention in real-world conditions reaches the target population and significantly reduces depression symptoms, thereby preventing the disability associated with depression and chronic disease.

Healthy Ideas participants experienced a reduction in depressive symptoms, severity and pain. Their knowledge increased about how to get help for depression and how to reduce depression symptoms through increasing activities and participation in the behavioral activation component which positively predicted reduction in depression severity scores at 6 months.

For evidence and outcomes refer to Care for Elders link below:

<http://careforelders.org/default.aspx/MenuItemID/587/MenuGroup/healthyideas.htm>

Basic process outcome measures such as those listed below will be established based on the minimum requirements recommended by the Healthy IDEAS Team, the Care for Elders National Technical Assistance Center, as well as those required by the State Department on Aging for reporting and data collection purposes.

1. At least 50% of individuals served will be low-income adults age 60 and over (at or below 100% of the Federal poverty level).
2. 100% of clients receiving the Healthy IDEAS intervention will be reviewed to examine levels of depressive symptoms, quality of life, levels of physical and social activity, client acceptance and participation in each program component using performance and data collection systems established with the assistance of the Care for Elders, National Technical Assistance and Training Team.
3. 100% of partner agencies/organizations involved in the intervention such as medical and mental health services will be reviewed to determine their effectiveness in meeting program goals.
4. 100% of clients will receive a client satisfaction survey.
5. 100% of case manager staff will complete the Healthy IDEAS staff skills checklist and client tracking tools to assess worker confidence and ability to deliver each intervention component.



■ F. EVALUATION MEASURES AND ACTIVITIES

With aid from the Technical Assistance Center and a toolkit for resources provided by Care for Elders, agencies and organizations establish a plan for collecting basic process and outcome measures based on a “menu” of measures. Agencies and organizations are advised to embed the data collection within routine agency forms and data collection/reporting. Minimum performance and outcome data must be collected and reviewed to examine levels of depressive symptoms, client acceptance, and participation in each program component (screening, education, etc.) and the contacts involved in completion.

Agencies and organizations are also encouraged to collect one or more additional self-report measures on one or more outcome which may include client self-report responses about quality of life, level of physical and social activity, self-reported pain, knowledge of depression self- management, use of medical/mental health services and client satisfaction.

IV. MAIN QUALIFICATION SUBMISSION

A. Organizational Overview and Requirements

Maximum Page Limitation= Fifteen (15) Pages

The Connecticut State Department on Aging is committed to working with qualified agencies/organizations to deliver the Healthy IDEAS program through training case managers to deliver an evidence-based practice intervention in real-world conditions that reaches the target population and significantly reduces depressive symptoms, thereby preventing the disability associated with depression and chronic disease.

1. **Administrative and Operational Capabilities** - *To submit a responsive proposal, **THE RESPONDENT SHALL** provide the following information regarding the administrative and operational capabilities of the Respondent and any subcontractor proposed to provide direct services in response to this RFQ.*

a. Purpose/Mission.

- 1) Describe the mission, vision, values and management philosophy that will be used to successfully execute the Healthy IDEAS program.
- 2) Provide one (1) specific example of a current agency/organizations philosophy and how it translates into a practice that supports and/or enhances providing case management services or caregiver support services and have knowledge of the implementation of an evidence-based health program.

b. Organization/Support.

- 1) Provide an organization chart detailing how the proposed program structure fits within the corporate structure in Section V. J. Appendices, as [Appendix 1](#).
- 2) Describe how the existing structure within the agency/organization will support will enhance the proposed Healthy IDEAS program with the intent of adopting Healthy IDEAS as a sustainable part of the agency's/organization's organizational structure.

- c. Eligibility.** To be considered eligible to respond to this RFQ, agencies/organizations shall be Area Agencies on Aging, 501(C3) providers of home and community-based services, 501(C3) providers of mental health services, non-profit health care providers, human service agencies, municipalities, and public health districts.

- 1) Identify the type of entity.

- d. Accreditation.** Respondents must complete the **Healthy IDEAS Readiness Assessment Survey** on the Care for Elders website. This survey will assist agencies/organizations in determining their readiness for implementing this evidence-based depression program and will be reviewed with Respondents by one or more member of the National Technical Assistance and Training Team affiliated with Care for Elders at United Way and the Baylor College of Medicine.

Respondents must submit the results of this Survey in Section V. J. Appendices, as [Appendix 2](#). The Readiness Survey can be found in the following link:

<http://careforelders.org/default.aspx/MenuItemID/492/MenuGroup/.htm>

- e. **Qualifications.** Describe how the Respondent meets the qualifications of a minimum of three (3) consecutive years providing case management services or caregiver support services and knowledge of implementation of an evidence-based health program.
- f. **Department Responsibilities.** Identify specific support the Respondent requires from the Department to perform the tasks in the resultant contract. Support may include, but is not limited to Departments' staff time, Departments' reports or information required, or any other resources the resultant contractor expects the Departments to provide, in addition to the support identified.

