

State of Connecticut Department of Social Services

**Hurricane Sandy - Social Service Block Grant Supplement  
Request for Applications  
Addendum 1**

The Department of Social Services is issuing Addendum 1 to the Hurricane Sandy Social Services Block Grant Supplement Request for Application (HS-SSBGS RFA). All requirements of the original RFA except those requirements specifically changed by this addendum shall remain in effect. In the event of any inconsistency between information provided in the RFA and information in this addendum, the information in this addendum shall prevail.

**Addendum 1 contains the following Amendments (in RED) to the original RFA:**

The Department of Social Services, (Department/DSS) is seeking applications from 501(c)(3) nonprofit organizations and municipalities to provide Disaster Relief Services to those households that have been directly affected by Hurricane Sandy and that meet stated eligibility criteria.

Disaster Relief Services are needed for the following HS-SSBGS Program Categories:

1. Case Management Services;
2. Counseling;
3. Housing Services;
4. Information and Referral;
5. Protective Services for Adults;
6. Protective Services for Children;
7. Other Services - Renovations/Repairs; and
8. ~~Other Services~~—Administrative Services (9% maximum), or other services that do not fall within the SSBGS defined categories. All services must support Hurricane Sandy approved activities. **The 9% maximum for Administrative Services applies only to the Department of Social Services to fund a Durational Project Manager position for this project. There is an 18% maximum for Administrative Services per selected category or approved Federal Indirect Cost Rate with appropriate supporting documentation.**

For the complete description of each HS-SSBGS Program Category and its applicable objective, please utilize the revised hyperlink, [SSBG Service Objectives and Activities](#).

Eligible households must reside in or at the time of Hurricane Sandy resided in one of the following counties (catchment areas): Fairfield, Middlesex, New Haven, New London, the Mashantucket Tribal Nation or the Mohegan Tribal Nation and must meet the Federal Poverty Level and Income Eligibility requirements, ~~embedded as a hyperlink~~.

The Federal Poverty Level and Income Eligibility has been amended.

Please review the revised hyperlink: [Federal Poverty Level and Income Eligibility](#).

The Social Services Disaster Relief Hurricane Sandy Supplement Funds Plan, ~~embedded as a hyperlink~~, describes the background, purpose and expected outcomes of this procurement.

The Social Services Disaster Relief Hurricane Sandy Supplement Funds Plan has been amended.

State of Connecticut Department of Social Services

**Hurricane Sandy - Social Service Block Grant Supplement  
Request for Applications  
Addendum 1**

Please review the revised hyperlink: [Social Services Disaster Relief Hurricane Sandy Supplement Funds Plan](#)

**Eligibility of the Applicant.** Applicants MUST be private provider organizations, defined as non-state entities that are 501(c)(3) nonprofit corporations or partnerships with a principal place of business in Connecticut, and Connecticut municipalities. Individuals who are not a duly formed business entity are ineligible to participate in this procurement. Applicants must provide proof of nonprofit status, such as a copy of the Internal Revenue Service (IRS) determination letter, confirming 501(c)(3) status.

**Qualifications of Applicant.** Applicants shall have a minimum of three years' experience providing the SSBGS Program Category proposed and shall meet and complete all of the stated requirements in [Appendix A, the HS-Disaster Relief Supplement Application](#).

The following hyperlinks contain changes in the [Budget](#), embedded as a hyperlink and [Budget Instructions](#), also embedded as a hyperlink.

[Please review Appendix A, embedded as a hyperlink, inclusive of all amendments.](#)

Subcontractor(s) proposed to deliver the SSBGS Program Category must meet the same qualifications of a minimum of three years' experience providing the Disaster Relief Service.

I. General Information A. Introduction 4. has been amended.

4. Application Submission Process. This is an electronic submission.

**The end date for Application Submissions is April 4, 2014.** Applications will be reviewed upon receipt. Review and consideration of the Applications does not guarantee an award to all Applicants as funding is limited. Please refer to Section III, INSTRUCTIONS, A. and B. for detailed submission requirements.

