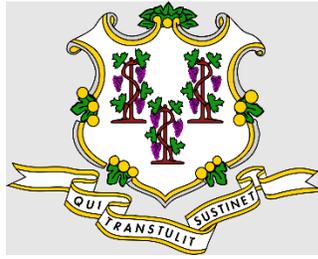


STATE OF CONNECTICUT PROCUREMENT NOTICE



Request for Proposals (RFP) for AIDS Drug Assistance Program

RFP Name: ADAP Log 2025-0904

Issued By: Department of Public Health
Infectious Disease Section

Issue Date: Friday May 10, 2024

The Request for Proposal is available in electronic format on the State Contracting Portal by filtering by Organization for Department of Public Health: <https://portal.ct.gov/DAS/CTSource/BidBoard> or from the Agency's Official Contact:

Name: Mitchell Namias, Pharmacy Consultant
Address: 410 Capitol Avenue
P.O. Box 340308
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Hartford, CT
06134-0308
Phone: 860-509-7718
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E-Mail: DPH.HIV-RFP@ct.gov

The RFP is also available on the Agency's website at <https://portal.ct.gov/dph/Request-For-Proposals/Request-for-Proposals>.

**RESPONSES MUST BE RECEIVED NO LATER THAN
Tuesday – June 18, 2024, at 4:30 PM EST**

The Department of Public Health is an Equal Opportunity/Affirmative Action Employer.

The Agency reserves the right to reject any and all submissions or cancel this procurement at any time if deemed in the best interest of the State of Connecticut (State).

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I. GENERAL INFORMATION

A. INTRODUCTION

1. **RFP Name and Number.** AIDS Drug Assistance Program which shall be identified as RFP Log #2025-0904.
2. **RFP Summary.** The Department of Public Health (DPH) Infectious Disease Section is requesting proposals for the Connecticut AIDS Drug Assistance Program (CADAP). A qualified Pharmacy Benefits Manager or other organization is needed to provide enrollment, pharmacy benefits, insurance premium payments, and rebate management for CADAP.
3. **RFP Purpose.** The purpose of this RFP is to solicit bids from qualified vendors to organize and manage the operations of CADAP. CADAP provides pharmaceutical, financial and health insurance premium assistance to low-income individuals with HIV. The contractor for CADAP will be expected to manage enrollment, pharmacy claims, insurance premium assistance payments, rebate invoicing and collection.
4. **Commodity Codes.** The services that the Agency wishes to procure through this RFP are as follows:
 - 64122100: Health insurance contracts
 - 64122102: Group health insurance policy
 - 85217100: Diagnoses of human immunodeficiency virus HIV disease and related conditions
 - 85455908: The diagnosis of human immunodeficiency virus HIV counseling
 - 93140000: Community and social services
 - 71123000: Integrated services
 - 85101703: Health service planning
 - 80101504: Strategic planning consultation services
 - 80101604: Project administration or planning

B. INSTRUCTIONS

1. **Official Contact.** The Agency has designated the individual below as the Official Contact for purposes of this RFP. The Official Contact is the **only authorized contract** for this procurement and, as such, handles all related communications on behalf of the Agency. Proposers, prospective proposers, and other interested parties are advised that any communication with any other Agency employee(s) (including appointed officials) or personnel under contract to the Agency about this RFP is strictly prohibited. Proposers or prospective proposers who violate this instruction may risk disqualification from further consideration.

Name: Mitchell Namias
Address: 410 Capitol Avenue
P.O. Box 340308

MS# 11 APV
Hartford, CT
06134-0308
Phone: 860-509-7718
E-Mail: DPH.HIV-RFP@ct.gov

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

2. **Registering with State Contracting Portal.** Respondents must register with the State of CT contracting portal at <https://portal.ct.gov/DAS/CTSource/Registration> if not already registered. Respondents shall submit the following information pertaining to this application to this portal (on their supplier profile), which will be checked by the Agency contact.

- Secretary of State recognition – Click on appropriate response
- Non-profit status, if applicable
- Notification to Bidders, Parts I-V
- Campaign Contribution Certification (OPM Ethics Form 1): <https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>

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

- Agency's RFP Web Page: <https://portal.ct.gov/dph/Request-For-Proposals/Request-for-Proposals>
- State Contracting Portal (go to CTsource bid board, filter by "Department of Public Health"; <https://portal.ct.gov/DAS/CTSource/BidBoard>)

It is strongly recommended that any proposer or prospective proposer interested in this procurement check the Bid Board for any solicitation changes. Interested proposers may receive additional e-mails from CTsource announcing addendums that are posted on the portal. This service is provided as a courtesy to assist in monitoring activities associated with State procurements, including this RFP.

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

- **RFP Released:** Friday – May 10, 2024
- **Letter of Intent Due:** Friday – May 17, 2024
- **Deadline for Questions:** Friday – May 24, 2024
- **Answers Released:** Tuesday – June 4, 2024
- **Proposals Due:** Tuesday – June 18, 2024
- **Start of Contract:** Wednesday – January 1, 2025

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

- **Total Funding Available:** \$105,675,000.00

- **Ryan White Part B X07 Funds Part B Earmark:** Approximately \$2,711,389 per year for 3 years
 - **Ryan White Part B X07 Funds Part ADAP Earmark:** Approximately \$7,723,367 per year for 3 years
 - **Ryan White Part B Supplemental X08 Funds:** Approximately \$ 4,135,198 per year for 3 years
 -
 - **AIDS Drug Assistance Program Emergency Relief X09 Funds:** Approximately \$ 6,197,993 per year for 3 years
 -
 - **Ryan White Rebate Funds:** \$43,296,159 total over the course of 3 years
 - **State Funds, AIDS Healthcare:** \$25,000 per year for 3 years
- **Number of Awards:** 1 award
 - **Contract Cost:** To be negotiated with successful proposer
 - **Contract Term:** January 1, 2025 through June 30, 2028
 - **Funding Source:** Federal Ryan White Grant Funds and Rebates
6. **Eligibility.** Proposals will be accepted from any public and private organizations (defined as non-state entities that are either nonprofit or proprietary corporations or partnerships), community-based agencies, CT State agencies and municipalities. Individuals who are not a duly formed business entity are ineligible to participate in this procurement. All proposers must reside in the United States and its territories.
7. **Minimum Qualifications of Proposers.** To qualify for a contract award, a proposer must have the following minimum qualifications:
- CADAP: The Proposer must:**
- be a Pharmacy Benefit Manager located within the United States;
 - have a comprehensive network of pharmacies in Connecticut;
 - either directly or through a subcontractor, be able to issue premium payments for eligible enrolled clients;
 - either directly or through a subcontractor, have the capacity to process eligibility documentation and securely store documents electronically;
 - either directly or through a subcontractor, be able to enroll eligible clients into cost-effective health insurance plans through the Connecticut health exchange, individual private plans, or Medicare Parts C or D; and
 - be culturally competent and demonstrate an ability to work with vulnerable populations and people with low health literacy.
 - if proposer operates a customer service call center, require that all call center work is performed entirely within Connecticut in accordance with C.G.S. § 31-57aa.
- (Note:** The proposer **must** meet all the requirements listed above)
8. **Letter of Intent.** A Letter of Intent (LOI) is recommended, but not required by this RFP. The LOI is non-binding and does not obligate the sender to submit a proposal. The LOI must be submitted to the Official Contact by e-mail by the deadline established in the Procurement Schedule. The LOI must

clearly identify the sender, including name, postal address, telephone number, and e-mail address. It is the sender's responsibility to confirm the Agency's receipt of the LOI.

- 9. Inquiry Procedures.** All questions regarding this RFP or the Agency's procurement process must be directed, in writing, via e-mail, 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, be they submitted in person or over the telephone. All questions received before the deadline(s) will be answered. However, the Agency will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the RFP or the procurement process will not be answered. At its discretion, the Agency may or may not respond to questions received after the deadline. If this RFP requires a Letter of Intent, the Agency reserves the right to answer questions only from those who have submitted such a letter. The Agency may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such.

The agency will release the answers to questions on the date(s) established in the Procurement Schedule. The Agency will publish any and all amendments to this RFP on the State Contracting Portal and, if available, on the Agency's RFP Web Page. At its discretion, the Agency may distribute any amendments to this RFP to prospective proposers who submitted a Letter of Intent or attended the RFP Conference.

- 10. RFP Conference.** An RFP conference will not be held.
- 11. Proposal Due Date and Time.** The Official Contact is the **only authorized recipient** of proposals submitted in response to this RFP. Proposals must be received by the Official Contact on or before **Tuesday June 18, 2024, at 4:30 p.m. EST.**

Proposals received after the due date and time will be ineligible and will not be evaluated. The Agency will send an official letter alerting late respondents of ineligibility.

An acceptable submission must include the following:

- **One (1) conforming electronic copy of the original proposal.**

The proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee.

The electronic copy of the proposal must be e-mailed to the Official Contact for this procurement. The subject line of the e-mail must read: **RFP Log#2025-0904**. Required forms and appendices may be scanned and submitted as PDFs at the end of the main proposal document. Please ensure that the entire e-mail submission is less than **25MB** as this reflects the Agency's server limitations. Respondents should work to ensure that there are no additional IT limitations from the provider side.

The original proposal must carry original signatures and be clearly marked on the cover as "Original." **Unsigned proposals will not be evaluated.** The original proposal and each conforming copy of the proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee.

Hand-delivered, mailed, or non-electronic proposals will not be evaluated. Proposals received after the due date and time may be accepted by the Agency as a clerical function, but late proposals will not be evaluated.

- 12. Multiple Proposals.** The submission of multiple proposals is not an option for this procurement.

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II. PURPOSE OF RFP AND SCOPE OF SERVICES

A. AGENCY OVERVIEW

The Connecticut Department of Public Health (DPH) is the state's leader in public health policy and advocacy. The agency is a source of accurate, up-to-date health information to the Governor, the Legislature, the federal government, and local communities. This information is used to monitor the health status of Connecticut's residents, set health priorities, and evaluate the effectiveness of health initiatives. The mission of the Connecticut Department of Public Health is:

To protect and improve the health and safety of the people of Connecticut by:

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

The DPH's TB, HIV, STD, and Viral Hepatitis Section is the lead entity for the coordination of HIV prevention and care services statewide. The HIV Program is comprised of three parts: (1) Health Care and Support Services (HCSS) oversees Ryan White Part B services for people living with HIV (PLWH), including the administration of CADAP; (2) HIV Prevention oversees prevention services including structural and biomedical interventions such as HIV Testing using a Status Neutral Care Model that links individuals testing positive to medical care and those testing negative to PrEP Navigation services; and (3) HIV Surveillance, which monitors data collected on HIV/AIDS, trends, emerging needs and populations, and also produces the state's HIV Epidemiological Profile. The HIV Programs also collaborate with the TB, STD, and Viral Hepatitis Programs as well as programs that address substance use disorder.