The Departments shall, at a minimum:

- 1) Monitor the resultant contractor's performance and request updates, as appropriate;
- 2) Respond to written requests for policy interpretations;
- 3) Provide technical assistance to the resultant contractor, as needed, to accomplish the expected outcomes;
- 4) Schedule and hold regular program meetings with the resultant contractor;
- 5) Provide a process for and facilitate open discussions with the Departments' Staff and contractor personnel to gather information regarding recommendations and suggestions for improvement; and
- 6) Make the Departments' staff available to assist with training regarding policies and procedures to provide ongoing technical assistance in all aspects of the Healthy IDEAS program.

Specific Departments' responsibilities are:

- a) Program Management: Contract Managers (CM) will be appointed by the Department. CM will be responsible for monitoring program progress and will have final authority to approve/disapprove program deliverables.
- b) Staff Coordination: The CM will coordinate all necessary contacts between the resultant contractor and applicable contract staff.
- c) Approval of Deliverables: The CM will review, evaluate and approve all deliverables prior to the resultant contractor being released from further responsibility.

The Department retains the ultimate decision-making authority required to ensure program tasks are completed.

- g. **References.** Provide three (3) specific programmatic references for the Respondent and proposed subcontractor(s), if applicable. References shall be individuals able to comment on the organization's ability to perform the activities required by this RFQ.

References shall include the company name, and the name, mailing address, telephone number, and e-mail address of a specific contact person. The contact person shall be an individual familiar with the agency/organization and its day-to-day performance. References cannot be the agency/organization's current employees.

Agencies/organizations are strongly encouraged to contact their references to ensure the accuracy of their contact information, and their willingness and ability to provide references.

The Department will disqualify any Respondent from competing in the RFQ process if the Department discovers that the Respondent had any influence on the references.

2. **Experience – Contracts - To submit a responsive proposal THE RESPONDENT SHALL** describe its experience and success related to the requirements of the Healthy IDEA RFQ, whether ongoing or completed, including the following information:
 - a. Identify all state agencies, other jurisdictions, and commercial contractors in all other states for which the Respondent has engaged in similar or related contract work for the past three (3) years;
 - b. Describe any current or past contract(s) where the Respondent performed similar work in the past three (3) years for those state agencies, other jurisdictions or commercial contractors and for each contract include the name of the customer's program officer, title, address, telephone number, fax number and e-mail address, the date of contract signing, the date of program initiation, the initial scheduled completion date and the actual completion date;
 - c. **Provide a signed release** allowing the Department to access any evaluative information, including but not limited to site reviews conducted by any state agency, jurisdiction or commercial contractor for which the Respondent has performed similar work in the past three (3) years. Per Proposal Outline, the signed release should be located in Section V. J. Appendices, as [Appendix 3](#).
3. **Governance – Disclosure - To submit a responsive proposal THE RESPONDENT SHALL** provide the following information:
 - a. The name, work address, and percentage of time allocated to this resultant contract for each responsible director;
 - b. A complete description of any and all related party relationships and transactions. The Respondent shall fully disclose its anticipated payments to a related party. (Such payments are non-allowable unless the Respondent provides sufficient data to satisfy the Departments that the costs are necessary and reasonable);
 - c. An overview of how organization policies and procedures are reviewed and updated by the Respondent, whenever there are federal and state regulation changes and/or operational changes, or as requested by the Departments; and
 - d. Evidence of sound fiscal management processes.
4. **Ownership – Disclosure - To submit a responsive proposal THE RESPONDENT SHALL** provide a description of the relationship with other entities including:
 - a. Whether the Respondent is an independent entity or a subsidiary or division of another company (if the Respondent is not an independent entity, Respondent shall



- describe the organization linkages and the degree of integration/ collaboration between the organizations including any roles of the organizations' principals); and
- b. A description of the relationship of any parent company when the Respondent is an affiliate of another organization.

5. Audit Compliance - *To submit a responsive proposal* **THE RESPONDENT SHALL describe the Respondent's success with contract compliance requirements during the past three (3) years.**

- a. Identify any deficiencies in program audits and, if applicable, detail what steps the organization has taken to address any recommendations.
- b. List all sanctions, fines, penalties or letters of noncompliance issued against the Respondent by any funding source (public and/or private).
- c. Describe the circumstances eliciting the sanction, fine, penalty or letter of noncompliance and the corrective action or resolution to the sanction, fine, penalty or letter of noncompliance. If no sanctions, fines, penalties or letters of noncompliance were issued, a statement that attests that no sanction, fine, penalty or compliance action has been imposed on the Respondent within the past three (3) years shall be submitted.

