

## ADDENDUM 2

State of Connecticut Department of Social Services

### Community Action Agency for Greater Norwalk Catchment Area

#### Request for Interest 08/14/14

The State of Connecticut Department of Social Services is issuing **Addendum 2** to the Community Action Agency (CAA) for Greater Norwalk Catchment Area Request for Interest 08/14/14. All requirements of the original RFI except those requirements specifically changed by this addendum shall remain in effect. In the event of any inconsistency between information provided in the RFI and information in this addendum, the information in this addendum shall prevail.

This addendum replaces the following section of this RFI and **corrects Addendum 1**.

1. Section B.1. Geographic Area to Be Served

#### **Clarifications to the RFI and correction to Addendum 1**

1. Section B.1. Geographic Area to Be Served is amended as follows:  
The Greater Norwalk geographic area is comprised of the following towns: Norwalk, New Canaan, Westport, Wilton and **Weston**.

The population and poverty rate for the Greater Norwalk catchment area is broken out by town in the chart below:

Service Delivery Area 2012-2013

Town	Total Population	White	Black	Asian/Pacific Island	Native American	Other Multi-Race	*Hispanic Any Race	% Poverty
Norwalk	83,247	60,803	12,236	3,721	88	6,399	16,564	8.2%
New Canaan	19,403	17,930	405	646	5	417	537	2.3%
Westport	25,602	23,655	545	885	7	510	899	2.8%
Wilton	18,079	16,761	300	679	9	330	453	2.2%
<b>Weston</b>	10,025	9,340	190	287	6	202	316	1.5%
Totals	156,356	128,489	13,676	6,218	115	7,858	18,769	

(Data Sources: 2011 CERC town profiles and 2010 US Census – population distribution percentages are approximate)

State of Connecticut Department of Social Services  
**Community Action Agency for Greater Norwalk Catchment Area**  
**Request for Interest 08/14/14**

**Addendum 2 issued August 26, 2014**

Approved: \_\_\_\_\_  
**Marcia McDonough**

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

This Addendum must be signed and returned with your submission.

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

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

## ADDENDUM 1

State of Connecticut Department of Social Services

### Community Action Agency for Greater Norwalk Catchment Area

#### Request for Interest 08/14/14

The State of Connecticut Department of Social Services is issuing **Addendum 1** to the Community Action Agency (CAA) for Greater Norwalk Catchment Area Request for Interest 08/14/14. All requirements of the original RFI except those requirements specifically changed by this addendum shall remain in effect. In the event of any inconsistency between information provided in the RFI and information in this addendum, the information in this addendum shall prevail.

This addendum replaces the following section of this RFI.

1. Section B.1. Geographic Area to Be Served

#### **Clarifications to the RFI**

1. Section B.1. Geographic Area to Be Served is amended as follows:  
The Greater Norwalk geographic area is comprised of the following towns: Norwalk, New Canaan, Westport and Wilton.

The population and poverty rate for the Greater Norwalk catchment area is broken out by town in the chart below:

Service Delivery Area 2012-2013

Town	Total Population	White	Black	Asian/Pacific Island	Native American	Other Multi-Race	*Hispanic Any Race	% Poverty
Norwalk	83,247	60,803	12,236	3,721	88	6,399	16,564	8.2%
New Canaan	19,403	17,930	405	646	5	417	537	2.3%
Westport	25,602	23,655	545	885	7	510	899	2.8%
Wilton	18,079	16,761	300	679	9	330	453	2.2%
Totals	146,331	119,149	13,486	5,931	109	7,656	18,453	

(Data Sources: 2011 CERC town profiles and 2010 US Census – population distribution percentages are approximate)

State of Connecticut Department of Social Services  
**Community Action Agency for Greater Norwalk Catchment Area**  
**Request for Interest 08/14/14**

**Addendum 1 issued August 18, 2014**

Approved: \_\_\_\_\_  
**Marcia McDonough**

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

This Addendum must be signed and returned with your submission.

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

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

## PROCUREMENT NOTICE

**State of Connecticut  
Department of Social Services  
Community Action Agency for Greater Norwalk Catchment Area  
Request for Interest – 08/14/14**

The State of Connecticut Department of Social Services, (Department/DSS) is issuing this RFI to examine the level of interest of organizations in or near the Greater Norwalk catchment area that would be willing and eligible to respond to a competitive procurement to select an organization to be designated as a Community Action Agency for the Greater Norwalk catchment area. Based on the results of this RFI the Department may issue such a competitive procurement in early 2015.