State of Connecticut Department of Social Services

**Hurricane Sandy - Social Service Block Grant Supplement  
Request for Applications  
Addendum 1**

Date Issued: March 13, 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



**STATE OF CONNECTICUT DEPARTMENT OF SOCIAL SERVICES PROCUREMENT NOTICE**  
**Hurricane Sandy - Social Services Block Grant Supplement**  
**Request for Applications**  
**(HS-SSBGS RFA)**

The Department of Social Services, (Department/DSS) is seeking applications from 501(c)(3) nonprofit organizations and municipalities to provide Disaster Relief Services to those households that have been directly affected by Hurricane Sandy and that meet stated eligibility criteria.

Disaster Relief Services are needed for the following HS-SSBGS Program Categories:

1. Case Management Services;
2. Counseling;
3. Housing Services;
4. Information and Referral;
5. Protective Services for Adults;
6. Protective Services for Children;
7. Other Services - Renovations/Repairs; and
8. Other Services - Administrative Services (9% maximum), or other services that do not fall within the SSBGS defined categories. All services must support Hurricane Sandy approved activities.

For the complete description of each HS-SSBGS Program Category and its applicable objective, please utilize the hyperlink, [HS-SSBGS Program Categories and Objectives](#).

Eligible households must reside in or at the time of Hurricane Sandy resided in one of the following counties (catchment areas): Fairfield, Middlesex, New Haven, New London, the Mashantucket Tribal Nation or the Mohegan Tribal Nation and must meet the [Federal Poverty Level and Income Eligibility](#) requirements embedded as a hyperlink.

The [Social Services Disaster Relief Hurricane Sandy Supplemental Funds Plan](#), embedded as a hyperlink, describes the background, purpose and expected outcomes of this procurement.

**Eligibility of the Applicant.** Applicants MUST be private provider organizations, defined as non-state entities that are 501(c)(3) nonprofit corporations or partnerships with a principal place of business in Connecticut, and Connecticut municipalities. Individuals who are not a duly formed business entity are ineligible to participate in this procurement. Applicants must provide proof of nonprofit status, such as a copy of the Internal Revenue Service (IRS) determination letter, confirming 501(c)(3) status.

**Qualifications of Applicant.** Applicants shall have a minimum of three years' experience providing the SSBGS Program Category proposed and shall meet and complete all of the stated requirements in; [Appendix A, the HS-Disaster Relief Supplement Application](#). (hyperlink) Subcontractor(s) proposed to deliver the SSBGS Program Category must meet the same qualifications of a minimum of three years' experience providing the Disaster Relief Service.



**STATE OF CONNECTICUT DEPARTMENT OF SOCIAL SERVICES PROCUREMENT NOTICE**  
**Hurricane Sandy - Social Services Block Grant Supplement**  
**Request for Applications**  
**(HS-SSBGS RFA)**

The Request for Applications is available in electronic format on the State Contracting Portal at <http://das.ct.gov/Director.aspx?Page=12> or from the Department's Official Contact:

Name: Marcia McDonough, Contract Administration  
Address: 25 Sigourney Street, 9<sup>th</sup> Floor, Hartford, CT 06106  
Phone: 860-424-5214  
Fax: 860-424-5800  
E-Mail: [Marcia.McDonough@ct.gov](mailto:Marcia.McDonough@ct.gov)

The RFA is also available on the Department's website at [http://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=)

A printed copy of the RFA can be obtained from the Official Contact upon request.

Persons who are deaf or hearing impaired may use a TDD by calling 1-800-842-4524. Questions or requests for information in alternative formats must be directed to the Department's Official Contact at 860-424-5214.

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## I. GENERAL INFORMATION

### ■ A. INTRODUCTION

1. RFA Name. Hurricane Sandy - Social Service Block Grant Supplement Request for Applications, (HS-SSBGS RFA)
2. Objectives of the Applicant. The Applicant shall:
  - a. Identify the HS-SSBGS Category proposed;
  - b. Identify the target population, (household(s) that meet the eligibility requirements);
  - c. Identify the proposed catchment area (county(ies) with of the target population;
  - d. Describe how the proposed HS-SSBGS Category and Objective will be provided;
  - e. Demonstrate the ability to document the HS-SSBGS Category and Objective delivered; and
  - f. Provide follow-up activities, as appropriate.
3. Commodity Codes. The services that the Department wishes to procure through this RFA are as follows:
  - 0600: Services (Professional, Support, Consulting and Misc. Services)
  - 1000 Healthcare Services
  - 2000: Community and Social Services
  - 3000: Educational and Training Services
4. Application Submission Process. This is an electronic submission on a rolling schedule.