6. Evidence of Qualified Entity - *To submit a responsive proposal* **THE RESPONDENT SHALL provide written assurance to the Department from its legal counsel that it is qualified to conduct business in the State of Connecticut and is not prohibited by its articles of incorporation, bylaws, or the laws under which it is incorporated from performing the services required under any resultant contract.**

Note: The Evidence of Qualified Entity shall be submitted as a separate sheet and shall be located in Section V. J. Appendices, as [Appendix 4](#).

The Department reserves the right to reject the submission of any Respondent in default of any current or prior contract.

B. Scope of Service Requirements

Maximum Page Limitation=Ten (10) Pages, single-sided

Responses for this section must describe the Respondent's ability and competence to perform the requirements specified in this RFQ. The overall focus of the Healthy IDEAS program is to provide "an evidence-based" depression program designed to detect and reduce the severity of depressive symptoms in older adults with chronic health conditions and functional limitations through existing community-based case management or caregiver support services. The resultant contractor shall agree to successfully complete the following deliverables:

- Participate in Healthy IDEAS training events for all pertinent staff.
- Participate in all SDA coordinated meetings, conference calls, or teleconferences.
- Maintain fidelity with the Healthy IDEAS model.
- Participate in a program evaluation. This will include maintaining client data that may not currently be collected. Data reports will need to be produced and submitted.
- Not use resources for Healthy IDEAS to supplant already existing services.
- Submit Semi-Annual Progress Reports to the SDA yearly on an interim and final grant period basis.

1. **Overall Healthy IDEAS Requirements** - *To submit a responsive submission, **THE RESPONDENT SHALL** summarize its overall qualifications to manage, implement and operate the Healthy IDEAS Program and shall have a minimum of three (3) years of experience pertaining to each of the areas listed below. At minimum the summary must include the following specific details:*

- a. Provide data demonstrating the success of providing case management services or caregiver support services and knowledge of implementation of an evidence-based health program for the three (3) most recent years that your agency or organization provided such services. This shall also include the following:
 - 1) Description and prior related experience serving adults aged 60 and over who are experiencing one or more chronic conditions.
- b. Respondents must have relationships or have a specific plan in place to develop relationships with community medical and mental health care resources to further assess and treat persons with undiagnosed or inadequately treated depression or other mental health problems. Agencies/organizations must develop or strengthen strong linkages with one or more primary health care providers and mental health providers who can offer direct care and services to older adult clients in the program.
 - 1) Provide experience with partnership development and/or collaboration with local community partners particularly with community medical and mental health resources **OR**
 - 2) Provide a specific plan in place to develop relationships with community medical and mental health care resources to further assess and treat persons with

undiagnosed or inadequately treated depression or other mental health problems.

- c. Provide experience or knowledge on the collection and monitoring of client outcome data.

2. **Program Understanding and Administration of Services** - *To submit a responsive submission, **THE RESPONDENT SHALL:***

- a. Demonstrate an understanding of the Healthy IDEAS Program functions, and describe in narrative form **your implementation process for the Healthy IDEAS intervention** in relation to each the following key tasks 1) - 7) of organizational change:
 - 1) **Create a Program Leadership Team** - designation of a coach and one (1) or more program champions, (see below for further details on these roles).
 - 2) **Mobilize support from Agency supervisors and consultants** - do you have agency program champions?
 - 3) **Install Core Program Components/Steps and timetable into current service delivery** - include proposed revisions to policies, forms and documentation.
 - 4) **Ensure Effective Collaboration** - partnerships and communication with community providers who can evaluate and treat depression.
 - 5) **Develop and implement agency specific materials related to Healthy IDEAS.**
 - 6) **Establish system for collecting and monitoring outcome data** - Over time leaders need to examine client outcome data, program process data and staff feedback to adjust agency practice as needed to support program fidelity and good outcomes.
 - 7) **Define target population and geographic area** - Agencies must clearly define the population, geographic area and the number of clients to be served by the Healthy IDEAS Program for the grant period.

3. **Staffing Requirements/Program Personnel** - *To submit a responsive submission, **THE RESPONDENT SHALL** identify the following essential staff to implement the Healthy IDEAS program.*

- a. **Program Manager** - Identify the Healthy IDEAS *Program Manager* who shall be responsible for:
 - 1) Implementing and managing the startup of the Healthy IDEAS Program; and
 - 2) Attending all program meetings and responding to requests for status updates and programmatic narrative reports at the request of the State Department on Aging.
- b. **Clinical Coach(s)** - Identify *Clinical Coach(s)* who will be preferably employed by the Respondent during - the three (3) year grant period. Coach(s) will be responsible for

“coaching” staff who have taken the two (2) day training and who generally need to learn the intervention through further on the job experience.

