

Addendum 1

State of Connecticut Department of Social Services
Housing First For Homeless Families Program (HFF)
Request for Proposals
Housing First For Families_03_05_2010

The State of Connecticut Department of Social Services is issuing Addendum 1 to the Housing First for Families_03_05_2010 Request for Proposals (RFP).

Addendum 1 contains the following Sections.

Section 1 – Amendment to revise Section III.C.4(b) on page 21 of the RFP. The information below supersedes the information in the RFP.

(b) Performance Measures / Outcomes: Minimum of 35 housing placements within the 14-month contract period. Additional housing placements will result in additional payment by the Department of \$400.00 per family for a maximum additional award of \$12,000, based upon the availability of funds.

Section 2 – Amendment to replace CT Commission on Human Rights & Opportunities, Contract Compliance Regulations form with State of Connecticut, Office of Policy and Management, Contract Compliance Package, May 2009, and Acknowledgement of Contract Compliance, Notification to Bidders form.

Section 3 – Questions

Questions submitted by interested parties and the Department of Social Services official responses follow. These responses shall clarify the requirements of the RFP. In the event of any inconsistency between information provided in the RFP and information in these responses, the information in these responses shall control.

1. Question: On page 5, the funding amount indicates a maximum of \$96,666 per catchment area and on page 21, 4b, it states that additional housing placements (beyond the 35) will result in additional payments of \$500 per family for a maximum award of \$15,000. Yet on page 23, under 2b(Budget requirements) it states that applicants should budget a maximum of \$84,666 for the 14 month period with the potential to earn up to \$12, 000 for serving more than the minimum families at \$400 per family. Please clarify the discrepancy.

Response: The “base” line item contract maximum is \$84,666. Performance incentives of \$400 per family placed in housing can add up to \$12,000 to the award over the 14-month period. Once a total maximum award of \$96,666 is reached, the contractor will not be eligible for any additional payment under the contract.

2. Question: On page 23 "2. Budget Requirements, part c, Budget" it states that "contractors that serve more than the minimum number have the potential to earn an additional \$12,000 (\$400 per each additional homeless family placement.), while page 21 "4. Performance Measures/ Outcomes", states that additional payment by the department of \$500 per family for a max additional award of \$15,000. Which is correct \$400 (\$12K) or \$500 (\$15K)

Response: The amount on page 23 is correct, \$400 per each additional homeless family placement in housing for a maximum of \$12,000. The amount on page 21, number 4 is amended to \$400/\$12,000.

3. Question: Also, should the budget be based on the base maximum award?

Response: Yes.

4. Question: We would like to submit a proposal representing two DSS funded Emergency Shelters and two United Services funded Domestic Violence shelters within Windham County – the northern portion of Region 3 but not all of Region 3. Is it permissible to split a catchment area? Would our application still be competitive?

Response: The Department prefers proposals to serve a group of shelters within a region, Continuum of Care, Ten Year Plan region or HPRP region within each identified catchment area as stated on page 19 of the RFP. It is important that the proposer look at the need in any one area to assure that performance outcomes can be met. A responsive proposal will identify service area gaps and respond accordingly as described in the RFP.

5. Question: Can some of the funds through this grant be used as financial assistance for clients (e.g., to pay back due utility bills, to go towards security deposits)

Response: No. It is not permissible to use HFF funds to provide direct financial or rental assistance. HFF funds are to be used for assistance in accessing cash and rental assistance, locating housing and connecting with any and all assistance to help families maintain housing.

6. Question: How does this program relate to the HPRP short term and medium term rental assistance?

Response: HFF Rapid Re-housing Coordinators can assist families in accessing HPRP short term and or medium term assistance along with any and all resources to help families secure and maintain housing.

7. Question: Are there rental subsidies available to participants of the Housing First for Families program?

Response: The HFF program does not provide rental subsidies. It is expected that HFF providers will leverage all housing subsidy programs. HPRP programs may provide assistance to HFF families within their region through Rapid Re-housing funds, if available, as long as the client meets the federal Housing and Urban Development (HUD) eligibility and housing criteria. Otherwise, Rapid Re-housing Coordinators funded through HFF will assist families in accessing rental subsidies, housing authority units, one time assistance or affordable rental based upon availability of resources.

8. Question: Does the provider have to cover all towns listed in a particular Region or can they serve a subset of towns (i.e. form a smaller continuum of care)?