The end date for Application Submissions is **April 1, 2015**. Applications will be reviewed upon receipt. Review and consideration of the Applications does not guarantee an award to all Applicants as funding is limited. Please refer to Section III, INSTRUCTIONS, A. and B. for detailed submission requirements.

### ■ B. APPLICATION OUTLINE

This section presents the **required** outline that must be followed when submitting an Application in response to this RFA. Applications must include a Table of Contents that exactly conforms to and includes the components listed below, in the order specified.

[Appendix A](#), the HS-Disaster Relief Supplement Application\*  
Appendix B, Organization Chart  
Appendix C, Proof of Nonprofit Status  
Appendix D, Forms:

1. Declaration of Confidential Information
2. Conflict of Interest - Disclosure Statement
3. Evidence of Qualified Entity
4. Addendum Acknowledgement

## 5. [Certification Regarding Lobbying](#)

\*NOTE: Applicants proposing Disaster Recovery Services in multiple HS-SSBGS categories may submit a single Application but must include a separate section C "Application Requirements" and a separate section D "Budget" for each proposed category.

## II. PROGRAM INFORMATION

### ■ A. DEPARTMENT OVERVIEW

The Department of Social Services provides a broad range of services to families, and individuals who need assistance in maintaining or achieving their full potential for self-direction, self-reliance, and independent living. It administers more than 90 legislatively authorized programs and one third of the State budget. By statute, it is the State agency responsible for administering a number of programs under federal legislation including the Food and Nutrition Act of 2008 and the Social Security Act.

The Department is headed by the Commissioner of Social Services a Deputy Commissioner for Programs and a Deputy Commissioner for Health Services and Administration. The Chief of Field Operations oversees service delivery in the field offices

The Department administers most of its programs through 12 offices located in the three service regions, with central office support located in Hartford. In addition, many services funded by the Department are available through community-based agencies. The Department has out-stationed employees at hospitals to expedite Medicaid applications and funds Healthy Start sites, which can accept applications for Medicaid for pregnant women and young children. Many of the services provided by the Department are available via mail or telephone call.

### **Department Mission**

The Connecticut Department of Social Services provides a continuum of core services to:

- Meet basic needs of food, shelter, economic support, and health care
- Promote and support the choice to live with dignity in one's own home and community
- Promote and support the achievement of economic viability in the workforce

We gain strength from our diverse environment to promote equal access to all Department programs and services.

### **Department Vision**

The Connecticut Department of Social Services is people working together to support individuals and families to reach their full potential and live better lives. We do this with humanity and integrity.



## ■ B. PROGRAM OVERVIEW

For Federal Fiscal Year (FFY) 2013, the Hurricane Sandy Supplemental Funding level was funded at an additional \$474.5 million for impacted areas nationally, which includes the application of a 5.1% sequestration in accordance with the Balanced Budget and Emergency Deficit Control Act. Connecticut's final allocation is \$10,569,192.00 or 2.23% of the total available allocation.

The Department proposes to utilize Connecticut's allocation of the Hurricane Sandy Supplemental Funds to support the following SSBGS categories: case management, counseling, protective services for adults, protective services for children, housing services, renovation and repairs and informational & referral services. To ensure that these funds are used to support direct client services, administrative costs are capped at 9%. The Department of Social Services utilized various tools to ascertain need, enabling the Department to target services appropriately.

The Executive Summary of the Disaster Case Management Program Assessment – Tropical Storm Sandy – State of Connecticut (FEMA-DR-4087) issued November 26, 2012, stated that Connecticut had:

- Severity of damage to social services infrastructure - "*minimal impact to the social services infrastructure; however there were several power outages reported*".
- Damage to child/youth facilities – “based upon available information, there was no damage reported to schools, child care facilities, Head Start programs and recreational facilities. However, services were disrupted in all declared counties for several days following the storm.
- Ability to conduct long-term disaster case management – based upon interviews from the agencies immediate DCM [disaster case management], there is limited ability to conduct long-term disaster case management in Fairfield, Middlesex, and New Haven Counties without funding support.

