

Attachment 2: Proposal Cover Sheet

**Community Resource Hubs
Request for Qualifications**

RFQ Number: DEEP011025CM

- Lead Organization Name: _____
 - FEIN: _____
 - Street Address: _____
 - Town/City/State/Zip: _____
- Contact Person: _____
 - Title: _____
 - Phone Number: _____
 - E-Mail Address: _____
- Authorized Official: _____
 - Title of Authorized Official: _____

This application must be signed by the respondent's executive director or other individual with executive oversight for agency services delivered in Connecticut.

By submitting this application, I [name of respondent], attest I have no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85.

Signature: _____ Date: _____

Name (Printed): _____ Title: _____

RFQ Application Questions (Total 100 points)

Respondents are expected to answer the following questions fully.

Style Guidelines

Page Limit	10 pages (application responses only, not including budget or letters of support)
Font Size	12 pt
Margins	1"
Line Spacing	1.0
Submission Format	Email only

Section 1: Service Expectations (50 points)

1. Describe your experience bringing people together to provide input on policy or program design. Please include any examples that involve navigating multiple stakeholder interests, developing a community engagement plan, and conducting community-based research to provide evidence-based feedback. (10 points)
2. Describe your experience increasing community access to state and federal grants and financial assistance programs. Please include any examples that involve developing and implementing strategies to connect community needs to grant-funded programs, identifying barriers preventing community access to financial resources, or any technical assistance that you may have provided to community residents of diverse backgrounds. (10 points)
3. Describe your organization's experience facilitating education programs and informational awareness within DEEP's main programmatic areas including any or all of the following: environmental conservation, energy assistance, outdoor recreation, climate resilience, land conservation, and environmental quality. Please highlight target audience, facilitation or education tools utilized, which topic area you have worked within. (10 points)
4. How does your organization conduct outreach and engagement? What methods have been successful within your community, and how did you determine success? What has your organization conducted outreach and engagement on? Specifically, we are looking for your organization's ability to facilitate community access and participation to events and opportunities. Please include any experience with hosting community convenings. (10 points)
5. Describe your experience with workforce development and/or fostering business creation opportunities. Please include any information about relevant partnerships and all levels of workforce development, which could include curriculum development at schools and training and certificate programs. (10 points)

Section 2: Organizational Operations (25 Points)

6. Describe how your organization has fostered strong relationships with the community. In your response, please include who the organization serves, how the organization identifies needs in the community, how the organization addresses those needs, and how the organization assesses whether it has met the community's needs. (10 points)
7. Based on your answer to the previous question, describe how the organization's workforce reflects the community you serve. (5 points)
8. Describe your organization's main office location, hours of operation, and ability to facilitate community convenings with at least 25 individuals. Please include any details about centrality of the location, ease of access, and transportation access, which may include parking or proximity to public transportation. (5 points)
9. Describe how you will provide services listed on pg. 8-10. If you are applying as a sole entity, please describe how you will be able to provide the required services. If you are applying with partners and/or subcontractors, please identify which entity will supply which services (5 points). **Please note: All respondents, including partner organizations are required to supply Letters of Support (see Attachment 5 for template). Potential subcontractors are not required to provide a Letter of Support, however you may do so. Additionally, you do not need to have a firm list of subcontractors at the time of application. (5 points)

Section 3: Financial Responsibility and Budget Proposal (25 points)

10. Describe the organization's experience managing public funding including applying for state and federal grants, negotiating contracts, subgranting and subcontracting, implementing grant-funded programs, handling compliance for grants, loans, etc. (5 points)
11. Provide a description of your organization's financial resources and financial strength. Including the following about financial control procedures: (10 points)
 - What is the financial structure of your organization?
 - What are its sources of debt and equity?
 - How do you maintain books, records, documents?
 - Has the organization or any of its principals sought reorganization, arrangement, adjustment, or been subject to receivership of it or its debt under any law relating to bankruptcy, insolvency or reorganization or relief of debtors?
 - Has the organization or any of its principles been subject to any pending or threatened litigation or administrative proceedings related to projects owned or managed by them?