As a CDC and HRSA funded jurisdiction, DPH is charged with providing comprehensive HIV prevention and care services to residents of Connecticut, with a focus on priority populations. CADAP is a component of the Ryan White HIV/AIDS Program which provides pharmaceutical financial assistance to low-income individuals with HIV. CADAP provides assistance to roughly 1,800 clients per year and has an annual operating budget of \$32 million. Connecticut has an aging HIV population, and effective and comprehensive health insurance coverage is critical for optimal health outcomes.

B. PROGRAM SERVICE OVERVIEW

The purpose of this RFP is to contract with one organization to meet the needs of the Department for management of CADAP.

The Connecticut AIDS Drug Assistance Program (CADAP)

The Department is seeking proposals from Pharmacy Benefit Managers to coordinate CADAP benefits. The successful proposer will provide enrollment and eligibility processing, pharmacy claims processing, health insurance premium assistance payments, rebate invoicing and collection. The successful proposer will also provide monthly standardized reports, as well as ad hoc reporting. The Ryan White program serves as the payer of last resort for HIV care. If all other means have been exhausted, Ryan White services can provide the financial assistance. In accordance with HRSA regulations, no direct cash payments may be issued directly to eligible clients.

CADAP serves approximately 1,800 clients per year. Of those clients, approximately 55% are uninsured. The remainder have insurance through employer sponsored coverage, health exchange plans, or Medicare

plans. CADAP does not have an open formulary but has broad formulary coverage that includes more than just HIV medications. Medications for comorbid conditions, such as hypertension, diabetes, dyslipidemia, substance use disorder, and many others are included.

Timely access to medications is paramount to optimal health outcomes. The primary goal of CADAP is to ensure that low-income people with HIV that do not qualify for Medicaid have the means to access their medication. The ultimate measure of HIV is a patient's viral load and CD4 cell count. The goal of our program is to allow patients to achieve an undetectable viral load, meaning that HIV is suppressed to the point that it does not appear on laboratory testing.

HIV medications are extremely expensive. In accordance with HRSA policy, ADAPs are required to vigorously pursue the best pricing available for medications. To meet this requirement and to allow for continuity of operations in which the most cost-effective medications are procured, CADAP is a 340B covered entity. CADAP is a rebate option ADAP, meaning that the pharmacies submitting the claim are reimbursed the full cost of the medication and the pharmaceutical manufacturers are invoiced for rebates. Additionally, CADAP is eligible to receive supplemental rebates negotiated by the AIDS Crisis Task Force through NASTAD. Timely collection of rebates is critical to continuity of program operations.

To help offset the cost of HIV medications, clients that are eligible for insurance plans are encouraged to enroll. CADAP can help pay medication copays, coinsurance, or deductibles. In addition, CADAP has the ability to pay the health insurance premiums of eligible clients through the Connecticut Insurance Premium Assistance (CIPA) program. Roughly 450 clients participate in the CIPA program. Premiums are issued on a monthly or quarterly basis. Timely issuance and receipt of premium payments is important to keep the client's access to health insurance coverage. At this time, only health insurance plans that provide coverage for HIV medications can be paid under this funding opportunity.

Timely access to medications is key to meeting the goals of Ending the HIV Epidemic in the U.S., the federal plan for reducing new HIV infections. All jurisdictions funded by HRSA and CDC for the provisions of HIV care and prevention services must work to meet the goals of the plan, found here: <https://www.hiv.gov/federal-response/ending-the-hiv-epidemic/overview/>. To meet the "treat" strategy of the plan, people with HIV must have treatment rapidly to reach sustained viral suppression. Therefore, applicants to CADAP must have their applications reviewed and approved within 24 hours of receipt of a completed application, weekends and holidays excluded. Benefits must become active within the same day of application approval. One year of eligibility is granted upon application approval. The contractor must be available to provide assistance to pharmacies that are unable to receive a paid claim for active, eligible clients.

The contractor will assist with the completion of HRSA-mandated reporting, such as the ADAP Data Report (ADR), as well as surveys issued by NASTAD. The Department may request ad hoc reporting, and the contractor must fulfil the report request within a reasonable timeframe. Accurate and frequent forecasting for expenses and rebates are necessary to maintain the program. As the needs of clients evolve, so will the reporting needs of the Department. The contractor must be able to adapt to those needs.

CADAP, through its contracted pharmacy benefit manager, currently maintains a customer service call center that answers questions regarding eligibility, premium payments, and pharmacy claims. Call center staff must be trained in culturally and linguistically appropriate services, as almost two thirds of CADAP clients are people of color from various ethnic backgrounds and walks of life. CADAP also operates a pharmacy support call center, where pharmacy staff may call in for assistance with pharmacy claims processing. The customer service call center is open Monday through Friday, 8am-5pm and the pharmacy support center is open 24 hours a day, 7 days a week.

C. SCOPE OF SERVICE DESCRIPTION

The Connecticut AIDS Drug Assistance Program (CADAP)

The purpose of this RFP is to select a contractor that is a Pharmacy Benefits Manager (PBM) that provides medication assistance and premium assistance for low-income people with HIV throughout Connecticut. The PBM will operate an enrollment center that will receive applications and process them according to the Department stipulated guidelines. The PBM will maintain client eligibility records and timelines and

terminate or disenroll clients if they do not meet eligibility requirements. To be eligible for CADAP, applicants must be:

- Connecticut Residents;
- Diagnosed with HIV; and
- Below 500% of the Federal Poverty Level.

The PBM must be able to accept applications through mail, fax, e-mail, its website, or another medium approved by the Department. The PBM will send notification of renewal to the enrolled client 45 days prior to their eligibility termination.

Enrolled clients will be granted 365 days of benefits, unless a terminating condition is reported. Enrolled clients will have access to the CADAP formulary. The CADAP formulary was established by the Department, with the approval of a Clinical Advisory Board. The PBM will implement prior authorization or step therapy requirements for any Department requested medication. The PBM will add medications to the CADAP formulary within a reasonable timeframe, upon request. Clients that are uninsured are enrolled in the ADAP Only coverage group and have no copay or cost incurred at the pharmacy for formulary covered medications. Clients with insurance will have their copays covered for formulary covered medications. All clients enrolled in CADAP should not be charged at the pharmacy for any formulary covered medications. The PBM will be expected to maintain a pharmacy support center to assist pharmacies in claims processing.

The PBM will process claims for formulary medication and approve them, with reimbursement typically at NADAC price plus a \$10.75 dispensing fee. Certain medications may deviate from this payment logic with Department approval. The PBM should have refill logic implemented to reduce costs to the Department and have a system in place to approve overrides. The PBM should have a payment schedule to the pharmacies that is reasonable.

Due to the nature of the cost of HIV medications, the enrollment staff will be expected to screen clients for insurance eligibility and enroll them in acceptable health insurance coverage. This can be completed by enrolling in a Connecticut Health Exchange (Access Health) Plan, an individual plan, an employer sponsored plan, Medicare Advantage/Part C, or Medicare Part D.

(Note: Due to Federal requirements, Medicare Supplemental, Medigap, and Medicare Part F policies are an unallowable cost).

The PBM will be required to make premium payments for eligible clients enrolled in CIPA, a subset of CADAP. The PBM will have support staff dedicated to making these premium payments and troubleshooting any premium payment related issues.

The PBM must have a way of tracking clients that are uninsured, insured with private insurance, and insured through Medicare. Tracking of these groups is required for rebate claim submission. CADAP is required by federal legislation to be the payer of last resort, and therefore the PBM must have a mechanism in place for cost-avoidance and identifying third party plans clients are enrolled in, but not reported to the program. The PBM should have an established audit program to audit pharmacy claims.

Rebate invoicing and tracking is another core component of this program. This program generates \$20-30 million per grant year in pharmaceutical rebates. The PBM will be responsible for invoice generation, distribution, tracking of payments received, reconciling payments with the Department, and forecasting rebate revenues. The expectation is that the PBM will contact delinquent labelers up to three times in an attempt to have payment issued to the Department. Upon the third outreach attempt, the PBM will turn over all documentation to the Department. The PBM will generate a rebate forecast on a quarterly basis and provide it to the Department.

1. Organizational Expectations

- **Purpose, Mission, Vision, and History of Organization:** The proposer must provide a brief overview of the history and structure of the organization. The proposer must explain how the proposal will fit into

the organization's overall mission. Proposers with long-standing, significant unresolved issues on current and/or prior year contracts with DPH may be removed from consideration for additional or future funding.

- **Entity Type and Years of Operation:** The proposer must describe their entity type such as a public or private organization (defined as non-state entities that are either nonprofit or proprietary corporations or partnerships), community-based agency, CT State agency or municipality. Individuals who are not a duly formed business entity are ineligible to participate in this procurement. All proposers must reside in the United States or its territories.
- **Location of Offices/Services:** Proposers can have offices anywhere in the United States and US territories. Customer service call center staff must reside in Connecticut. The proposer must define all locations where services will be provided and hours of operation, including nontraditional locations and hours.
- **Subcontractors:** If subcontracting, in addition to the information above, the proposer must include what specific components the subcontractor will be responsible for and detail their qualifications.
- **Accreditation/Certification/Licensure (if applicable):** Please define any relevant organizational accreditations, certifications, or licensure.
- **Previous work with the State of Connecticut:** Please list any contracts with the State of Connecticut within the past 10 years. Proposers must be in good standing with the State to be considered for funding. Proposers that have never worked with the State should put "Not Applicable" for this section.