### **HS-SSBGS Program Objectives, Activities and Expectations:**

- Start Date to administer HS-SSBGS Disaster Relief Services is **October 1, 2013 and end September 30, 2015.**
- Each Resultant Contractor shall be expected to provide the services proposed in this application process to the target population in the identified county(ies); document the services delivered; and provide follow-up activities, as appropriate.
- Contract Offers. The offer of the right to negotiate any contract pursuant to this RFA is dependent upon the availability of funding to the Department.

### III. INSTRUCTIONS

#### ■ A. OFFICIAL CONTACT, SCHEDULE AND DELIVERY REQUIREMENTS

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

Name: Marcia McDonough Contract Administration  
Address: 25 Sigourney Street, 9<sup>th</sup> Floor, Hartford, CT 06106  
Phone: 860-424-5214  
Fax: 860-424-5800  
E-Mail: [Marcia.McDonough@ct.gov](mailto:Marcia.McDonough@ct.gov)

Applicants are required to ensure that e-mail screening software (if used) recognizes and will accept e-mails from the Official Contact.

- 2. RFA Information.** The RFA, addenda to the RFA and other information as associated with this procurement are available in electronic format from the Official Contact or from the Internet at the following locations:

- Department's RFA Web Page  
<http://www.ct.gov/dss/cwp/view.asp?a=2345&q=304920&dssNav=>
- State Contracting Portal  
<http://das.ct.gov/Director.aspx?Page=12>

It is strongly recommended that any applicant or prospective applicant subscribe to receive e-mail alerts from the State Contracting Portal. Subscribers will receive a daily e-mail announcing procurements and addenda that are posted on the portal. While this service is provided as a courtesy to assist in monitoring activities associated with State procurements, including this RFA, it is incumbent upon each applicant or prospective applicant to monitor the State Contracting Portal for information regarding this and any other procurement.

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

Milestones	Dates
RFA Released	August 27, 2013
Statement of Intent to Apply	Due on a rolling schedule
Questions	Due on a rolling schedule
Responses to Questions	Responses will be posted weekly, <u>every Tuesday</u> , as an Addendum to DAS and DSS websites beginning <u>September 3, 2013</u> .
Application Due Date	Due on a rolling schedule. The last date and time for submission is April 1, 2015, 2:00 PM.
Successful Applicant Announced	*TBD
Contract Negotiations Begin (tentative)	*TBD
Contract Begins	<b>TBD</b>

- 7. Letter of Intent.** In order for the Department to plan for the review of applications, the Department is requesting the submission of a non-binding Statement of Intent to Submit an Application. Please submit your Statement of Intent via e-mail to the Official Contact for this RFA ([Marcia.mcdonough@ct.gov](mailto:Marcia.mcdonough@ct.gov)) and include the proposed catchment area, the proposed HS-SSBGS service category(ies) and estimated application submission date.
- 8. Inquiry Procedures.** All questions regarding this RFA or the Department's procurement process must be submitted **via e-mail** to the Official Contact. 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 will be answered. However, the Department will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the requirements of the RFA or the procurement process will not be answered. The Department may combine similar questions and give only one answer. All questions and answers will be compiled into a written addendum to this RFA. If any answer to any question constitutes a material change to the RFA, the question and answer will be placed at the beginning of the addendum and duly noted as such. The agency will release the answers to questions on the dates established in the Procurement Schedule. The Department will publish any and all amendments or addenda to this RFA on the State Contracting Portal and on the Department's RFA Web Page. Applications **must include a signed Addendum Acknowledgement, which will be placed at the end of any and all amendments or addenda to this RFA.**
- 9. HS-SSBGS RFA Due Date and Time.** The Official Contact is the **only authorized recipient** of applications received in response to this RFA. Applications must be received by the Official Contact via e-mail.