Response: The proposer can propose any grouping within a Continuum of Care, Ten Year Plan community, HPRP region or otherwise defined region. The Department prefers proposals to serve a group of shelters within a region, Continuum of Care, Ten Year Plan region or HPRP region within each identified catchment area as stated on page 19 of the RFP. It is important that the proposer look at the need in any one area to assure that performance outcomes can be met. A responsive proposal will identify service area gaps and respond accordingly as described in the RFP.

9. Question: How will referrals work? In other words, will the program receive referrals from the shelters, transitional housing, etc. and also be responsible for outreach and case finding.

Response: Proposers are expected to reach agreements with shelters, transitional housing programs, and/or other programs within their catchment area that interact with literally homeless families so that they may provide outreach to potential HFF families and begin service provision. Letters of support are required (see Section III.C.2.k on page 20 of the RFP) to be submitted as part of the proposal to indicate a willingness to enter into an MOU once funds are awarded.

10. Question: Will there be set-asides of RAP and/or Section 8 subsidies for program participants? If so, will the lease-up process (i.e. inspections) be expedited?

Response: There will not be a set aside of Rental Assistance Program (RAP) or Section 8 subsidies for this program,

11. Question: What is meant by the term “pre-determined readiness criteria” as used on page 5, #5 – Minimum Qualifications of Proposers and on page 18, paragraph 2?

Response: By “pre-determined readiness criteria” the Department expects that families seeking services through the HFF program will not be excluded for any subjective reason (e.g. history of incarceration, credit issues, substance abuse, mental health diagnosis, child welfare involvement, etc.). Contractors should seek housing assistance for families as long as they are willing to participate in attempts to identify resources (including rental assistance, cash assistance, and other mainstream services), find housing, and negotiate and sign a lease.

12. Question: Page 18 – Program Policies and Guidelines - What is meant by 200% below poverty level? If 100% of poverty level is \$14,570 for a household of 2, isn't 100% below poverty level equal to 0? Should this be “below 200% of poverty level”?

Responses: Yes. It should be below 200% of federal poverty level.

13. Question: On page 22, reference is made to PROVIDE software and that licenses may be included in the program budget. How much is each license?

Response: Unless your Continuum of Care already uses PROVIDE, or the Department already accepts Emergency Shelter Services (W-658) Reports from your organization on PROVIDE, you will be expected to collect data on the statewide Homeless Management Information System (HMIS), “Service Point,” and there will be no licensing costs to your organization. If you currently use PROVIDE, please contact the software vendor for current pricing.

14. Question: One of the Goals and Objectives is that 60% of total families served exit homelessness within 30 days of entrance into the Housing First for Families Program. Generally, lease-ups cannot occur this quickly. Do services begin when families enter the program or can they start when families express interest in participating?

Response: Families will likely enter the HFF program after they have already expressed interest in participating. The 30 days of entrance will begin when they are entered in the HFF program. It is not expected that families will exit within 30 days of entry into shelter, but within 30 days of beginning in the HFF program.

15. Question: How will the additional payments be handled with the budget and reporting?

Response: The base award will be issued in quarterly payments. The additional payment amount will be treated as a performance based delivery. The department is in the process of developing tools that will be submitted with financial reports to support and document housing placements that exceed the minimum contract expectations.

16. Question: There is limited information given as far as what are eligible expenses for this grant. Obviously, staffing and computers are appropriate. What about expenses such as bus fare, costs for birth certificates, state identification, criminal background checks, etc. these are expenses that could be barriers to rapidly rehousing a family.

Response: Proposals must identify the proposed estimated costs for each proposed expense. These expenses must be included as part of the base award. The Department is in the process of developing documentation to support tracking of identified expenditures. The Selection Committee will review proposed expenses and make recommendations on the reasonableness of the expenditures based upon the proposed number to be served. The budget narrative **must clearly identify proposed expense items (e.g. bus token), dollar amount, number to be offered with expenses, etc.**

17. Question: Are there any clearly defined ineligible expenses?

Response: Yes, direct financial assistance (rental assistance, security or utility deposits/arrears, moving costs, motel/hotel vouchers), construction, purchase of a vehicle, car insurance, day care, vocational or educational programs for participants would not be eligible.