A Community Action Agency (CAA) provides, arranges for, coordinates and encourages the development of a wide range of services aimed at reducing poverty, revitalizing low-income communities and empowering families to become self-sufficient. CAA's are required to conduct periodic needs assessments in the communities within their catchment area, perform community planning functions, including the annual preparation of a community action plan, and network with other agencies and organizations in the community to ensure that the needs of low income populations are met, to minimize overlapping and duplication of services and to leverage funding from multiple sources. The expectations and responsibilities of a CAA are more fully described in the [CSBG Act](#), embedded as a hyperlink, Connecticut General Statutes Chapter 319yy (Community Action Agencies) and the Department's CSBG/HSI contract language template. The Greater Norwalk catchment area includes the communities of Norwalk, New Canaan, Weston, Westport and Wilton.

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

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

The RFI is also available on the Department's web site at [www.ct.gov/dss/cwp/view.asp?a=2345&q=304920&dssNav=.](http://www.ct.gov/dss/cwp/view.asp?a=2345&q=304920&dssNav=)

The deadline **for submission of interest to the RFI** is **October 27, 2014, 2:00 p.m. Eastern Time**. Questions or requests for information in alternative formats must be directed to the Department's Official Contact at 860-424-5234. Persons who are deaf or hearing impaired may use a TDD by calling 1-800-842-4524.

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## A. INTRODUCTION

1. **RFI Name.** Community Action Agency for Greater Norwalk Catchment Area Request for Interest – 08/14/14
2. **SUBMISSION DUE DATE AND TIME.** The Official Contact is the only authorized recipient of submissions to this RFI. The RFI shall be submitted utilizing [Appendix A](#) for responses to the RFI. One (1) original hard copy of the submission of interest shall be mailed or hand-delivered to the Official Contact by the due date and time. Submission of interests must also be e-mailed, with CAA\_GN\_RFI\_081414 in the subject line and submission of interests must be received by the Official Contact on or before the due date and time:

**Due Date:** October 27, 2014

**Time:** 2:00 p.m. Eastern Time

The submission must be compatible with Microsoft Office Word and/or Microsoft Office Excel.

3. **DISCLAIMER.** This RFI is issued solely for information and planning purposes and does not constitute a solicitation. All information in response to this RFI that is marked Proprietary will be handled accordingly and in accordance with the Connecticut Freedom of Information Act (§1-210 of the CT General Statutes). Responses to the RFI will not be returned. Responses to this notice are not an offer and cannot be accepted to form a binding contract. This solicitation of information should not be considered an opportunity to “market” to the Department of Social Services or to any entity for the State of Connecticut. Responders are solely responsible for all expenses associated with responding to this RFI

## B. PROGRAM BACKGROUND

The Economic Opportunity Act of 1964 created CAAs to administer the federal “War on Poverty” programs in the mid-1960s. The CAA concept continues today under the Coates Human Services Reauthorization Act of 1998, also called the federal CSBG Act (see 42 U.S.C § 9901 et seq.), and under Connecticut General Statutes Chapter 319yy (Community Action Agencies). The CSBG Program is administered at the federal level by The Office of Community Services (OCS) which is a branch of the Department of Health and Human Services. In Connecticut, there are currently ten (10) organizations designated as “eligible entities” authorized to receive a portion of the CSBG funds allocated to the State. DSS administers these funds and using an allocation formula, provides the funds to CSBG “eligible entities” that serve low-income individuals and families in ten (10) identified catchment areas to ensure statewide coverage. DSS is designated as the principal state agency for the allocation and administration of the block grant within the State of Connecticut.

In November 2004, DSS matched its commitment of CSBG resources through the identification of HSI resources specifically identified for CAAs to assist in their CSBG efforts.

CSBG eligible entities are a network of private non-profit and public agencies. These entities provide a range of services and integrate and coordinate these services with other organizations. This multi-faceted approach distinguishes CSBG programs from other anti-poverty efforts and maximizes the likelihood that the individuals and families assisted will become self-sufficient. Currently, in Connecticut, all CSBG eligible entities are private non-profit organizations.

1. **Geographic Area to Be Served – Greater Norwalk:** The Greater Norwalk geographic area is comprised of the following towns: Darien, Greenwich, and Norwalk. According to 2010 U.S. Census, estimated population was 200,386 for the Greater Norwalk catchment area. Of that number, 10.2% or 12,247 Norwalk residents live in poverty.