**Due Dates.** This is an electronic Application Submission on a rolling schedule. Applicants shall put in the subject line, "HS-SSBGS RFA".

Applications will be accepted by the Official Contact, [marcia.mcdonough@ct.gov](mailto:marcia.mcdonough@ct.gov). The last date for submission of Applications is April 1, 2015 @2:00 PM.

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

**10. Multiple Applications.** Multiple applications for the same HS-SSBGS Program Category are not an option with this procurement.

**11. Declaration of Confidential Information.** Applicants 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 an applicant deems that certain information required by this RFA is confidential, the applicant must label such information as CONFIDENTIAL. In Section C of the application, the applicant must reference where the information labeled CONFIDENTIAL is located. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the applicant 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 position of the applicant 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).

**12. Conflict of Interest - Disclosure Statement.** Applicants 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 applicant and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if an applicant tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. The Department will determine whether any disclosed conflict of interest poses a substantial advantage to the applicant or is not in the best interests of the State. In the absence of any conflict of interest, an applicant must affirm such in the disclosure statement. *Example: "[name of applicant] 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."*

**13. Evidence of Qualified Entity.** Applicants and any proposed subcontractor(s) must be qualified to conduct business in the State of Connecticut. The Department will validate an organization's legal status through the Secretary of State's Office. If the Department is unable to validate the legal status of the Applicant or any proposed subcontractor, the application may be disqualified from further review.

## ■ B. APPLICATION FORMAT INFORMATION

1. **Required Outline.** All applications must follow the required outline presented in SECTION I-GENERAL INFORMATION, B. APPLICATION OUTLINE. Applications that fail to follow the required outline will be deemed non-compliant and will not be reviewed.
2. **Attachments.** Attachments other than the required Appendices and Forms identified in SECTION I-GENERAL INFORMATION, B. APPLICATION OUTLINE are not permitted. Further, the required Appendices must not be altered or used to extend, enhance, or replace any component required by this RFA. Failure to abide by these instructions will result in disqualification.
3. **Electronic Submission Requirements.** All applications must be submitted via e-mail to [Marcia.McDonough@ct.gov](mailto:Marcia.McDonough@ct.gov). **"HS-SSBGS RFA" shall be in the subject line.**
4. **Debriefing.** After receiving notification of the outcome of the review from the Department, any applicant may contact the Official Contact, Marcia McDonough, Contract Administration, at (860)424-5214 or [Marcia.McDonough@ct.gov](mailto:Marcia.McDonough@ct.gov) and request a Debriefing of the procurement process and its application. If Applicants still have questions after receiving this information, they may contact the Official Contact and request a meeting with the Department to discuss the procurement process. The Department shall schedule and conduct Debriefing meetings that have been properly requested, within fifteen (15) days of the Department's receipt of a request. The Debriefing meeting must not include or allow any comparisons of any applications with other applications. The Debriefing process shall not be used to change, alter, or modify the outcome. More detailed information about requesting a Debriefing may be obtained from the Official Contact.
5. **Appeal Process.** **Not later than thirty (30) days** after the Department notifies Applicants about the outcome of their application, Applicants may submit an Appeal to the Department. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the thirty (30) days. Applicants may appeal any aspect of the Department's procurement; however, such Appeal must be in writing and must set forth facts or evidence in sufficient and convincing detail for the Department to determine whether during any aspect of the procurement there was a failure to comply with the State's statutes, regulations, or the provisions of the RFA. Any such Appeal must be submitted to the Agency Head with a copy to the Official Contact. The applicant must include the basis for the Appeal and the remedy requested. The filing of an Appeal shall not be deemed sufficient reason for the Department to delay, suspend, cancel, or terminate the procurement process or execution of a contract with a successful applicant. More detailed information about filing an Appeal may be obtained from the Official Contact.
6. **Contest of Solicitation or Award.** Pursuant to Section 4e-36 of the Connecticut General Statutes, "Any bidder or proposer on a state contract may contest the solicitation or award of a contract to a subcommittee of the State

Contracting Standards Board...” More detailed information is available on the State Contracting Standards Board web site <http://www.ct.gov/scsb/site/default.asp>.