2. Service Expectations

The successful proposer will be responsible for processing completed eligibility applications following the prescribed eligibility criteria set by the Department, operating a customer service call center for assistance with all items related to CADAP eligibility and insurance premium assistance, pharmacy claims processing for their network of pharmacies, operating a pharmacy support call center, rebate invoicing and distribution, tracking of rebate payments, health insurance premium payments, prospective cost avoidance through third party liability, monthly reporting to the Department on contractual requirements and ad hoc reports, other ancillary pharmacy services, and assisting the Department with completion of federally required reports and surveys. The successful proposer must demonstrate meeting all of the following responsibilities and criteria:

- a. **Eligibility and Enrollment:** The proposer must demonstrate how they will receive and process applications. Applications must be processed within 72 hours of receipt of a completed application. Proposals should detail methods of receiving client applications and must include at least: mailed paper applications, faxes, e-mail, and online applications. The proposal should reference data security policies and procedures. Once an application is approved, the proposal should explain how and when the benefits will become active and how the client is notified. A timeline of application processing is encouraged, but not required.
- b. **Customer Service Call Center:** The proposer should describe how they will operate a call center to support inquiries from clients and case managers regarding CADAP eligibility and enrollment process. Hours of operation and staffing plan should be included, as well as spoken languages available. Staff must be knowledgeable about CADAP services and the insurance premium assistance program. Customer service call center staff may be remote but must reside within Connecticut. **PLEASE NOTE:** Pursuant to C.G.S. § 31-57aa, effective October 1, 2021, all state business-related call center and customer service work performed by state contractors or other agents or subcontractors shall be performed entirely within this state, except that, if any such contractor, other agent or subcontractor performs work outside this state and adds customer service employees who will perform work pursuant to such new contracts or agreements, such new employees shall immediately be employed within this state.
- c. **Pharmacy Claims Processing:** The proposer must detail their pharmacy network in Connecticut or detail their plans, including a timeline, for establishing a pharmacy network in Connecticut. All relevant statistics about claims processing should be detailed, including average uptime/downtime, configuration of paid claims process for formulary drugs, how client eligibility impacts pharmacy claims processing, how payments are issued to pharmacies, how claim reversals are handled, and any other pertinent data regarding the claims process.

- d. **Pharmacy Support Center:** The proposer must detail the availability of a pharmacy support center, whether it is web-based or via phone. Hours of operation, staffing plan, languages spoken, standard operating procedures, and other pertinent information should be included in this section. **PLEASE NOTE:** The pharmacy support center is not a customer service call center and it is not subject to the requirements of C.G.S. § 31-57aa.
- e. **Rebate Invoicing and Distribution:** The proposer should detail their experience with generating rebate invoices and distributing them to pharmaceutical manufacturers. CADAP is a 340B covered entity. Pursuant to authorization from HRSA, ADAPs are the only 340B entity that may invoice pharmaceutical manufacturers for rebates. ADAPs are not covered under Medicare/Medicaid rebates, as prescribed by the Centers for Medicare and Medicaid Services. ADAPs are eligible to receive supplemental rebates, negotiated by the AIDS Crisis Task Force of NASTAD. The proposer must explain how they will generate 340B rebate invoices and ACTF supplemental invoices. A timeline of invoice generation, distribution, and expected due date for payment should be included.
- f. **Tracking of Rebate Payments:** The proposer should describe how they will work with the Department to track rebate payments. All rebate payments are sent directly to the Department, but the contractor is responsible for collecting the backup documentation for the payment and sending it to the Department. The proposer must detail the process, including timelines and staffing plan for collecting the backup documentation for the payment and sending it to the Department. The Department currently invoices over 100 manufacturers per quarter and approximately 10 manufacturers receive supplemental invoices. The proposer should detail any rebate forecasting available to the Department, as well as other rebate reports.
- g. **Health Insurance Premium Payments:** The proposer should detail their process to successfully make payments to health insurance plans for eligible clients. Details should include timeliness of payments, ability to issue one-time emergency catch up payments, experience working with insurers in Connecticut, and ability to troubleshoot payment issues (e.g.: if an insurer does not apply the payment correctly to a client's account, how the proposer will reconcile this issue).
- h. **Cost Avoidance:** CADAP is statutorily required to be the payer of last resort. Insurance should be utilized prior to CADAP covering any formulary medication cost. However, some clients do not have insurance or do not qualify for insurance. As such, the proposer should detail mechanisms to identify whether a client has insurance, how CADAP will be billed as secondary payer for insured clients, and whether the proposer has the ability to enroll clients in another payer source, either by using staff, a subcontract, or other mechanism. Connecticut does not permit concurrent enrollment in ADAP and Medicaid and the proposer should detail ways to prevent duplication of services.
- i. **Reporting:** The proposer must describe the default reports that it would make available to the Department, provide examples, and detail the process behind ad hoc reporting. Client needs are constantly evolving and CADAP must evolve to meet them. Sufficient reporting regarding client demographics, health outcomes, expenditures, rebate generation, and other reports are all necessary for day-to-day program operations.
- j. **Other ancillary services:** If the proposer has other ancillary services such as: pharmacy audits, medication therapy management, or other special programs that may be beneficial to the Department, they can be included in this section.
- k. **Federal Reports and Surveys:** The Department must submit an annual comprehensive report to HRSA, known as the ADAP Data Report (ADR). The proposer should demonstrate their experience in preparing this report and how they will collect the necessary data for the Department during the reporting period. In addition to this report, national partners send out several surveys throughout the year that require additional data beyond the default or regularly scheduled ad hoc reports. The proposer should detail the response times to these requests in addition to a timeline for the preparation and submission of the ADR. Note: The Department is currently responsible for creating the XML file and submitting the final report to HRSA. It is not an expectation in this RFP that the proposal include this process, but the proposer may include these details if they choose.
- l. **Experience Providing HIV Services:** The proposer must describe the experience the organization has delivering culturally sensitive services to individuals living with or affected by HIV, Hepatitis C virus (HCV) and sexually transmitted diseases (STD). The proposer must also describe experience delivering culturally sensitive services to people who use drugs. The proposer must include a discussion of successes and challenges in serving these populations. The proposer must describe the involvement

of community members, particularly those from the proposed focus populations with lived experience, in the governance, staffing and consumer advisory groups, and describe how frontline staff, management and the Board of Directors are reflective of the populations served.

- m. **Cultural and Linguistic Capacity:** The proposer must describe cultural and linguistic capacity including diversity, language, sexual orientation, health equity, and health literacy for the population(s) to be served. The proposer must also describe the organization's experience in delivering culturally sensitive services to persons and communities disproportionately impacted by HIV, HCV, STDs and substance use disorder, such as LGBTQ+, people of color, MSM, and ethnic/minority populations.

3. Scope of Service for Response

In addition to the requirements found under Service Expectations, the proposer must demonstrate how they will accomplish the following service deliverables:

CADAP

- a. **Pharmacy Claims Processing:** The proposer must have an established network of pharmacies in Connecticut or demonstrate how they will implement and establish a pharmacy network, with access in all areas of the state. There must be as few restrictions as possible for client choice of pharmacy. The proposer should describe how pharmacies are reimbursed, the frequency at which pharmacies are paid, and any proposed payment logic. The current CADAP approved reimbursement logic is NADAC Price plus a \$10.75 dispensing fee. If NADAC is unavailable, FUL, WAC, or another pricing logic is used. The proposer may include other pricing logic if they find it to be cost effective.
- b. **Formulary management:** The proposer should describe their approach to managing the list of approved drugs that CADAP will authorize payment for. The proposal should include the estimated timeline for formulary additions/removals. The proposer shall detail the checks and balances in place to verify that non-formulary medications are not authorized without proper prior approval.
- c. **Prior Authorization:** The proposer should have staff that can assist with clinical prior authorization criteria, review completed prior authorizations submitted by healthcare professionals, and approve or deny prior authorizations. The proposer must have an established methodology and reporting process for tracking prior authorization approvals and denials.
- d. **Enrollment and eligibility:** The proposer must be able to accept applications to CADAP and process, approve, or deny them as prescribed by the Department. There should be sufficient staff to process applications within 72 hours of receipt. The proposer must have an electronic database for tracking eligibility and storing client applications. The proposer should be able to accept applications by: mail, fax, e-mail, and web portal. Other methods of application processing are encouraged to be included in the proposal, but the preceding 4 options must be included. As approved applications will be granted 1 year of eligibility, renewal reminders should be sent to the client prior to their eligibility termination date. The current eligibility criteria, as established by the Department, includes:
1. Connecticut Resident
 2. HIV+
 3. Within 500% of the Federal Poverty Level (FPL)
- e. **Health Insurance Premium Assistance:** The proposer must demonstrate how they will process timely insurance premium payments for eligible clients. The proposer must have an electronic database for tracking premium payments. The proposer must have a process in place for when premium payments are not applied to client accounts correctly and a resolution needs to be implemented as soon as possible. The proposer must also explain how they will implement one-time catch-up payments for clients enrolling in premium assistance that are already delinquent. CADAP policy allows for up to 1 month of delinquent payments to be made upon application approval.
- f. **Rebates:** The proposer must demonstrate their experience with ADAP rebates and supplemental rebates. ADAP are 340B covered entities and are the only 340B entities authorized by HRSA to invoice and collect pharmaceutical manufacturers for rebates. A clear process dictating the generation of rebate invoices, quality assurance protocols in place for accuracy, dissemination, and tracking of

payments made to the Department should be noted by the proposer. Since there are two rebate mechanisms, 340B and Supplemental, the proposer must have the ability to generate multiple invoices at different payment rates. The proposer must demonstrate the ability to prevent duplicate discounts from other 340B covered entities.

- g. Insurance Broker:** The proposer must have staff, subcontract with, or otherwise have the ability to work with a licensed insurance broker. The insurance broker will assist eligible clients with selecting cost effective plans and enrolling them in the premium assistance program. The insurance broker will be expected to work with clients accessing health insurance plans on the health exchange, Access Health, or private individual policies as well as Medicare eligible clients.
- h. Forecasting:** The proposer must demonstrate their ability to generate expenditure and rebate revenue forecasts. Examples of such forecasting may be included in the proposal. Additional forecasting tools may be included. The selected contractor will be expected to generate quarterly forecasting reports for rebate revenues and expenditures for the next 12 months for the Department to review.
- i. Reporting:** The proposer must detail any reporting packages available, how backup documentation for expenditures will be reported to DPH, how subcontracts, if applicable, will be monitored, and any custom reporting available to the Department. Any additional reporting information may be included in this section.
- j. Third Party Liability:** The proposer must have the ability to identify clients with third-party prescription coverage who are actively enrolled in CADAP but who did not report third-party coverage at the time of their application. The proposer must describe how third-party coverage will be identified and how client records will be updated to reflect said coverage.
- k. Payer of Last Resort:** CADAP is federally mandated to be the payer of last resort. The proposer must have mechanisms in place that describe how this requirement will be met. This requirement may be described in other areas of this RFP but must clearly state how it meets the payer of last resort policy.
- l. Medicaid Prohibition:** CADAP prohibits clients with active Medicaid coverage from enrolling in CADAP. The proposer must detail how they will verify if applicants for CADAP have active Medicaid coverage, how they will identify CADAP clients that become enrolled in Medicaid, and the process for notifying clients that their CADAP eligibility was denied or terminated due to active Medicaid coverage. The Department reserves the right to make a case-by-case determination to allow a client enrolled in Medicaid to also access CADAP services if medication access becomes a barrier.
- m. Cost Avoidance and Pharmacy Audits:** The proposer must detail how they will limit costs incurred to the Department. Examples may include: refill limitation logic, prior authorization/step therapy logic, etc. The proposer should detail how it tracks clients with different types of insurance coverage and how it will ensure other third-party payers are billed prior to CADAP. The proposer must also detail how they assure the pharmacy claims submitted are accurate and correct through audits. Any monies recovered as a result of the audit chargeback will be returned to the Department and the proposer should detail timelines for the entire audit process.
- n. Call Centers:** The proposer must detail how it will operate the customer service call center and the pharmacy support center including the following: hours of operation, ability to triage calls, capability of available phone trees and interactive voice response systems, reporting associated with call center statistics, and the organizational chart for the call center. The customer service call center staff must be able to provide culturally and linguistically appropriate services, as the client population served speaks a variety of languages. Call center staff must have the ability to speak to clients in their preferred language using an interpreter or have bilingual staff.
- o. Medication Adherence:** Adherence to antiretroviral medications is critical to ending the HIV epidemic. Non-adherence to HIV therapy can lead to resistance, which can lead to costly treatments. The proposer should have in place, or the ability to create, a program that monitors medication adherence and disseminates this information to pharmacies or prescribers to take action and assist the client with improving their medication adherence.
- p. Medical Payments:** Under a 2019 program letter published by HRSA, ADAPs may pay for medication administration fees associated with antiretroviral administration, if it is administered in a healthcare office setting. The proposer should demonstrate how they will accomplish paying medical providers for

medication administration fees. The proposer may describe their own mechanism or subcontract. If this requirement is captured in another portion of the RFP, it must clearly state that it meets the requirement for Medical Payments.