The population and poverty rate for the Greater Norwalk catchment area is broken out by town in the chart below:

Service Delivery Area 2012 - 2013

Town	Total Population	White	Black	Asian / Pacific Island	Native American	Other Multi-Race	*Hispanic Any Race	% Poverty
Darien	19,777	18,388	300		4		663	2.9%
Greenwich	60,551	52,622	1,495	4,157	27	2,210	5,060	3.6%
Norwalk	83,247	60,803	12,236	3,721	88	6,399	16,564	8.2%
Totals	163,575	131,813	14,031	8585	119	8,987	22,287	

(Data Sources: 2011 CERC town profiles and 2010 US Census- population distribution percentages are approximate)

### C. PROGRAM SUMMARY

CSBG is a federally funded, antipoverty program that is designed to create, coordinate and deliver an array of services and activities to assist low-income families and individuals achieve self-sufficiency. HSI is the state’s additional commitment to assist eligible entities with meeting its goal of self-sufficiency.

There are currently ten (10) CAAs and one (1) Limited Purpose Association (LPA) that qualifies for CSBG funding in Connecticut. Each CAA has a specified catchment area. The Department is currently conducting a competitive procurement to identify and designate an eligible entity to serve the Greater Stamford catchment area and this RFI to measure the interest and ability to competitively procure an organization to serve as a CAA for the



Greater Norwalk catchment area. CSBG funds are primarily used by CAAs to provide planning and coordination, organize services, develop innovative and effective approaches to addressing the causes of poverty, and to broaden the resource base for programs and services and core administrative expenses. With CSBG as base funding, CAAs operate a wide range of programs with other funds from other DSS programs for which they may qualify. Such programs include but may not be limited to, Human Services Infrastructure, Low-Income Heating Energy Assistance, Social Services Block Grant, Hispanic Human Resource Development, Youth Services and Nutrition Services, other federal and state agencies and municipalities, as well as private donations. During FFY 2013, Connecticut CAAs served a total of 365,827 persons.

The purpose of the CSBG program is to reduce poverty, revitalize low-income communities and empower low-income families and individuals to become fully self-sufficient. This is accomplished by using CSBG funds to support local efforts to identify, reduce or eliminate the causes of poverty and to help solve problems that block the achievement of economic self-sufficiency. CSBG eligible entities are mandated to focus their efforts on assisting individuals to become self-sufficient, including creating and participating in community revitalization projects that provide enhanced economic opportunities for the target population. CSBG eligible entities also strive for maximum participation of residents of the low-income communities so that they become empowered to respond to the unique problems and needs within their own communities.

Only organizations designated as a CAA receive CSBG funding. A CAA must:

1. Be governed by a tripartite board composed of representatives of the low-income neighborhoods being served, elected local officials and key community resources such as business and commerce, faith-based organizations, other service providers and community groups.
2. Conduct periodic assessments of the poverty needs and condition within their community and serve as a principal source of information or inventory of community resources.
3. Conduct needs assessments, including data analysis and community and individual surveys.
4. Identify gaps in services and unmet needs, based upon the results of the needs assessments and surveys.
5. Develop goals and strategies that when implemented will empower low-income people, reduce poverty, increase self-sufficiency and improve conditions and opportunities within the community that support family stability and advancement.
6. Provide, arrange, coordinate and encourage the development and implementation of a wide range of services aimed at furthering the goals of the CSBG Act.
7. Mobilize and coordinate programs and resources within the organization.
8. Partner with public and private service providers to achieve family and community improvement goals.

9. Initiate program planning and implementation, including the administration of programs, solicitation of funds through grants and contracts and coordination of programs and services with other government and community based organizations to improve outcomes and avoid duplication.
10. Maintain an outcome based system for assessing and reporting the effectiveness of its anti-poverty strategies in terms of results achieved among low-income people and communities.
11. Comply with Results Oriented Management and Accountability (ROMA) Goals and National Performance Indicators.
12. Perform community planning functions.
13. Utilize an outcome based performance measurement systems to identify program objectives, track performance and report on the success of programs undertaken.
14. Collect data and report on activities.