18. Question: Given the limited resources available for housing subsidies and/or the long waiting lists associated with section VIII, subsidized housing, supportive housing and seeming limited availability of HPRP, are there other resources available to the recipients of this program?

Response: Contractors will be expected to identify local/regional/state and federal resources to help assist families in relocating. Responsive proposals must demonstrate the ability to provide assistance to families in accessing existing resources, even if they are limited availability.

19. Question: Can a proposer be a lead agency for one catchment area and a subcontractor for another catchment area?

Response: Yes. A proposer can be a contractor for one catchment area and a subcontractor for another catchment area.

20. Question: Do Financial Statements (Audit and 990 form) need to be scanned and included as part of the electronic copy of the proposal?

Response: Yes. Page 6 of the RFP states, "one (1) conforming electronic copy of the original proposal." The Financial Statements (Audit and 990 Form) should be submitted with the original proposal. It is not necessary to include the Financial Statements with the conforming copies of the original proposal.

21. Question: Do any of the following sections count against the 15 page limit: Cover Page, Table of Contents, Executive Summary, Budget Form, or Budget Narrative?

Response: The Budget Form and Budget Narrative do not count toward the 15-page limit.

22. Question: Under Section B. - Program Overview For Program Catchment Areas - Region V does not list and other towns as Regions 1-4 do ...does this mean that only Waterbury, Danbury, Winsted, and Torrington can be served?

Response: No. Section II.B only provides examples of towns within a catchment area. A proposer can propose any group of shelters, transitional living and other programs serving literally homeless families within a Continuum of Care, Ten Year Plan region, HPRP region or Department region.

23. Question: Under Section C. - Main Proposal Components - Organizational Requirements - Can operation of eviction and foreclosure prevention assistance services be utilized as evidence of experience?

Response: Yes.

24. Question: Under Section C. Main Proposal Components - Service Requirements - Is the assessment form to be provided by CCEH a document that is already being utilized by homeless shelter service providers?

Response: The assessment form already being utilized in the Homeless Management Information System (HMIS) for shelters and transitional living programs respectively will also be used for the HFF program. A very brief follow-up survey will be added to HMIS for HFF staff to enter follow-up status of families served through the program.

25. Question: A group of us had a discussion on this proposal and basically we were trying to ascertain whether the intent of this proposal is to provide effective collaboration to assure families have access to available programs as in Beyond Shelter or HPRP throughout the region or whether it's more of direct service type of proposal with a specific case load of families. My thoughts were of the former and the goal of 35 families would include those being serviced by Beyond Shelter or HPRP programs. Thanks so much,

Response: Both scenarios are potentially correct. Where Beyond Shelter CT programs are available it is expected that HFF will add capacity by assisting families to relocate, with BSCT providing follow-up, home-based services. HFF Rapid Re-Housing Coordinators are only expected to work with families for an average of two months, including before housing placement has been made and until they have moved. Ongoing supports should be provided, where applicable, through other resources, which the Rapid Re-housing Coordinator may help to identify including BSCT, HPRP, Permanent Supportive Housing or any other avenues. However, where there is a gap in service, then an effective collaboration to assure families have access to services is viable. Responsive proposals must be sure to address HFF goals and objectives, as identified on page 18 of the RFP.

26. Question: Will DV providers have to utilize HMIS? What is the purpose of a DV Statewide region?

Response: Domestic Violence (DV) providers are not required to use the Homeless Management Information System (HMIS), but a comparable system that captures all of the required data elements. The Department specifically targeted this population as a Region to DV shelters and transitional living programs in an effort to address the need, while acknowledging that additional barriers exist with which DV providers are equipped to assist.

PROCUREMENT NOTICE

Housing First for Families_03_05_2010

The CT Coalition to End Homelessness (CCEH), on behalf of the Department of Social Services (the Department) is requesting proposals from eligible non-profit organizations to provide rapid re-housing services for homeless families to facilitate quick exit from homelessness into appropriate stable housing.

The Request For Proposals is available in electronic format on the State Contracting Portal at http://www.das.state.ct.us/Purchase/Portal/Portal_Home.asp or from the Department's Official Contact: *The CT Coalition to End Homelessness*

Name: Caroline DiPietro, Project Assistant
Address: 77 Buckingham Street, Hartford CT, 06106
Phone: 860-721-7876
Fax: 860-257-1148
E-Mail: cdipietro@cceh.org

The Request for Proposals is also available on the CCEH website at www.cceh.org and on the Department's website at <http://www.ct.gov/dss>. Deadline for submission of proposals is April 26, 2010, 12 Noon.