- q. **Federal Reporting:** All ADAPs are required to complete the ADAP Data Report (ADR), an annual report that collects information about services and client demographics over the reporting period. The proposer must detail their experience in assisting with ADR preparation.

Additional Scope of Services

- a. **Catchment Areas:** The successful proposer will detail how they will provide services throughout the state.
- b. **Location of Offices/Facilities:** Offices can be located anywhere in the US and US territories. Customer service staff must reside within Connecticut.
- c. **Hours of Operation:** Successful proposers should maintain normal business hours at least 8:00am-5:00 pm Eastern Time, Monday through Friday, with the exception of state holidays as posted by the Department of Administrative Services. The pharmacy support center should be available 24 hours a day, 7 days a week.
- d. **Target Population:** People with lived experience with HIV, HCV, STDs, substance use disorder, among others, are the focus of the services outlined.
- e. **Number of Clients:** The proposer should plan on servicing anywhere from 1500-2300 clients per year.
- f. **Client Eligibility/Exclusion:** The proposer must detail policies and procedures for conducting client eligibility determinations, as outlined in Service Expectations and Scope of Services.
- g. **Client Evaluation/Assessment:** Proposers must detail how they evaluate the effectiveness of the services delivered and how that feedback will be used to make program improvements. Proposers must provide at least one historical example of evaluations or assessments used and how that feedback was used to improve program operations.
- h. **Culturally Sensitive Services:** The proposal should clearly explain the staff's knowledge of the social determinants of health and how their work focuses on addressing disparities and meeting people where they are. Knowledge and implementation of Culturally and Linguistically Appropriate Standards as well as cultural humility should be thoroughly explained in the proposal.
- i. **Program Collaboration/Coordination:** It is expected that a successful proposer will establish a data use or data sharing agreement with the Department of Social Services to verify if clients are actively enrolled in Medicaid. The proposer shall also detail any MOU/MOA/Subcontracts and how they will work with local HIV providers.

4. Staffing Expectations

All proposals must address or comply with the following staffing specifications:

a. Staffing Requirements

The proposal must describe the staff assigned to this program including job descriptions, number of hours per week, and hourly rates for all staff funded through this program. Resumes must be provided for all professional staff assigned to this program. The profile of staff who will be working in this program must be clear with adequate time allocated to manage the services to be provided.

b. Key Personnel/Managers/Staff Assigned

The proposer must describe the administrative structure and oversight for the program. The coordinator/supervisor, staff, and the individuals who will comprise the program must be identified; the extent to which they have the appropriate training and experience to perform assigned duties must also

be included. The proposer provide job descriptions for each staff assigned for this proposal. **(Attach resumes and job descriptions for all staff assigned to this program as appendices).**

c. Staffing Level and Demographics of Organization Work Force

The proposer must provide an organizational work force analysis, detailing the race/gender/ethnicity of all staff working under this proposal and all staff employed at the proposing agency.

d. Staff Qualifications/Experience

The proposer must describe staff qualifications and experience including any credentials or licensure.

e. Organizational Chart

The proposer must include an organizational chart as an attachment.

f. Subcontractors

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

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

5. Data and Technology Expectations

Successful proposals will clearly describe experience in the following:

a. E-Mail/Internet Capabilities

The proposer must define current capabilities as well as system restrictions. Proposers must have access to e-mail and the internet for the purposes of data collection and record reporting, as well as for any required or recommended DPH webinars and teleconferences.

b. IT Infrastructure / Hardware and Software Quality

The proposer must describe current software operating system, including the indication of any staff assigned to IT management. Such an individual's name and contact information must be included.

c. Data Collection / Storage / Reporting

The proposer must have the ability to securely store client applications, relevant documents, and pharmacy claims data in compliance with applicable state and federal requirements.

d. Assessment of Client Satisfaction

The proposer must have the capacity to assess client satisfaction for services received. This may consist of feedback related to service received from customer service agents.

6. Financial Expectations

The proposer must describe how the proposal is fiscally competitive, including how staffing and service delivery costs are competitive with similar organizations, to attract and maintain qualified staff and provide services in a cost-efficient manner. The proposer must also define fiscal stability as indicated in the organization's most recent fiscal audit. Please include examples of:

- Financial Control Procedures
- Financial Status Reports
- Audited Financial Statements from the last two years

7. Budget Expectations

Detailed Budget Summary Forms must be submitted. Administrative costs shall not **exceed 10%** of the direct service costs of the funding for which the proposer applies. Administrative costs include direct (overhead) costs. Subcontractor costs, if applicable, must be included in the budget summary. Competitiveness of the proposer's budget will be considered as part of the proposal review process.

Total budget amount must be the same over the contract period. The maximum amount of the budget may not be increased after the proposal is submitted. All cost estimates will be considered as "not to exceed" quotations against which time and expenses will be charged. The proposed budget is subject to change during contract award negotiations.

The State of Connecticut is exempt from payment of excise, transportation and sales taxes imposed by the federal and/or state government. Such taxes must not be included in contract prices.

- **Cost Standards:** Must be in alignment with the Office of Policy and Management Cost Standards, found at <https://portal.ct.gov/OPM/Fin-POS/Standards/POS-Cost-Standards>.
- **Program Funding Sources:** Federal Ryan White Grants, Ryan White Rebate Funds
- **Total Available Funding:** \$105,675,000
- **Period of Award:** January 1, 2025 to June 30, 2028
- **Proration:** Not applicable.
- **Third Party Reimbursement:** Any third-party reimbursement is the property of the State of Connecticut and shall be reinvested in the program, per Federal requirements. Proposals may include how subrogation and other third-party liability operations will be managed, but the cost avoidance or recouped dollars generated from said activities will be returned to the Department. This RFP does not allow for third party revenues to be generated for the proposer.
- **Flat Fees:** Due to the dollar amount of this RFP, a flat fee proposal will not be accepted.
- **Fee-for-Service Revenues:** No eligible and enrolled clients may be charged for services. The proposal may include a fee-for-service schedule for a breakdown of charges that the agency may pay for the administration of the proposal.
- **Subcontractor Cost Schedules:** If subcontracting, subcontractor details must be included in Budget narrative and budget justification.

8. Budget Narrative and Budget

The proposal must contain an itemized budget with justification for each line item on the budget forms included in the proposal.

- a. All costs (travel, printing, supplies, etc.) must be included in the proposal. Competitiveness of the budget will be considered as part of the proposal review process.
- b. A budget summary and budget justification must be included. The budget summary must provide an aggregate amount by line item. The budget justification must explain the cost methods used to calculate the expenditure.
- c. The State of Connecticut is exempt from the payment of excise, transportation and sales taxes imposed by the Federal and/or State government. Such taxes must not be included in contract prices.
- d. The maximum amount of the bid may not be increased after the proposal is submitted. All cost estimates will be considered as “not to exceed” quotations against which time and expenses will be charged.
- e. The proposed budget is subject to change during the contract award negotiations based on availability of funds.
- f. Administrative and general costs are capped at 10% of service delivery costs.

The following information may be useful to proposers when developing a budget proposal:

Expenditure History for State Fiscal Years (July 1-June 30)

	2021	2022	2023
ADAP Uninsured Cost of Drugs	\$25,103,436.95	\$23,779,263.49	\$27,121,473.73
ADAP with Insurance: Copays, Coinsurance, Deductibles, etc.	\$2,078,815.02	\$2,906,470.57	\$3,725,484.76
Health Insurance Premium Payments	\$1,955,670.57	\$1,716,956.48	\$1,642,228.21
Total*	\$29,137,922.54	\$28,402,690.54	\$32,489,186.70

*=Does not include administrative fees

Claims History for State Fiscal Years (July 1-June 30)

	2021	2022	2023
Paid Claims	9,202	10,337	11,497
Reversed Claims	2,058	2,365	2,806
Premium Payments	4,397	3,712	3,119

D. PERFORMANCE MEASURES

The following performance metrics highlight key priorities that will be analyzed collaboratively during the life of the contract. This is not an exhaustive list, but rather an indication of significant performance metrics of interest to the Department. The Department looks forward to working with the successful proposer to define additional important performance metrics.

Performance Measures	Outcomes
Time to process completed application within 72 hours.	98% of completed applications received by the contractor will be approved or denied within 72 hours.

Timeliness of premium payments	98% of clients enrolled in premium assistance will not have their insurance coverage lapse and have their premium paid by the due date.
Formulary management	100% of paid claims will only be for formulary approved medications.
Call center responsiveness	95% of calls placed to the customer service center and pharmacy support center will be answered in less than 30 seconds.
Call center handle time	85% of calls placed to the customer service center and pharmacy support center will be handled in less than 5 minutes.
Rebate invoice generation	100% of rebate invoices will be generated 60 days after the close of the quarter for 340B invoices and 75 days after the close of the quarter for ACTF supplemental invoices.

E. CONTRACT MANAGEMENT/DATA REPORTING

As part of the State’s commitment to becoming more outcomes-oriented, the Department of Public Health seeks to actively and regularly collaborate with providers to enhance contract management, improve results, and adjust service delivery and policy based on learning what works. Reliable and relevant data is necessary to ensure compliance, inform trends to be monitored, evaluate results and performance, and drive service improvements. As such, the Department reserves the right to request/collect other key data and metrics from providers. The contractor will be expected to meet with Department staff monthly for contract monitoring purposes.