7. **Contract Execution.** Any contract developed and executed as a result of this RFA is subject to the Department’s contracting procedures, which may include approval by the Department of Administrative Services and Office of the Attorney General.

#### IV. MANDATORY PROVISIONS

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

*By submitting an Application in response to this RFA, the applicant implicitly agrees to comply with the provisions of Parts I and II of the State’s “standard contract”:*

Part I of the standard contract is maintained by the Department and will include the scope of services, contract performance, budget, reports, and program-specific provisions of any resulting contract. 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 contract. Part II is available on OPM’s web site at: [http://www.ct.gov/opm/fin/standard\\_contract](http://www.ct.gov/opm/fin/standard_contract).

Note:

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

Part I of the standard contract may be amended by means of a written instrument signed by the Department, the selected applicant (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 an Application in response to this RFA, an applicant implicitly gives the following assurances:*

1. **Collusion.** The applicant represents and warrants that the applicant did not participate in any part of the RFA development process and had no knowledge of the specific contents of the RFA prior to its issuance. The applicant further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the applicant’s submission. The applicant also represents and warrants that the application is in all respects fair and is made without collusion or fraud.
2. **State Officials and Employees.** The applicant 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 RFA. The Department may

terminate a resulting contract if it is determined that gratuities of any kind were either offered or received by any of the aforementioned officials or employees from the applicant, contractor, or its agents or employees.

3. **Validity of Application.** The applicant certifies that the application represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFA and any amendments or attachments hereto. The application shall remain valid for a period of 180 days after it has been received by the Department and may be extended beyond that time by mutual agreement. At its sole discretion, the Department may include the application, by reference or otherwise, into the resultant contract with a successful applicant.
4. **Press Releases.** The applicant agrees to obtain prior written consent and approval of the Department for press releases that relate in any manner to this RFA or any resultant contract.

■ C. **TERMS AND CONDITIONS**

*By submitting an Application in response to this RFA, an applicant implicitly agrees to comply with the following terms and conditions:*

1. **Equal Opportunity and Affirmative Action.** The State is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.
2. **Preparation Expenses.** Neither the State nor the Department shall assume any liability for expenses incurred by an applicant in preparing, submitting, or clarifying any qualifications submitted in response to this RFA.
3. **Exclusion of Taxes.** The Department is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Applicants are liable for any other applicable taxes.
4. **Changes to Application.** No additions or changes to the original application will be allowed after submission. While changes are not permitted, the Department may request and authorize Applicants to submit written clarification of their application, in a manner or format prescribed by the Department, and at the applicant's expense.
5. **Supplemental Information.** Supplemental information will not be considered after an application is received, unless specifically requested by the Department. The Department may ask the applicant to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in their application. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Department. At its sole discretion, the Department may limit the number of Applicants invited to make such a demonstration, interview, or oral presentation.
6. **Presentation of Supporting Evidence.** If requested by the Department, the applicant must be prepared to present evidence of experience, ability, data reporting capabilities, or other information necessary to satisfactorily meet the

requirements set forth or implied in this RFA. At its discretion, the Department may also check or contact any reference provided by the applicant.

7. **RFA Is Not An Offer.** Neither this RFA nor any subsequent discussions shall give rise to any commitment on the part of the State or the Department or confer any rights on any applicant unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the applicant and the Department and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for costs incurred by the applicant or for payment of services under the terms of the contract until the successful applicant is notified that the contract has been accepted and approved by the Department and, if required, by the Attorney General's Office.

■ **D. RIGHTS RESERVED TO THE STATE**

*By submitting an Application in response to this RFA, the applicant implicitly accepts that the following rights are reserved to the State:*