TABLE OF CONTENTS

| | Page |
|--|-------------|
| Procurement Notice | 1 |
| Section I — GENERAL INFORMATION | 3 |
| A. Introduction | 3 |
| B. Abbreviations / Acronyms / Definitions | 3 |
| C. Instructions | 4 |
| D. Proposal Format | 7 |
| E. Evaluation of Proposals | 8 |
| Section II — MANDATORY PROVISIONS | 11 |
| A. POS Standard Contract, Parts I and II | 11 |
| B. Assurances | 11 |
| C. Terms and Conditions | 12 |
| D. Rights Reserved to the State | 13 |
| E. Statutory and Regulatory Compliance | 14 |
| Section III — PROGRAM INFORMATION | 16 |
| A. Department Overview | 16 |
| B. Program Overview | 17 |
| C. Main Proposal Components | 19 |
| D. Cost Proposal Components | 22 |
| Section IV — PROPOSAL OUTLINE | 24 |
| A. Cover Sheet | 24 |
| B. Table of Contents | 24 |
| C. Declaration of Confidential Information | 24 |
| D. Conflict of Interest – Disclosure Statement | 24 |
| E. Executive Summary | 24 |
| F. Main Proposal | 24 |
| G. Cost Proposal | 25 |
| H. Appendices | 25 |
| I. Forms | 26 |
| Section V — ATTACHMENTS | / 27 |

I. GENERAL INFORMATION

■ A. INTRODUCTION

1. **RFP Name or Number.** Housing First for Families_03_05_2010
2. **Summary.** The CT Coalition to End Homelessness (CCEH), on behalf of the Department of Social Services (the Department) is requesting proposals from eligible non-profit organizations to provide rapid re-housing services for homeless families to facilitate quick exit from homelessness into appropriate stable housing.
3. **Synopsis (Optional).** CCEH seeks to establish up to six Rapid Re-Housing Coordinators throughout the State of CT to engage families in shelter or otherwise 'literally homeless' for re-housing services, provide assistance in accessing necessary resources to attain housing, and in housing search and placement in stable housing. The Coordinator will also connect families to the Beyond Shelter CT Program (where available) or other support services for longer term home based services once they have moved to permanent housing.
4. **Commodity Codes.** The services that the Department wishes to procure through this RFP are as follows:
 - 2000: Community and Social Services

■ B. ABBREVIATIONS / ACRONYMS / DEFINITIONS

| | |
|--------|--|
| BFO | Best and Final Offer |
| BSCT | Beyond Shelter CT |
| C.G.S. | Connecticut General Statutes |
| CHRO | Commission on Human Rights and Opportunity (CT) |
| CoC | Continuum of Care |
| CT | Connecticut |
| CCEH | CT Coalition to End Homelessness, Inc. |
| DAS | Department of Administrative Services (CT) |
| DCF | Department of Children and Families (CT) |
| DSS | Department of Social Services (CT) |
| FOIA | Freedom of Information Act (CT) |
| HMIS | Homeless Management Information System |
| HPRP | Homeless Prevention and Rapid Re-housing Program |
| HFF | Housing First For Families Program |
| IRS | Internal Revenue Service (US) |
| LOI | Letter of Intent |
| MOU | Memorandum of Understanding |
| NAEH | National Alliance to End Homelessness |
| OAG | Office of the Attorney General (CT) |
| OPM | Office of Policy and Management (CT) |
| OSC | Office of the State Comptroller (CT) |
| POS | Purchase of Service |
| P.A. | Public Act (CT) |
| RFP | Request For Proposals |

SEEC State Elections Enforcement Commission (CT)
U.S. United States

- *contractor*: a private provider organization, CT State agency, or municipality that enters into a POS contract with the Department as a result of this RFP
- *proposer*: a private provider organization, CT State agency, or municipality that has submitted a proposal to the Department in response to this RFP
- *prospective proposer*: a private provider organization, CT State agency, or municipality that may submit a proposal to the Department 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 health or human service as part of a POS contract with the Department as a result of this RFP