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III. PROPOSAL SUBMISSION OVERVIEW

A. SUBMISSION FORMAT INFORMATION

1. **Required Outline.** All proposals must follow the required outline presented in Section V – Proposal Outline. Proposals that fail to follow the required outline will be deemed non-responsive and not evaluated.
2. **Cover Sheet.** The Cover Sheet is Page 1 of the proposal. Proposers must complete and use the Cover Sheet form provided by the Agency in the Section VI. Appendix, Attachment A.
3. **Table of Contents.** All proposals must include a Table of Contents that conforms with the required proposal outline.
4. **Executive Summary.** Proposals must include a high-level summary, not exceeding two (2) pages of the main proposal and cost proposal. The summary must also include the organization's eligibility and qualifications to respond to this RFP.
5. **Attachments.** Attachments other than the required Appendices or Forms identified in the RFP are not permitted and will not be evaluated. Further, the required Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions will result in disqualification.
6. **Style Requirements. THIS IS AN ELECTRONIC SUBMISSION**

Submitted proposals must conform to the following specifications:

- Paper Size: 8.5"x11"
 - Page Limit: 20 page maximum
 - Font Size: 12
 - Font Type: Times New Roman
 - Margins: No smaller than 0.5"
 - Line Spacing: Single Spaced
7. **Pagination.** The proposer's name must be displayed in the header of each page. All pages, including the required Appendices and Forms, must be numbered in the footer.
 8. **Declaration of Confidential Information.** Proposers are advised that all materials associated with this procurement are subject to the terms of the Freedom of Information Act (FOIA), the Privacy Act, and all rules, regulations and interpretations resulting from them. If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL prior to submission. In subsection F of the proposal submission, the proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. EXAMPLE: Section G.1.a. For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).
 9. **Conflict of Interest - Disclosure Statement.** Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of

interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be averse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. The Agency 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.”

B. EVALUATION OF PROPOSALS

- 1. Evaluation Process.** It is the intent of the Agency to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. When evaluating proposals, negotiating with successful proposers, and awarding contracts, the Agency will conform with its written procedures for POS and PSA 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). Final funding allocation decisions will be determined during contract negotiation.
- 2. Evaluation Review Committee.** The Agency will designate a Review Committee to evaluate proposals submitted in response to this RFP. The Review Committee will be composed of individuals, Agency staff or other designees as deemed appropriate. The contents of all submitted proposals, including any confidential information, will be shared with the Review Committee. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. The Review Committee shall evaluate all proposals that meet the Minimum Submission Requirements by score and rank order and make recommendations for awards. The Agency Head will make the final selection. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Review Committee may result in disqualification of the proposer.
- 3. Minimum Submission Requirements.** To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Proposal Format requirements; (3) meet the Eligibility and Qualification requirements to respond to the procurement; (4) follow the required Proposal Outline; and (5) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Agency will reject any proposal that deviates significantly from the requirements of this RFP.
- 4. Evaluation Criteria (and Weights).** Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Review Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The weights are disclosed below.

Evaluation Criterion Title	The examples below are intended to provide some guidance and are not an exhaustive list of items to be considered. Proposers should refer to the specific content requirements throughout the RFP to address every criterion.
Organizational Profile and Expectations	Ex: The Proposer has a history of providing the services of a pharmacy benefits manager, including a strong knowledge of ADAPs and 340B. They have a skilled, culturally diverse workforce across all roles that reflect the proposed catchment area or have detailed plans for how they will. The proposer demonstrates support of staff and encourages self- and team-care to ensure staff retention.

Scope of Services	Ex: The Proposer demonstrates how they will complete each required deliverable and provide a detailed breakdown of how each will be met. Historical examples are provided, procedures are clearly identified, and impact on client services are emphasized.
Staffing Plan	Ex: The Proposer demonstrates a sufficient number of staff that will meet the required deliverables and how they will meet operational needs. The Proposer describes the skill set of each relevant staff member and the overall supervision of the proposal.
Data and Technology	Ex: The Proposer demonstrates expertise with appropriate software and other tools to process billing information and rebates.
Workplan	Ex: The Proposer details appropriate timelines for how the scope of services will be provided. The goals outlined in the work plan are specific, measurable, achievable, realistic, and timely.
Financial Profile	Ex: The Proposer provides acceptable documentation and is fiscally sound, per the last audited financial statement.
Budget and Budget Narrative	Ex: The Proposer provides a fiscally competitive proposal using current industry rates and relevant costs for meeting logistics and staff labor. There are no math errors in the budget and the budget is realistic.

Note: As part of its evaluation of the Staffing Plan, the Review Committee will review the proposer's demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10).

Proposals must receive at least a minimum score to be considered for funding. Proposals that are scored below the minimum will be automatically removed from funding consideration. In the event that no acceptable proposals are submitted in response to this RFP, the Agency may reopen the procurement process, if it is determined to be in the best interests of the State.

5. **Proposer Selection.** Upon completing its evaluation of proposals, the Review Committee will submit the rankings of all proposals to the Commissioner or Agency Head. The final selection of a successful proposer is at the discretion of the Commissioner or Agency Head. Any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the Agency. Such negotiations may, but will not automatically, result in a contract. Any resulting contract will be posted on the State Contracting Portal. All unsuccessful proposers will be notified by e-mail or U.S. mail, at the Agency's discretion, about the outcome of the evaluation and proposer selection process. The Agency reserves the right to decline to award contracts for activities in which the Commissioner or Agency Head considers there are not adequate respondents.
6. **Debriefing.** Within ten (10) days of receiving notification from the Agency, unsuccessful proposers may contact the Official Contact and request information about the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the ten (10) days. If unsuccessful proposers still have questions after receiving this information, they may contact the Official Contact and request a meeting with the Agency to discuss the evaluation process and their proposals. If held, the debriefing meeting will not include any comparisons of unsuccessful proposals with other proposals. The Agency may schedule and hold the debriefing meeting within fifteen (15) days of the request. The Agency will not change, alter, or modify the outcome of the evaluation or selection process as a result of any debriefing meeting. If an unsuccessful proposer wants more detailed information beyond what is offered in the debriefing, they must submit a Freedom of Information Act request to the Department, using the form found on the Department's website: <https://portal.ct.gov/DPH/Communications/FOI/Freedom-of-Information-Request>
7. **Appeal Process.** Proposers may appeal any aspect of the Agency's competitive procurement, including the evaluation and proposer selection process. Any such appeal must be submitted to the Agency Head. A proposer may file an appeal at any time after the proposal due date, but not later than thirty (30) days after an agency notifies unsuccessful proposers about the outcome of the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope

will be considered “day one” of the thirty (30) days. The filing of an appeal shall not be deemed sufficient reason for the Agency 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. **Contract Execution.** Any contract developed and executed as a result of this RFP is subject to the Agency’s contracting procedures, which may include approval by the Office of the Attorney General. Fully executed and approved contracts will be posted on the State Contracting Portal.

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IV. REQUIRED PROPOSAL SUBMISSION OUTLINE AND REQUIREMENTS

Proposals must include a Table of Contents that exactly conforms with the required proposal outline (below). Proposals must include all the components listed below, in the order specified, using the prescribed lettering and numbering scheme. **Additional information can be found in Section II PURPOSE OF RFP AND SCOPE OF SERVICES.** **Incomplete proposals will not be evaluated.**

A: Cover Sheet

The Cover Sheet can be found in Section VI. Appendix and must be fully completed.

B: Table of Contents

Proposers must include a Table of Contents that lists sections and subsections with page numbers that follow the organization outline and sequence for this proposal.

C: Proposer Executive Summary

The page limitation for this section is two (2) pages briefly describing how the Respondent meets the eligibility and qualification criteria outlined in the Proposal Overview and a brief overview of why the Respondent should be selected for the activities highlighted in the scope of services.

D: Main Proposal Submission Requirements to Submit a Responsive Proposal:

*****Please note the maximum total page length for this section is 18 pages** (all appendices and other attachments should be referred to in section D and then placed in section E.). The Agency Review Committee will not read answers longer than **18** pages in this section.

1. Strengths and Qualifications of Agency and Staff

Organization Description and History: Proposer must provide a general overview of your organization, including its history and prior experiences engaging with relevant key stakeholders such as consumers, community-based organizations, and local government officials. This should include the following:

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

The proposer must provide a brief overview of the history and structure of the organization. The proposer must explain how the proposal will fit into the organization's overall mission.

Proposers with long-standing, significant outstanding issues on current and/or prior year contracts with the DPH may be removed from consideration for additional or future funding.

b. Entity Type (profit/non-profit, etc.) / Years of Operation

Proposers must indicate entity type and years of operation. Proposals will be accepted from public and private organizations located in the United States and its territories (defined as non-state entities that are either nonprofit, for profit, or proprietary corporations or partnerships), community-based agencies, and CT State agencies and municipalities. Individuals who are not a duly formed business entity are ineligible to participate in this procurement.

c. Location of Office(s) or Facilities / Hours of Operation

Proposers must define all locations where services will be provided, including nontraditional locations, as well as all hours of operation.

d. Current Scope of Services Served

Proposers must describe what and how services are currently being delivered and the number and demographics of clients currently being served.

e. Organization's Experience

The proposer must describe the experience the organization has with the following:

- Building effective partnerships among diverse groups and organizations for collaborative public health planning.
- Identifying capacity-building needs of organizations and securing needed capacity-building and technical assistance to reach program goals.
- Mobilizing communities disproportionately impacted by HIV (i.e., People Living with HIV, communities of color, young men who have sex with men, Transgender people, etc.).

f. Staff Diversity

The proposer must describe staff diversity and how it strengthens the organization's ability to provide the services outlined.

g. Agency and Staff Qualifications

The proposer must briefly describe the experience and qualifications of the agency and staff that would be assigned to work on the services outlined. The proposer must explain how the experience and qualifications will accomplish the scope of services.

h. Accreditation / Certification / Licensure

Please define any relevant organizational accreditation(s), certification(s), or licensure(s).

i. Previous Work with the State of Connecticut

Please list any contracts with the State of Connecticut within the last 10 years. If there are no contracts, proposers should mark this section "Not Applicable".

2. Scope of Services

The proposer must address how the proposed services will be delivered. The proposer must describe how the proposal will fit into the organization's overall mission and services/service delivery system. Please refer to Section II, Subsections 2 "Service Expectations" and Subsection 3 "Scope of Service for Response" of this RFP when drafting the scope of services.