In addition to CSBG funding, CAA's receive HSI funding. The receipt of that funding requires the CAA to:

15. Comply with the Principles of ROMA-based Case Management in CT CAAs, Principles of MIS for ROMA Implementation and Principles of ROMA Implementation in CT.
16. Comply with the contractual requirements of the HSI program as set forth in the resultant contract, embedded in the following hyperlink, [CSBG template](#).
17. Utilize the Department's Eligibility Management System (EMS) – read only access to assist current and potential DSS clients with submission of interest assistance for SNAP, TFA, HUSKY, etc.

The HSI service delivery model is a coordinated, statewide social service delivery approach that serves customers more efficiently, identifies barriers and gaps in services and tracks outcomes to determine how customers are doing as a result of the services provided. CAA's are required to utilize one of the four (4) existing systems used by the existing CAA's to capture and report the required data. A portion of the designated HSI funds may be used by the CAA's to cover system costs.

Further, the Department, the Connecticut Association for Community Action (CAFCA) and the current CAAs are working to improve statewide data processing system efforts to support the implementation and operation of ROMA, HSI and other programs administered by the CAA's, such as LIHEAP, through a Web-based Case Management System. The new CAA will be expected to join these efforts. The Web-based information system will be utilized by the CAA to maintain and track client level demographics, service and outcome data among the CAA's network and programs.

## D. PROGRAM ACTIVITIES

CSBG funds may be used to support activities that are designed to assist low-income individuals and families to become fully self-sufficient and to accomplish the following six (6) national goals:

- Goal 1:** Low-income people become more self-sufficient
- Goal 2:** The conditions in which low-income people lives are improved
- Goal 3:** Low-income people own a stake in their community
- Goal 4:** Partnerships among supporters and providers of services to low-income people are achieved
- Goal 5:** Agencies increase their capacity to achieve results
- Goal 6:** Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems

The goals are attained by CAA's through activities provided directly through the CAA or indirectly through contracted providers that:

Strengthen community capabilities for planning and coordinating the use of a broad range of federal, state, local and private assistance resources designed to eliminate poverty, so that these support systems can be used in a manner that is responsive to meet the needs and conditions of the communities within the catchment area.

Provide a broad range of services designed to address the needs of low-income families and individuals, so that such services may have a measurable and positive impact on addressing the causes of poverty in the community and may assist families and individuals toward the goal of achieving self-sufficiency.

Initiate and encourage the development and implementation of innovative and proven community-based approaches to attack the causes and effects of poverty and community breakdown.

Empower the residents of the communities within the catchment area to express the unique concerns and needs within their communities.

Promote and encourage maximum participation from the residents of the communities within the catchment area, including those served by programs supported through the CSBG program. Expand the community resource base of programs and services directed toward the elimination of poverty, to secure an enhanced provision of services for private, religious, charitable and neighborhood-based organizations as well as citizens, business, labor and other professional groups capable of providing quality services for the poor.

A CAA is required to provide services to the target population within its catchment area that are designed to meet the needs of the target population.

## **E. TARGET POPULATION INCOME ELIGIBILITY:**

Services supported by CSBG funding shall be targeted for households within the catchment area that are at or below 125% of the federal poverty level. CAAs are required to determine income eligibility for all new clients, and shall on an annual basis validate income eligibility on all active clients.

CAAs provide CSBG funded services to clients who have reported household incomes at, or below, 125% of the Federal Poverty Level Income guidelines. HSI services are supported equally through two (2) funding streams – Social Services Block Grant-Temporary Assistance for Needy Families, (SSBG-TANF) and state funds. Income eligibility requirements for providing Client households with minor children HSI services, supported by SSBG-TANF funds, are 200% of the Federal Poverty Level. CAA's are required to capture household income and to provide HSI services supported by state funds, to households within the catchment area regardless of reported household income and household composition.

CSBG and HSI services and program activities must target the effects of poverty and positively impact the low-income populations. CAA's are required to administer services and programs that are designed to:

1. Achieve self-sufficiency and solve problems that hinder the achievement of self-sufficiency.
2. Secure and retain meaningful employment.
3. Attain an adequate education with particular attention to improving literacy skills.
4. Improve client/family income management skills.
5. Obtain and maintain adequate housing and a suitable living environment.
6. Obtain emergency assistance through loans, grants and/or other means to meet immediate and urgent family or individual needs. To provide, on an emergency basis, for the provision of appropriate supplies and services, nutritious food products and related services as may be necessary to counteract conditions of starvation and malnutrition among the poor.
7. Increase participation in the affairs of the community including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations and other public and private partners to:
  - a. Document best practices based on successful grassroots intervention in urban areas and develop methodologies for widespread replication.
  - b. Strengthen and improve relationships with local law enforcement agencies that may include participation in activities such as neighborhood or community policing efforts.
  - c. Develop programs that address the needs of children and adolescents in low-income communities.