Coaches should be well versed in the program intervention and model components as well as have experience with behavioral health expertise, ideally with older adults. Coaches may come from different professional backgrounds such as clinical social work, psychology, psychiatric nursing or psychiatry.

A Coach may also be designated as the “Clinical Consultant” whose role is to address client specific issues with respect to clinical consultation, but does not involve direct care of clients. Refer to the following hyperlink, [Role & Qualifications of Clinical Coach](#), for further information regarding the role of the Clinical Coach.

- c. Case Management Staff - Identify the number of case managers/care coordinators from your agency or organization who will participate in the Healthy IDEAS intervention and their experience with adults age 60 and over.
- d. Provide names and resumes of all positions and personnel listed above, with the exception of the case management staff, who will be implementing the Healthy IDEAS program in Section V. J. Appendices, as [Appendix 5](#). If the positions identified by the Respondent are not currently established or filled, to submit a responsive submission, **THE RESPONDENT SHALL** provide a detailed description and timeline of the steps to be taken by the Respondent to establish and fill the positions before the expected contract start date of July 01, 2015, as well as include job descriptions for the proposed staff.

4. Subcontractor Requirements

Each subcontractor organization that will be performing any of the activities required by this RFQ shall be identified in this section of the submission. All proposed subcontractors are subject to the Departments’ prior approval. To submit a responsive submission, THE RESPONDENT SHALL include the following information about each proposed subcontractor.

- a. A [Subcontractor Profile](#) embedded in this section as a hyperlink for each proposed subcontractor, shall be included in Section V. J. Appendices, as [Appendix 6](#).
- b. A sample subcontract agreement shall be included in Section V. J. Appendices, as [Appendix 7](#). Selected Respondents shall be required to submit a copy of a written agreement with each subcontractor prior to contract execution.
- c. A letter of commitment from each proposed subcontractor indicating willingness to provide the proposed services throughout the entire contract period shall be included in Section V. J. Appendices, as [Appendix 8](#). Each letter shall be signed by an authorized official of the proposed subcontractor.
- d. The resultant contractor shall be held directly accountable and liable for all of the contractual provisions resulting from this RFQ.

C. Business Cost Section

No cost information or other financial information may be included in any other portion of the submission. Any submission that fails to adhere to this requirement may be disqualified as non-responsive. Each submission must include cost information and other financial information as follows:

1. Audited Financial Statements – The Respondent shall provide audited financial statements for each of the last two fiscal years. If audited financial statements for each of the last two years are not available, the Respondents shall provide comparable statements that will document the financial stability of the Respondent and include an explanation of why alternate documents were submitted.
2. Proposed Budget – The Respondent shall provide a single line item budget that represents total costs for the Healthy IDEAS Program using the embedded [Budget Template](#) and the embedded Healthy IDEAS [Start - Up and Ongoing Cost Sheet](#) as reference.
3. Budget Narrative – Provide a written explanation of the expected resultant contract costs including a rationale for each line item included in the budget. The budget shall describe each budget line item in detail.

V. PROPOSAL OUTLINE

*This section presents the **required** outline that shall be followed when submitting a response to this RFQ. Submissions shall include a Table of Contents that exactly conforms with the required outline (below). Submissions shall include all the components listed below, in the order specified, using the prescribed lettering and numbering scheme. Incomplete submissions will not be evaluated.*

A.	Cover Sheet	Page 1
B.	Table of Contents	Page 2
C.	Claim of Exemption from Disclosure	etc.
D.	Conflict of Interest - Disclosure Statement	
E.	Executive Summary	
F.	Main Qualification Submission	

G. Organizational Requirements Maximum Page Limitation=Fifteen (15) Pages, single-sided

1. Administrative and Operational Capabilities
 - a. Purpose/Mission
 - b. Organization/Support
 - c. Eligibility
 - d. Accreditation
 - e. Qualifications
 - f. Department Responsibilities
 - g. References
2. Experience – Contracts
3. Governance – Disclosure
4. Ownership – Disclosure
5. Audit Compliance
6. Evidence of Qualified Entity

H. Scope of Service Requirements Maximum Page Limitation=Ten (10) Pages, single-sided

1. Overall Healthy IDEAS Requirements
2. Program Understanding and Administration of Services
3. Staffing Requirements/Program Personnel
4. Subcontractor Requirements

I. Business Cost Section

1. Audited Financial Statements
2. Proposed Budget
3. Budget Narrative

J. Appendices

- [Appendix 1](#) Organization Chart
- [Appendix 2](#) **Healthy IDEAS Readiness Assessment Survey results**
- [Appendix 3](#) **Signed release**
- [Appendix 4](#) **Evidence of Qualified Entity**
- [Appendix 5](#) **Resumes**
- [Appendix 6](#) **Subcontractor Profile**
- [Appendix 7](#) **Sample Subcontract Agreement**
- [Appendix 8](#) **Letter of Commitment**