3. Staffing Plan**a. Key Personnel / Managers/ Staff Assigned**

The proposer must define all staff assigned to the proposal and outline specific responsibilities in the narrative. The proposer must describe all staff that will provide supervision, administration, and provision of services, as well as applicable position titles, hourly pay rates, and hours assigned to services/ service delivery. Staff assignments must also be included in the Work Plan.

b. Staffing Levels and Demographics of Organizational Work Force

The proposer must provide an organizational work force analysis, describing the race/gender/ethnicity of all staff assigned to this proposal and all staff employed by the proposing organization.

c. Staff Qualifications / Experience

The proposer must describe staff qualifications and experience to deliver the proposed services. Please indicate any staff certifications or licensures held. Include the length of time the staff has with the organization and experience with the specific service they would be assigned to. All job descriptions and resumes must be included as an attachment.

d. Subcontractors

Proposers must describe any subcontractors that would be providing any of the required services outlined. For each subcontractor, the following information must be included:

- a. Legal Name of Entity, Address, FEIN
- b. Contact Person, Title, Phone, Fax, E-mail
- c. Services Currently Provided
- d. Services To Be Provided Under Subcontract
- e. Subcontractor Oversight
- f. Subcontract Cost and Term

e. Organizational Chart

The proposer must include an organizational chart in Section VI. Appendices.

e. Recruitment, Hiring, and Retention Plan

The proposer must describe how new staff is recruited, hired, trained and the process(es)/method(s) to retain current staff.

f. Staff Training / Education / Development

The proposer must describe how staff receive ongoing training and what other development tools are provided to staff.

4. Data and Technology

Contractors shall be required to use a data collection and reporting system, of the contractor's choosing, to document materials received and distributed by the contractor. Reports must be generated regularly for DPH. Proposers must have hardware capable of supporting the database and provide staff support for installation, maintenance, and updating of the data system. The Department has no recommended data system for this RFP, and proposers may demonstrate capacity using Microsoft Excel or another program designed for meeting logistics.

Since the proposer will be working with HIV, LGBTQIA+, and other populations, data privacy is a requirement, and the proposer must demonstrate how data will be safeguarded. The proposer must describe what type of data security will be used to protect client data. The proposer should develop and maintain written policies and procedures on data security and confidentiality. Written policies and procedures should include:

- Review of applicable laws and regulations
- Description of applicable data (include details on types of records, systems, and reports)
- Roles and responsibilities of persons with authorized access to the data
- Provisions to limit disclosure and prevent indirect release of PII
- Guidance on data sharing
- Confidentiality guidelines (<https://portal.ct.gov/datasecurity>)

All staff members are required to be trained in data security and confidentiality related policies. Staff members must be notified of any changes or updates to data security policies.

Proposers must have access to e-mail and the internet for the purposes of record reporting and data collection. The proposer must describe current access to virtual platforms, such as Zoom, Microsoft Teams, other webinar-based communication software, or any websites or cloud based technology used in day-to-day operations.

The proposer must describe previous and planned client satisfaction surveys or feedback tools used to monitor and evaluate service delivery and client satisfaction with services. The proposer must describe how the findings from these tools will be utilized and describe any changes made because of survey(s) to improve services. Successful proposers will be required to submit copies of client satisfaction surveys and report to DPH any results of surveys on an annual basis.

5. Work Plan

Proposers must describe how they will provide the services outlined in Section II, Subsection 2 “Service Expectations” and Subsection 3 “Scope of Services Response”. The work plan should include the following:

- a. Start Date
- b. Timetable / Schedule
- c. Tasks, Deliverables
- d. Methodologies
- e. Measurable Objectives

6. Financial Profile

a. Annual Operating Budget and Revenues

The proposer must define the agency’s annual operating budget, revenues, and sources of other funding, other than Connecticut HIV funds [e.g. other state’s Ryan White Funds, as well as other federal, state, and foundational funds]. The proposer must also describe how the organization will utilize small and minority businesses, whenever feasible, in the purchase of supplies and services. If said businesses are not used, the proposer must describe how proposed costs and services will be cost efficient.

b. Financial Management Systems

The proposer must describe what financial management systems are used to track salary, fringe, and other contractual expenditures.

c. Revenue Generation, Billing, and Third-Party Reimbursement

The proposer must describe the processes and systems used to track revenue, billing and third-party reimbursement.

d. History of Violations (financial or programming)

The proposer must detail any contractual findings made in the last 5 years. If there are no findings, the proposer may respond "N/A".

e. Staff Responsible for Submitting Invoices, Timeliness of Invoice Submission

The proposer must detail the staff responsible for submitting invoices and the process used for ensuring invoices will be submitted on time.

8. Cultural Competence

The proposer must describe their experience providing culturally and linguistically appropriate services and provide examples of past practice. The proposer must also describe how those services would be implemented for this proposal.

9. Cost Competitiveness and Budget Narrative

a. Fiscal Competitiveness

The proposer must describe how the proposal is fiscally competitive, including how staffing and service delivery costs are competitive with similar organizations to attract and maintain qualified staff and provide services in a cost-efficient manner. The proposer must also define fiscal stability as indicated in the organization's most recent fiscal audit. The proposal must include a line-item budget and subcontractor details, if applicable.

b. Budget Summary

A detailed Budget Summary must be submitted. Administrative costs shall not exceed 10% of the direct service costs of the funding for which the proposer applies. Administrative costs include direct (overhead) costs. Subcontractor costs, if applicable, must be included in the budget summary. Competitiveness of the proposer's budget will be considered as part of the proposal review process.

A detailed budget justification must be submitted. The budget justification must detail staff, titles, pay rate, service line items, and other expenses submitted under this proposal. The cost and calculation used to justify the expense must be provided. The budget justification must match the budget summary and be related to the scope of services.

The total budget amount must be the same over the contract period. The maximum amount of the budget may not be increased after the proposal is submitted. All cost estimates will be considered as "not to exceed" quotations against which time and expenses will be charged. The proposed budget is subject to change during contract award negotiations.

The State of Connecticut is exempt from payment of excise, transportation, and sales taxes imposed by the Federal and/or State government. Such taxes must not be included in contract prices.

E: Attachments

Attachments do not count towards the page limit. Attachments other than the required attachments identified are not permitted and will not be evaluated. See Section VI. Appendix, Subsection C “Proposal Checklist” for a list of relevant attachments. Further, the required attachments must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions may result in disqualification.

- 1) Job Descriptions and Resumés of Key Personnel
- 2) Audited Financial Statements
- 3) Organizational Chart

F: Declaration of Confidential Information

If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL prior to submission. The proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. EXAMPLE: Section G.1.a. For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).

G: Conflict of Interest – Disclosure Statement

Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be averse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. 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.”

H: Statement of Assurances

Place after Conflict of Interest-Disclosure Statement. Sign and return in Appendix of proposal.

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V. MANDATORY PROVISIONS

A. STANDARD CONTRACT PROVISIONS

By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with the provisions of Parts I and II of the State's "standard contract" for POS:

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

Part II of the standard contract is maintained by OPM and includes the mandatory terms and conditions of the POS contract. Part II is available on OPM's website at: http://www.ct.gov/opm/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. If a proposer is awarded an opportunity to negotiate a contract with the Department and the resulting contract has an anticipated value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts has an anticipated value of \$100,000 or more, the proposer must inform the proposer's principals of the contents of the SEEC notice.

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

B. ASSURANCES

By submitting a proposal in response to this RFP, a proposer implicitly gives the following assurances:

- 1. Collusion.** The proposer represents and warrants that the proposer did not participate in any part of the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance. The proposer further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the proposer's proposal. The proposer also represents and warrants that the submitted proposal is in all respects fair and is made without collusion or fraud.
- 2. State Officials and Employees.** The proposer certifies that no elected or appointed official or employee of the State has or will benefit financially or materially from any contract resulting from this RFP. The Agency may terminate a resulting contract if it is determined that gratuities of any kind were either offered or received by any of the aforementioned officials or employees from the proposer, contractor, or its agents or employees.
- 3. Competitors.** The proposer assures that the submitted proposal is not made in connection with any competing organization or competitor submitting a separate proposal in response to this RFP. No attempt has been made, or will be made, by the proposer to induce any other organization or competitor to submit, or not submit, a proposal for the purpose of restricting competition. The proposer further assures that the proposed costs have been arrived at independently, without consultation, communication, or agreement with any other organization or competitor for the purpose of restricting competition. Nor has the proposer knowingly disclosed the proposed costs on a prior basis, either directly or indirectly, to any other organization or competitor.

4. **Validity of Proposal.** The proposer certifies that the proposal represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto. The proposal shall remain valid for a period of 180 days after the submission due date and may be extended beyond that time by mutual agreement. At its sole discretion, the Agency may include the proposal, by reference or otherwise, into any contract with the successful proposer.
5. **Press Releases.** The proposer agrees to obtain prior written consent and approval of the Agency for press releases that relate in any manner to this RFP or any resultant contract.

C. TERMS AND CONDITIONS

By submitting a proposal in response to this RFP, a proposer implicitly agrees to comply with the following terms and conditions:

1. **Equal Opportunity and Affirmative Action.** The State is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.
2. **Preparation Expenses.** Neither the State nor the Agency shall assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.
3. **Exclusion of Taxes.** The Agency is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Proposers are liable for any other applicable taxes.
4. **Proposed Costs.** No cost submissions that are contingent upon a State action will be accepted. All proposed costs must be fixed through the entire term of the contract.
5. **Changes to Proposal.** No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, the Agency may request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by the Agency, and at the proposer's expense.
6. **Supplemental Information.** Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Agency. The Agency may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Agency. At its sole discretion, the Agency may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.
7. **Presentation of Supporting Evidence.** If requested by the Agency, a proposer must be prepared to present evidence of experience, ability, data reporting capabilities, financial standing, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFP. The Agency may make onsite visits to an operational facility or facilities of a proposer to evaluate further the proposer's capability to perform the duties required by this RFP. At its discretion, the Agency may also check or contact any reference provided by the proposer.
8. **RFP Is Not An Offer.** Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the State or the Agency or confer any rights on any proposer unless and

until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the Agency and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for costs incurred by the proposer or for payment of services under the terms of the contract until the successful proposer is notified that the contract has been accepted and approved by the Agency and, if required, by the Attorney General's Office.