8. Coordinate employment and training activities with local workforce investment systems established under the Federal Workforce Investment Act of 1998, if directed by the Department CAAs.
9. Coordinate with established community service support programs with related purposes to supplement the program services provided directly or indirectly through the CAA.

## **F. NETWORKING**

CAAs are intended to be one of the main focal points for coordination and networking among agencies that address the problem of poverty in all of its forms. CAA's must be a member of CAFCA and be an active participant in that organization's efforts to develop statewide solutions to common problems as well as meeting common state and federal recording keeping and reporting requirements.

## **G. RESOURCES AVAILABLE FOR CARRYING OUT THE MISSION OF THE AGENCY**

CAAs are eligible entities under the CSBG Act, and as such are entitled to a share of the state's CSBG allocation. Each agency's share is determined by a formula negotiated between the Department and the CAAs as a group. In addition to CSBG funding, each CAA receives an allocation from the state's HSI program.

While CAA's have considerable discretion how these funds will be spent, they must follow federal and state cost standards, as well as guidance from United States Health and Human Services and the Department. These funds may be used for either administration or/and program support, or for the provision of direct services. CAA's may also enter into a separate contract with the Department to administer the LIHEAP program in their catchment area and work to obtain funds through grants and contracts to administer specific programs. These programs fall into such categories as: linkages; activities aimed at promoting employment; childhood development; education; income management; housing; emergency services; nutrition and prevention and intervention for youth at risk.

## **H. ORGANIZATIONAL STANDARDS**

March 24, 2014, HHS issued a draft informational memorandum concerning a comprehensive set of organizational standards, developed by the CSBG Organizational Standards COE. This has been established to ensure that all CSBG eligible entities have the capacity to provide high-quality services to low-income individuals and communities. The COE-developed organizational standards are organized into three (3) thematic groups: maximum feasible participation, vision and direction and operations and accountability. They are tailored for use by both private and public eligible entities. Although not yet finalized, once issued, CAAs will be expected to comply with these standards.

## **I. PROGRAM REPORTING**

All entities receiving CSBG/HSI funds are required to submit the following information and reports to DSS:

1. Community Action Plan: A Community Action Plan (CAP) with two (2) updates to the CAP. The CAP shall include a community-needs assessment for the community served. Note: CAA's are required to submit a CAP by June 30th of each year of their contract.
2. CSBG Management Information System Report: On an annual basis, CAA's are required to electronically submit to CAFCA, a federally mandated CSBG MIS Report, no later than January 31st of each calendar year for the preceding federal fiscal year (October 1 – September 30).
3. CSBG/National Performance Indicators: CAA's are required to document and report the outcomes achieved on the six (6) mandated goals identified in Section D Program Activities on a bi-annual and annual basis:
4. Annual Profile of Services Survey. CAA's are required to submit to CAFCA an Annual Profile of Services Survey, electronically, no later than June 30 of each year during the contract period. The Profile of Services Survey describes, among other things, services provided by the CAA and applicable funding sources.
5. Quarterly ROMA/HSI Report. CAAs are required to submit a quarterly ROMA/HSI report to the Department's program representative. The report is generated from data collected through the CAA's web - based information and case management system within fifteen (15) days of the end of each quarterly period. In addition to the system generated report, the report shall also include a narrative summary discussing the report's details.
6. Board of Director Meeting Materials. The CAA designated through this RFA shall be required to submit to the Department a copy of the board packet that is distributed to each board member, no later than seven (7) days after the date of the meeting. The board packet shall include, but may not be limited to, the minutes from the previous meeting and copies of all documents that were distributed at the meeting, including financial statements.

#### **J. TRIPARTITE BOARD/ADVISORY REQUIREMENT**

Tripartite Board requirements are governed by federal and state regulations. A CAA must be governed by a tripartite board of directors who are seated through a democratic selection process and must meet all of the legal requirements of federal and state CSBG law.