- Provide a copy of your most recent audited financial statement or annual report.
12. Submit a detailed budget proposal outlining all anticipated costs associated with providing the services described in this RFQ. The budget proposal should be as detailed and accurate as possible, using real costs where possible. Respondents should also indicate any assumptions made in developing the budget and note any areas where costs may vary depending on the level of service provided. A sample budget is provided as Attachment 6 (10 points)

The budget proposal should include base funding and service-based funding.

- **Base Costs:** Include estimated expenses related to staffing, equipment, office space costs such as rent or mortgage, utilities, and telecom/internet as well as other core operational needs necessary to maintain the Hub.
- **Service Delivery Costs:** Break down costs associated with the specific services proposed, such as hosting public meetings, conducting outreach, providing technical assistance, and supporting community members in applying for DEEP and federal grant programs. Service-based funding proposals should be structured to reflect the following categories:
 - Costs per public meeting/event (including staff, venue, and material)
 - Outreach and communication costs (e.g., marketing materials)
 - Costs for technical assistance (e.g., equipment, support for grant applications)
 - Hourly rates for project personnel by title (e.g., project managers, facilitators)

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 proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a 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 proposer over the competition, decreases the overall competitiveness of this procurement, or is not in the best interests of the State. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. *Example: “[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85.”*

Attachment 3: Statement of Assurances

Department of Energy and Environmental Protection

The undersigned Respondent affirms and declares that:

- a. This proposal is executed and signed with full knowledge and acceptance of the RFQ CONDITIONS stated in the RFQ.
- b. The Respondent will deliver services to the Department at the cost proposed in the RFQ and within the timeframes therein.
- c. The Respondent will seek prior approval from the Department before making any changes to the location of services.
- d. Neither the Respondent of any official of the organization nor any subcontractor to the Respondent of any official of the subcontractor organization has received any notices of debarment or suspension from contracting with the State of CT or the Federal Government.
- e. Neither the Respondent of any official of the organization nor any subcontractor to the Respondent of any official of the subcontractor's organization has received any notices of debarment or suspension from contracting with other states within the United States.

Legal Name of
Organization:_____

Authorized Signatory

Date

Attachment 4: Respondent Certification

The Respondent must sign this part. An application will be considered incomplete unless the required signature is provided.

“I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that based on reasonable investigation, including my inquiry of the individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief.

I understand that a false statement in the submitted information may be punishable as a criminal offense, in accordance with section 22a-6 of the General Statutes, pursuant to section 53a-157b of the General Statutes, and in accordance with any other applicable statute.

I certify that this application is on complete and accurate forms as prescribed by the RFQ without alteration of the text.”

Signature of Authorized
Representative

Date

Name of Authorized
Representative (print or type)

Title (if applicable)

Attachment 5: Letter of Support Template (Required)

This is a template for all applicants per Section VII.B Question 9. **All respondents, including partner organizations are required to supply Letters of Support.** Potential subcontractors are not required to provide a Letter of Support, however, may choose to do so. A separate letter is required for each entity or organization.

[Date]

Dear Community Resource Hub Evaluation Team:

On behalf of **[Name of Your Organization or Entity]**, I am writing to express support as a **[Partner Entity or Subcontractor, or Community Supporter]** for the Community Resource Hub proposal submitted by **[Name of Lead Organization]** and others.

1. Mission Statement or Describe what your organization does
2. What services will your organization provide for Community Resource Hubs, including
 - Facilitate Community Input on DEEP Policy and Program Design
 - Increase effective community access to state and federal grants and financial assistance programs overseen by DEEP
 - Facilitate education programs and informational awareness to initiatives aligned with DEEP's mission
 - Facilitate community access to and participation in DEEP events and opportunities
 - Facilitate community participation in workforce development and business creation opportunities associated with DEEP programs
3. What support will your organization provide, including:
 - Physical office
 - Meeting space location for at least 25 people
 - Qualified employees to complete necessary tasks in a timely manner
 - Employee training and development
 - Well-maintained computer hardware and necessary software to complete the service outcomes
 - Adequate data protection procedures to secure sensitive information
 - Internet capacity and email addresses to communicate with the public
4. What is your previous experience working with [Lead Organization]?