D. RIGHTS RESERVED TO THE STATE

By submitting a proposal in response to this RFP, a proposer implicitly accepts that the following rights are reserved to the State:

1. **Timing Sequence.** The timing and sequence of events associated with this RFP shall ultimately be determined by the Agency.
2. **Amending or Canceling RFP.** The Agency reserves the right to amend or cancel this RFP on any date and at any time, if the Agency deems it to be necessary, appropriate, or otherwise in the best interests of the State.
3. **No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, the Agency may reopen the procurement process, if it is determined to be in the best interests of the State.
4. **Award and Rejection of Proposals.** The Agency reserves the right to award in part, to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Agency may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Agency reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.
5. **Sole Property of the State.** All proposals submitted in response to this RFP are to be the sole property of the State. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State, unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the State without recourse.
6. **Contract Negotiation.** The Agency reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Agency further reserves the right to contract with one or more proposer for such services. After reviewing the scored criteria, the Agency may seek Best and Final Offers (BFO) on cost from proposers. The Agency may set parameters on any BFOs received.
7. **Clerical Errors in Award.** The Agency reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial proposer is deemed to be void ab initio and of no effect as if no contract ever existed between the State and the proposer.
8. **Key Personnel.** When the Agency is the sole funder of a purchased service, the Agency reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The Agency also reserves the right to approve replacements for key personnel who have terminated employment. The Agency further reserves the right to require the removal and replacement of any of the proposer's key personnel who do not perform adequately, regardless of whether they were previously approved by the Agency.

E. STATUTORY AND REGULATORY COMPLIANCE

By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with all applicable State and federal laws and regulations, including, but not limited to, the following:

- 1. Freedom of Information, C.G.S. § 1-210(b).** The Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption, as defined by C.G.S. § 1-210(b). Proposers are generally advised not to include in their proposals any confidential information. If the proposer indicates that certain documentation, as required by this RFP, is submitted in confidence, the State will endeavor to keep said information confidential to the extent permitted by law. The State has no obligation to initiate, prosecute, or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. The proposer has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While a proposer may claim an exemption to the State's FOIA, the final administrative authority to release or exempt any or all material so identified rests with the State. In no event shall the State or any of its employees have any liability for disclosure of documents or information in the possession of the State and which the State or its employees believe(s) to be required pursuant to the FOIA or other requirements of law.
- 2. Contract Compliance, C.G.S. § 4a-60 and Regulations of CT State Agencies § 46a-68j-21 thru 43, inclusive.** CT statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to ensure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.
- 3. Consulting Agreements Representation, C.G.S. § 4a-81.** Pursuant to C.G.S. §§ 4a-81 the successful contracting party shall certify that it has not entered into any consulting agreements in connection with this Contract, except for the agreements listed below. "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 contracts. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the Connecticut General Statutes as of the date such contract is executed in accordance with the provisions of section 4a-81 of the Connecticut General Statutes. Such representation shall be sworn as true to the best knowledge and belief of the person signing the resulting contract and shall be subject to the penalties of false statement.
- 4. Campaign Contribution Restriction, C.G.S. § 9-612.** For all State contracts, defined in section 9-612 of the Connecticut General Statutes as having a value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to the resulting contract must represent that they have received the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice, as set forth in "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations." Such notice is available at https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_11_notice_only.pdf
- 5. Gifts, C.G.S. § 4-252.** Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz's Executive Order No. 21-2, the Contractor, for itself and on behalf of all of its principals or key personnel who submitted a bid or proposal, represents:

(1) That no gifts were made by (A) the Contractor, (B) any principals and key personnel of the Contractor, who participate substantially in preparing bids, proposals or negotiating State contracts, or (C) any agent of the Contractor or principals and key personnel, who participates substantially in preparing bids, proposals or negotiating State contracts, to (i) any public official or State employee of the State agency or quasi- public agency soliciting bids or proposals for State contracts, who participates substantially in the preparation of bid solicitations or requests for proposals for State contracts or the negotiation or award of State contracts, or (ii) any public official or State employee of any other State agency, who has supervisory or appointing authority over such State agency or quasi-public agency;

(2) That no such principals and key personnel of the Contractor, or agent of the Contractor or of such principals and key personnel, knows of any action by the Contractor to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the Contractor to provide a gift to any such public official or State employee; and

(3) That the Contractor is submitting bids or proposals without fraud or collusion with any person.

Any bidder or proposer that does not agree to the representations required under this section shall be rejected and the State agency or quasi-public agency shall award the contract to the next highest ranked proposer or the next lowest responsible qualified bidder or seek new bids or proposals.

6. Iran Energy Investment Certification C.G.S. § 4-252(a). Pursuant to C.G.S. § 4-

252(a), the successful contracting party shall certify the following: (a) that it has not made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, and has not increased or renewed such investment on or after said date. (b) If the Contractor makes a good faith effort to determine whether it has made an investment described in subsection (a) of this section it shall not be subject to the penalties of false statement pursuant to section 4-252a of the Connecticut General Statutes. A "good faith effort" for purposes of this subsection includes a determination that the Contractor is not on the list of persons who engage in certain investment activities in Iran created by the Department of General Services of the State of California pursuant to Division 2, Chapter 2.7 of the California Public Contract Code. Nothing in this subsection shall be construed to impair the ability of the State agency or quasi-public agency to pursue a breach of contract action for any violation of the provisions of the resulting contract.

7. Nondiscrimination Certification, C.G.S. § 4a-60 and 4a-60a. If a bidder is awarded an opportunity to negotiate a contract, the proposer must provide the State agency with written representation in the resulting contract that certifies the bidder complies with the State's nondiscrimination agreements and warranties. This 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 authorized signatory of the contract shall demonstrate his or her understanding of this obligation by either (A) initialing the nondiscrimination affirmation provision in the body of the resulting contract, or (B) providing an affirmative response in the required online bid or response to a proposal question, if applicable, which asks if the contractor understands its obligations. If a bidder or vendor refuses to agree to this representation, such bidder or vendor shall be rejected and the State agency or quasi-public agency shall award the contract to the next highest ranked vendor or the next lowest responsible qualified bidder or seek new bids or proposals.

8. Access to Data for State Auditors. The Contractor shall provide to OPM access to any data, as defined in C.G.S. § 4e-1, concerning the resulting contract that are in the possession or control of the Contractor upon demand and shall provide the data to OPM in a format prescribed by OPM [or the Client Agency] and the State Auditors of Public Accounts at no additional cost.

9. State Business-Related Call Center and Customer Service Work. Pursuant to subsection (h) of section 31-57aa of the Connecticut General Statutes, Grantee shall perform all required state business-related call center and customer service work entirely within the State of Connecticut. If Grantee performs work

outside of the State of Connecticut and adds customer service employees who will perform work pursuant to this Contract, then Grantee shall employ such new employees within the State of Connecticut prior to any such employee performing any work pursuant to this Contract.

10. Compliance with Consumer Data Privacy and Online Monitoring. Pursuant to section 4 of Public Act 23-16 of the Connecticut General Assembly, Contractor shall at all times comply with all applicable provisions of sections 42-515 to 42-525, inclusive, of the Connecticut General Statutes, as the same may be revised or modified.

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VI. APPENDIX

A. ABBREVIATIONS / ACRONYMS / DEFINITIONS

ACTF	Acute Care Task Force
ADA	Americans with Disabilities Act of 1990
BFO	Best and Final Offer
CDC	Centers for Disease Control and Prevention
CIPA	Connecticut Insurance Premium Assistance
C.G.S.	Connecticut General Statutes
CT	Connecticut
DAS	Department of Administrative Services (CT)
DPH	Department of Public Health
FPL	Federal Poverty Level
FOIA	Freedom of Information Act (CT)
FUL	Federal Upper Limit
HCSS	Health Care and Support Services
HIV	Human Immunodeficiency Virus
HRSA	Health Resources and Services Administration
IRS	Internal Revenue Service (US)
LGBT	Lesbian, Gay, Bisexual, and Transgender
LOI	Letter of Intent
MOA	Memorandum of Agreement
MSM	Men Who Have Sex with Men
NADAC	National Average Drug Acquisition Cost
NASTAD	National Alliance of State and Territorial AIDS Directors
OPM	Office of Policy and Management (CT)
P.A.	Public Act (CT)
PrEP	Pre-Exposure Prophylaxis
RFP	Request for Proposal
RW	Ryan White
RWHAP	Ryan White HIV/AIDS Program
RWPB	Ryan White Part B Program
SEEC	State Elections Enforcement Commission (CT)
U.S.	United States
WAC	Wholesale Acquisition Cost

- **contractor:** a private provider organization, CT State agency, or municipality that enters into a POS contract with the Agency as a result of this RFP.
- **proposer:** a private provider organization, CT State agency, or municipality that has submitted a proposal to the Agency in response to this RFP. This term may be used interchangeably with respondent throughout the RFP.
- **prospective proposer:** a private provider organization, CT State agency, or municipality that may submit a proposal to the Agency in response to this RFP but has not yet done so.
- **subcontractor:** an individual (other than an employee of the contractor) or business entity hired by a contractor to provide a specific service as part of a PSA with the Agency as a result of this RFP.

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B. STATEMENT OF ASSURANCES

Department of Public Health

The undersigned Respondent affirms and declares that:

1) General

- a. This proposal is executed and signed with full knowledge and acceptance of the terms and conditions stated in the RFP.
- b. If awarded a contract under this RFP, the Respondent will deliver services to the Agency at the cost proposed in the RFP and within the timeframes specified therein.
- c. The Respondent will seek prior approval from the Agency before making any changes to the location of services.
- d. The Respondent and its officials, and the Respondent's subcontractors and their officials, have not received any notices of debarment or suspension from contracting with the State of Connecticut or the Federal Government.
- e. The Respondent and its officials, and the Respondent's subcontractors and their officials, have not received any notices of debarment or suspension from contracting with other states within the United States.

Legal Name of Organization:

Authorized Signatory

Date

C. PROPOSAL CHECKLIST

To assist respondents in managing proposal planning and document collation processes, this document summarizes key dates and proposal requirements for this RFP. Please note that this document does not supersede what is stated in the RFP. Please refer to the Proposal Submission Overview, Required Proposal Submission Outline, and Mandatory Provisions (Sections II, III, and IV of this RFP) for more comprehensive details. **This is a tool for Proposers to use.** It is the responsibility of each respondent to ensure that all required documents, forms, and attachments are submitted in a timely manner.