1. 42 USC §9910 Tripartite Boards, requires the membership of the board to comply with the following:
  - a. At least one-third (1/3) of the members of the board must be elected public officials, holding office on the date of selection, or their representatives.
  - b. Not fewer than one-third (1/3) of the members must be persons chosen in accordance with democratic selection procedures adequate to assure that these

- members are representative of low-income individuals and families in the neighborhood served.
- c. Each representative of low-income families selected to represent a specific neighborhood must reside in the neighborhood represented by the member.
  - d. The remainder of the members must be officials or members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community served.
2. Section 17b-886 of the Connecticut General Statutes sets for the state requirements for the membership of the CAA's board.
- a. Sec. 17b-886. Agency Board. Each CAA shall administer its program through a community action board which shall consist of not more than fifty-one (51) and not less than fifteen members (15) and shall be so constituted that:
    - (1) One-third (1/3) of the members of the board are elected public officials currently holding office, or their designees, except that if the number of elected officials reasonably available and willing to serve is less than one-third of the membership of the board, membership on the board of appointive public officials may be counted in meeting such one-third requirement.
    - (2) At least one-third (1/3) of the members of the board are persons chosen in accordance with democratic selection procedures adequate to assure that they are representative of the poor in the area served.
    - (3) The remainder of the members of the board are officials or members of business, industry, labor, religious, welfare, education or other major groups and interests in the community.
    - (4) Each member of the board selected to represent a specific geographic area within a community shall reside in the area he/she represents.

#### **K. STANDARD CONTRACT, PARTS I AND II**

CAA'S must comply with the State of Connecticut [Part II Mandatory Terms and Conditions](#) provided as a hyperlink. Included in Part II of the standard contract is the State Elections Enforcement Commission's notice (pursuant to C.G.S. § 9-612(g) (2)) advising executive branch State contractors and prospective State contractors of the ban on campaign contributions and solicitations.

#### **L. SUBMISSION INSTRUCTIONS**

1. Official Contact. The Department has designated the individual below as the Official Contact for purposes of this RFI. The Official Contact is the authorized contact for this RFI and, as such, handles all related communications on behalf of the Department.

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

E-Mail: **Marcia.McDonough@ct.gov**

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

2. RFI Information. The RFI including and posted addenda to the RFI are available in electronic format from the Official Contact or from the Internet at the following locations:  
Department's RFP Web Page  
[www.ct.gov/dss/cwp/view.asp?a=2345&q=304920&dssNav=](http://www.ct.gov/dss/cwp/view.asp?a=2345&q=304920&dssNav=)  
State Contracting Portal  
<http://das.ct.gov/cr1.aspx?page=12>

Respondents are strongly encouraged to subscribe to receive e-mail alerts from the State Contracting Portal. Subscribers will receive a daily e-mail announcing any addenda to this RFI as well as any competitive procurements posted on the portal by the state agencies, including DSS. This service is provided as a courtesy to assist in monitoring activities associated with State procurements, including this RFI.

- M. SCHEDULE.** The Department may amend the schedule, as needed. Any change will be made by means of an addendum to this RFI and will be posted on the State Contracting Portal and the Department's RFP Web Page.

RFI Released:	August 14, 2014
Deadline for Questions:	September 19, 2014, 2:00 p.m. Eastern Time
Answers Released (tentative):	September 26, 2014, 2:00 p.m. Eastern Time
Responses Due:	October 27, 2014, 2:00 p.m. Eastern Time

- N. INQUIRY PROCEDURES.** All questions regarding this RFI must be submitted to the Official Contact before the deadline specified in the Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline will be answered. However, questions will not be answered when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the RFI will not be answered. At its discretion, the Department may or may not respond to questions received after the deadline. The Department may combine similar questions and give only one answer. All questions and answers will be compiled into a written addendum to this RFI.

- O. DECLARATION OF CONFIDENTIAL INFORMATION.** Respondents are advised that all materials associated with this RFI are subject to the terms of the Freedom of Information Act (FOIA), the Privacy Act, and all rules, regulations, and interpretations resulting from them. If a respondent deems that certain information required by this RFI is confidential, such



information must be labeled as CONFIDENTIAL and the respondent must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the respondent that would result if the identified information were to be released; and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).

**P. SUBMISSION FORMAT** - All submissions must follow the required outline presented in [Appendix A](#) - CAA\_GN\_RFI\_081414 format.

**Q. SOLE PROPERTY OF THE STATE.** All submission of interests submitted in response to this RFA are to be the sole property of the State. Any product, whether acceptable or unacceptable, developed under a contract offered as a result of this RFA shall be the sole property of the State, unless stated otherwise in this RFA 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.