We are pleased to be a **[Partner Entity or Subcontractor, or Community Supporter]** with **[Name of Lead Organization]** and others.

Signature

Name and Title of Official

Attachment 6: Sample Budget

This is a sample for the proposed budget required in Section VII.B Question 12. The budget proposal should be as detailed and accurate as possible, using real costs where possible. Respondents should also indicate any assumptions made in developing the budget and note any areas where costs may vary depending on the level of service provided. DEEP will use this budget to understand the real costs for services and operations.

1. **Base Costs:** Include estimated expenses related to staffing, equipment, office space costs such as rent or mortgage, utilities, and telecom/internet as well as other core operational needs necessary to maintain the Hub.

Category	Description	Estimated Cost (\$/year)	Notes
Staff	Office Manager Salary and Benefits		Include breakdown of costs (of FTEs, salary/hourly rates, etc.)
Equipment	Laptop Computers or Tablets Wi-Fi Internet Phone Service		
Rent			
Insurance			

2. **Service Delivery Costs:** Break down costs associated with the specific services proposed, such as hosting public meetings, conducting outreach, providing technical assistance, and supporting community members in applying for DEEP and federal grant programs. Service-based funding proposals should be structured to reflect the following categories:
 - Costs per public meeting/event (including staff, venue, and material)
 - Outreach and communication costs (e.g., marketing materials)
 - Costs for technical assistance (e.g., equipment, support for grant applications)
 - Hourly rates for project personnel by title (e.g., project managers, facilitators)

Category	Description	Unit Cost	Notes
Public Meeting	Hosting community meetings	\$XX per meeting	Include breakdown of costs (staff, materials, venue, food and drink, childcare, transportation)
Materials	Print Flyers		
	Digital Advertisements		
Technical Assistance for Grant Applications	Staff x 3 @ \$25.00/hr.		
	Grant writing Contractors		

Attachment 7: Proposal Checklist

To assist respondents in managing proposal planning and document collation processes, this document summarizes key dates and proposal requirements for this RFQ. Please note that this document does not supersede what is stated in the RFQ. It is the responsibility of each respondent to ensure that all required documents, forms, and attachments, are submitted in a timely manner. RFQ Solicitation Number: DEEP011025CM

Key Dates

RFQ Published	1/15/2025
Letter of Interest and Clearinghouse Sign Up Deadline	2/5/2025
Informational Session + Meet and Greet (Hybrid Meeting) 79 Elm St Gina McCarthy Auditorium Hartford, CT Or Zoom	2/13/2025, 2:00 PM – 4:00 PM Zoom Registration Link: https://ctdeep.zoom.us/meeting/register/tZ0rc-ysrz8iHdzilGUrCQauUIAY6poHBXEO In-Person Registration Link: https://forms.office.com/g/SZHYHtZg1W
RFQ Written Questions Due	2/19/2025; 5:00 pm ET
RFQ Response to Written Questions Posted	2/26/2025; 5:00 pm ET
RFQ Application Deadline	3/12/2025; 5:00 pm ET

Registration with State Contracting Portal (if not already registered):

- Register at: <https://portal.ct.gov/DAS/CTSource/Registration>
- Submit required forms:
 - Campaign Contribution Certification (OPM Ethics Form 1):
<https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>

Proposal Content Checklist

- ☐ Cover Sheet
- ☐ RFQ Application Questions
 - Letters of Support
 - Sample Budget
- ☐ Conflict of Interest – Disclosure Statement
- ☐ Statement of Assurances
- ☐ Respondent Certification