1. **Timing Sequence.** The timing and sequence of events associated with this RFA shall ultimately be determined by the Department.
2. **Amending or Canceling RFA.** The Department reserves the right to amend or cancel this RFA on any date and at any time, if the Department deems it to be necessary, appropriate, or otherwise in the best interests of the State.
3. **No Acceptable Applications.** In the event that no acceptable Applications are submitted in response to this RFA, the Department may reopen the procurement process, if it is determined to be in the best interests of the State.
4. **Award and Rejection of Applications.** The Department reserves the right to award in part, to reject any and all applications in whole or in part, for misrepresentation or if the application limits or modifies any of the terms, conditions, or specifications of this RFA. The Department may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Department reserves the right to reject the any application submitted after the closing date of April 1, 2015, 2:00 PM.
5. **Sole Property of the State.** All applications 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 awarded 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.
6. **Contract Negotiation.** The Department reserves the right to negotiate or contract for all or any portion of the services contained in this RFA. The Department further reserves the right to contract with one or more applicants for such services.
7. **Clerical Errors in Award.** The Department reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made and



subsequently awarding the contract to another applicant. 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 applicant is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the applicant.

■ E. **STATUTORY AND REGULATORY COMPLIANCE**

*By submitting an Application in response to this RFA, the applicant 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). Applicants are generally advised not to include in their applications any confidential information. If the applicant indicates that certain documentation, as required by this RFA, 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 applicant has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While an applicant 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. IMPORTANT NOTE: The applicant must upload the Workplace Analysis Affirmative Action Report through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division, and the Department of Rehabilitation Services can review said document online. The [DAS guide to uploading affidavits and nondiscrimination forms online](#) is embedded in this section as a hyperlink.
3. **Consulting Agreements, C.G.S. § 4a-81.** Applications for State contracts with a value of \$50,000 or more in a calendar or fiscal year, excluding leases and licensing agreements of any value, shall require a consulting agreement affidavit attesting to whether any consulting agreement has been entered into in connection with the proposal. As used herein "consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information or (C) any other similar activity related to

such contract. Consulting agreement does not include any agreements entered into with a consultant who is registered under the provisions of C.G.S. Chapter 10 as of the date such affidavit is submitted in accordance with the provisions of C.G.S. § 4a-81. The Consulting Agreement Affidavit (OPM Ethics Form 5) is available on OPM's website at [OPM: Ethics Forms](#)

IMPORTANT NOTE: The applicant must upload the Consulting Agreement Affidavit (OPM Ethics Form 5) through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division, and the Department of Rehabilitation Services can review said document online. The [DAS guide to uploading affidavits and nondiscrimination forms online](#) is embedded in this section as a hyperlink.

- 4. Gift and Campaign Contributions, C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell's Executive Orders No. 1, Para. 8 and No. 7C, Para. 10; C.G.S. § 9-612(g)(2).** If an applicant is offered an opportunity to negotiate a contract with an anticipated value of \$50,000 or more in a calendar or fiscal year, the applicant must fully disclose any gifts or lawful contributions made to campaigns of candidates for statewide public office or the General Assembly. Municipalities and CT State agencies are exempt from this requirement. The gift and campaign contributions certification (OPM Ethics Form 1) is available on OPM's website at [OPM: Ethics Forms](#)

IMPORTANT NOTE: The selected applicant(s) must upload the Gift and Campaign Contributions Certification (OPM Ethics Form 1) through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division prior to contract execution, and the Department of Rehabilitation Services can review said document online. The [DAS guide to uploading affidavits and nondiscrimination forms online](#) is embedded in this section as a hyperlink.
- 5. Nondiscrimination Certification, C.G.S. §§ 4a-60(a)(1) and 4a-60a(a)(1).** If an applicant is offered an opportunity to negotiate a contract, the applicant must provide the Department with *written representation or documentation* that certifies the applicant complies with the State's nondiscrimination agreements and warranties. A nondiscrimination certification is required for all State contracts – regardless of type, term, cost, or value. Municipalities and CT State agencies are exempt from this requirement. The nondiscrimination certification forms are available on OPM's website at [OPM: Nondiscrimination Certification](#)

IMPORTANT NOTE: The selected applicant(s) must upload the Nondiscrimination Certification through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division prior to contract execution, and the Department of Rehabilitation Services can review said document online. The [DAS guide to uploading affidavits and nondiscrimination forms online](#) is embedded in this section as a hyperlink.
- 6. [Certification Regarding Lobbying](#), (embedded as a hyperlink) - To submit a responsive Application, **THE APPLICANT SHALL** provide a signed statement to the effect that no funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.**