Key Dates

Procurement Timetable		
The Agency reserves the right to modify these dates at its sole discretion.		
Item	Action	Date
1	RFP Released	Friday – May 10, 2024
2	Letter of Intent Due	Friday – May 17, 2024
3	Questions Due	Friday – May 24, 2024
4	Answers Released	Tuesday – June 3, 2024
5	Proposal Due Date	Tuesday – June 18, 2024
6	(*) Start of Contract:	Wednesday – January 1, 2025

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** (Must use DPH Required Cover Sheet - Attachment A)
- Table of Contents**
- Executive Summary:** high-level summary of proposal and cost
- Main proposal body answering all questions with relevant attachments.** Proposers should use their discretion to determine whether certain required information is sufficiently captured in the body of their proposal, unless otherwise stated to include as an attachment. No additional attachments, unless otherwise indicated in the RFP, are allowed.
 - Staffing plan with FTE status
 - Agency and program organizational chart detailing reporting structure
 - Staff resumes and applicable licensures
 - Work plan describing organization's efforts, progress, or plans to diversify workforce
 - Detailed plan on cultural competence and humility in service delivery
 - Response for scope of services
- IRS Determination Letter** (for nonprofit proposers)
- Two years of most recent annual audited financial statements; OR any financial statements prepared by a Certified Public Accountant** for proposers whose organizations have been incorporated for less than two years.
- Proposed Budget**, including budget narrative and cost schedules for planned subcontractors, if applicable.
- Conflict of Interest Disclosure Statement**
- Statement of Assurances**
- Attachments**

- Job Descriptions and Resumés of Key Personnel
- Audited Financial Statements
- Organizational Chart
- Additional RFP forms and Information outlined in Section D below.

Formatting Checklist

- Is the proposal formatted to fit 8 ½ x 11 (letter-sized) paper?
- Is the main body of the proposal within the page limit?
- Is the proposal in 12-point, Times New Roman font?
- Does the proposal format follow normal (1 inch) margins and single line spacing?
- Does the proposer's name appear in the header of each page?
- Does the proposal include page numbers in the footer?
- Are confidential labels applied to sensitive information (if applicable)?

D. ADDITIONAL RFP FORMS**ATTACHMENTS**

Attachment A: DPH Approved RFP Cover Sheet and Applicant Information Form

Attachment B: [Form 1 – Gift Certification](#)

Attachment C: [Form 2 – Campaign Contribution Certification](#)

Attachment D: [Form 3 – Agency Certification](#)

Attachment E: [Form 4 – Annual Contract Certifications](#)

Attachment F: [Form 5 – Consulting Agreement Affidavits](#)

Attachment G: [Vendor/Bidder Profile Sheet](#)

Attachment H: [Agency Vendor Form \(SP-26NB\)](#)

Attachment I: [W9](#)

Attachment J and K: [Notification to Bidders and Bidder Contract Compliance Monitoring Report](#)

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ATTACHMENT A

COVER SHEET

REQUEST FOR PROPOSAL RFP DPH # 2025-0904
CONNECTICUT DEPARTMENT OF PUBLIC HEALTH
TB, HIV, STD, and Viral Hepatitis Section
AIDS Drug Assistance Program

Applicant Information

Applicant Agency:

Legal Name

Address

City/Town State ZIP Code

Telephone No. FAX No. E-mail Address

Contact Person: Title:

Telephone No: E-Mail:

TOTAL PROGRAM COST: \$

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

Signature of Authorizing Official: Date

Typed Name and Title

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

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

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

Applicant Information Form (continuation)

PLEASE LIST THE AGENCY CONTACT PERSONS RESPONSIBLE FOR COMPLETION AND SUBMITTAL OF:

Contract and Legal Documents/Forms:

Name	Title	Tel. No.
Street	Town	Zip Code
E-mail	Fax No.	

Program Progress Reports:

Name	Title	Tel. No.
Street	Town	Zip Code
E-mail	Fax No.	

Financial Expenditure Reporting Forms:

Name	Title	Tel. No.
Street	Town	Zip Code
E-mail	Fax No.	

Incorporated: YES NO

Agency Fiscal Year:

Type of Agency: Public Private Other, Explain:

Profit Non-Profit

Federal Employer I.D. Number:

Town Code No:

Medicaid Provider Status: YES NO

Medicaid Number:

Minority Business Enterprise (MBE): YES NO

Women Business Enterprise (WBE): YES NO

STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
Policies and Guidelines

Gift Certification

Gift certification to accompany State Contracts with a value of \$50,000 or more in a calendar or fiscal year, pursuant Conn. Gen. Stat. §§ 4-250 and 4-252, and Governor M. Jodi Rell's Executive Order No. 7C, para. 10.

I, Type/Print Name, Title and Name of Firm or Corporation, am authorized to execute the attached contract on behalf of the Name of Firm or Corporation (the "Contractor"). I hereby certify that between mm/dd/yy (planning date) and mm/dd/yy (date of the execution of the attached contract) that neither myself, the Contractor, nor any of its principals or key personnel who participated directly, extensively and substantially in the preparation of the bid or proposal (if applicable) or in the negotiation of this contract, nor any agent of the above, gave a gift, as defined in Conn. Gen. Stat. § 1-79(e), including a life event gift as defined in Conn. Gen. Stat. § 1-79(e)(12), to (1) any public official or state employee of the contracting state agency or quasi-public agency who participated directly, extensively, and substantially in the preparation of the bid solicitation or request for proposals for the contract (if applicable) or in the negotiation or award of this contract; or (2) any public official or state employee of any other state agency who has supervisory or appointing authority over the state agency or quasi-public agency executing this contract, except the gifts listed below:

Name of Benefactor Name of recipient Gift Description Value Date of Gift

List information here

Further, neither I nor any principals or key personnel of the Contractor, nor any agent of the above, knows of any action by Contractor to circumvent such prohibition on gifts by providing for any other principals, key personnel, officials, employees of Contractor, nor any agent of the above, to provide a gift to any such public official or state employee.

Further, the Contractor made its bid or proposal without fraud or collusion with any person.

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

Signature

Date

Sworn and subscribed before me on this ____ day of ____, 20__

Commissioner of the Superior Court
Notary Public

STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
Policies and Guidelines

Campaign Contribution Certification

Campaign contribution certification to accompany State Contracts with a value of \$50,000 or more in calendar or fiscal year, pursuant to Conn. Gen. Stat. § 4-250 and Governor M. Jodi Rell's Executive Orders No. 1, para 8 and No. 7C, para 10.

I, Type/Print Name, Title and Name of Firm or Corporation, hereby certify that during the two-year period preceding the execution of the attached contract, neither myself nor any principals or key personnel of the Name of Firm or Corporation who participated directly, extensively and substantially in the preparation of the bid or proposal (if applicable) or in the negotiation or award of this contract, nor any agent of the above, gave a contribution to a candidate for statewide public office or the General Assembly, as defined in Conn. Gen. Stat. §9-601a, except as listed below:

Contributor Recipient Amount/Value Date of Contribution Contribution Description

List information here

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

Signature

Date

Sworn and subscribed before me on this ___ day of ___, 20__

Commissioner of the Superior Court Notary Public _____

**STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
Policies and Guidelines**

**Certification By Agency Official or Employee
Authorized to Execute Contracts**

I, Type/Print Name and Title, am authorized to execute the attached contract on behalf of the _____ (agency name). I hereby certify that the selection of (the) Type/Print Name of Person, Firm or Corporation was not the result of collusion, the giving of a gift or the promise of a gift, compensation, fraud or inappropriate influence from any person.

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

Signature

Date

Sworn and subscribed before me on this _____ day of _____, 20____

Commissioner of the Superior Court Notary Public _____

STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
Policies and Guidelines

Annual Contract Certification

Annual contract certification to update the preceding gift/campaign contribution certification, pursuant to Governor M. Jodi Rell's Executive Orders No. 1, para 8 and No. 7C, para 10.

I, Type/Print Name, Title and Name of Firm or Corporation, hereby swear that during the two-year period preceding the date of the instant certification that neither myself nor any principals or key personnel of the Name of Firm or Corporation (the "Contractor") who participated directly, extensively and substantially in the preparation of the bid or proposal (if applicable) or in the negotiation or award of the subject contract, nor any agent of the above, gave a gift, as defined in Conn. Gen. Stat. § 1-79(e), including a life event gift as defined in Conn. Gen. Stat. § 1-79(e)(12), to (1) any public official or state employee of the state agency or quasi-public agency who participated directly, extensively, and substantially in the preparation of the bid solicitation or request for proposals (if applicable) or in the negotiation or award of the subject contract or (2) to any public official or state employee who has supervisory or appointing authority over the state agency or quasi-public agency who executed the subject contract, except the gifts listed below:

Name of Benefactor Name of Recipient Gift Description Value Date of Gift

Insert information here

Further, neither I nor any principals or key personnel of the Contractor who participated directly, extensively and substantially in the preparation of the bid or proposal (if applicable) or in the negotiation or award of the subject contract know of any action to circumvent such prohibition on gifts by providing for any other principals, key personnel, official, or employee of the contractor, nor any agent of the above, to provide a gift to any such public official or state employee.

Further, during the two-year period preceding the date of the instant certification, neither I nor any principals or key personnel of the Contractor who participated directly, extensively and substantially in the preparation of the bid or proposal (if applicable) or in the negotiation or award of the subject contract, nor any agent of the above, gave a contribution to a candidate for statewide public office or for the General Assembly, as defined in Conn. Gen. Stat. § 9-601a, except the contributions listed below:

Contributor Recipient Amount/Value Date of Contribution Contribution Description

Insert information here

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

Signature

Date

Sworn and subscribed before me on this day of , 20
Commissioner of the Superior Court Notary Public

STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
Policies and Guidelines

Consulting Agreement Affidavit

Consulting agreement affidavit to accompany state contracts for the purchase of goods and services with a value of \$50,000 or more in a calendar or fiscal year, pursuant to Conn. Gen. Stat. §4a-81.

This affidavit is required if a bidder or vendor has entered into any consulting agreements whereby the duties of the consultant include communications concerning business of such state agency, whether or not direct contact with a state agency, state or public official or state employee was expected or made. Pursuant to Conn. Gen. Stat. §4a-81, "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 chapter 10 of the general statutes as of the date such affidavit is submitted in accordance with the provisions of this section.

I, Type/Print Name, Title and Name of Firm or Corporation, hereby swear that I am the chief official of the bidder or vendor of the Contract or authorized to execute such Contract. I further swear that I have not entered into any consulting agreement in connection with such contract, except the agreements listed below:

Contractor's Name, Title and Firm or Corporation:

Terms of Consulting Agreement (Date of Execution, Amount, Expiration Date):

Brief Description of Services Provided (Purpose, Scope, Activities, Outcomes):

[] Yes [] No Is the Consultant a former state employee or public official?

If yes, provide the following information about the former state employee or public official:

- Former Agency:
Date Such Employment Terminated:

Attach additional sheets if necessary. This affidavit must be amended if Contractor enters into any new consulting agreements during the term of this Contract

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

Signature

Date

Sworn and subscribed before me on this day of , 20
Commissioner of the Superior Court Notary Public