■ C. INSTRUCTIONS

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

Name: Caroline DiPietro, Project Assistant
Address: 77 Buckingham Street, Hartford, CT 06106
Phone: 860-721-7876
Fax: 860-257-1148
E-Mail: cdipietro@cceh.org

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

2. **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:

- Connecticut Coalition to End Homelessness website
<http://www.cceh.org>
- Department's RFP Web Page
<http://www.ct.gov/dss>
- State Contracting Portal
http://www.das.state.ct.us/Purchase/Portal/Portal_Home.asp

It is strongly recommended that any proposer or prospective proposer interested in this procurement subscribe to receive e-mail alerts from the State Contracting Portal. Subscribers will receive a daily e-mail announcing procurements and 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.

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

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

- Total Funding Available: \$580,000
- Number of Awards: Up to 6
- Contract Cost: Maximum amount cannot exceed \$96,666.00 per catchment area
- Contract Term: May 1, 2010 through June 30, 2011

4. Eligibility. Private provider organizations (defined as nonstate entities that are nonprofit) are eligible to submit proposals in response to this RFP. Individuals who are not a duly formed business entity are ineligible to participate in this procurement. Proposer must provide proof of nonprofit status, such as a copy of the Internal Revenue Service (IRS) determination letter.

5. Minimum Qualifications of Proposers. To be considered for a contract award, a proposer must have the following minimum qualifications:

Proposers must demonstrate a minimum of 3 years of experience in providing services or programs which lead to housing stabilization for families who experience homelessness. Applicants must be able to demonstrate ability to assist homeless families with accessing financial assistance, housing search, and housing placement regardless of pre-determined 'readiness criteria' as long as the family agrees to enter services, services are available (e.g. caseload is below limit), and a housing unit can be identified and secured by the family with program assistance. Demonstration of abilities will occur in the proposal and workplan.

6. Procurement Schedule. See below. Dates after the due date for proposals ("Proposals Due") are target dates only (*). CCEH may amend the schedule, as needed. Any change will be made by means of an amendment to this RFP and will be posted on the State Contracting Portal, the CCEH website and, the Department's RFP Web Page.

- RFP Planning Start Date: February 5, 2010
- RFP Released: March 5, 2010
- Letter of Intent Due: Not Applicable
- Deadline for Questions: March 19, 2010
- Answers Released (Round 1): March 26, 2010
- RFP Conference: Not Applicable
- Answers Released (Round 2): Not Applicable
- Proposals Due: April 26, 2010
- (*) Proposer Selection: April 28, 2010
- (*) Start of Contract Negotiations: April 29, 2010
- (*) Start of Contract: May 1, 2010

7. Letter of Intent. A Letter of Intent (LOI) is not required by this RFP.

8. Inquiry Procedures. All questions regarding this RFP or the procurement process must be directed, in writing, to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline(s) will be answered. However, CCEH 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, CCEH may or may not respond to questions received after the deadline. CCEH 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. CCEH will release the answers to questions on the date(s) established in the Procurement Schedule. CCEH will publish any and all amendments to this RFP on the State Contracting Portal, the CCEH website and, the Department's RFP Web Page.

9. 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 the due date and time:

- Due Date: April 26, 2010
- Time: 12 Noon

Faxed or e-mailed proposals will not be evaluated. When hand-delivering proposals by courier or in person, allow extra time due to building security procedures. CCEH will not accept a postmark date as the basis for meeting the submission due date and time. Proposals received after the due date and time may be accepted by the CCEH as a clerical function, but late proposals will not be evaluated. At the discretion of the CCEH, late proposals may be destroyed or retained for pick up by the submitters.

An acceptable submission must include the following:

- one (1) original proposal;
- four (4) conforming copies of the original proposal; and
- one (1) conforming electronic copy of the original proposal.

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. The electronic copy of the proposal must be compatible with *Microsoft Office Word 2003*. For the electronic copy, required forms and appendices may be scanned and submitted in Portable Document Format (PDF) or similar file format.

10. Multiple Proposals. The submission of multiple proposals is not an option with this procurement.

11. 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. In Section C 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).

12. 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 adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. The Department will determine whether any disclosed conflict of interest poses a substantial advantage to the proposer over the competition, decreases the overall competitiveness of this procurement, or is not in the best interests of the State. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. *Example: “[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85.”*

■ D. PROPOSAL FORMAT

1. **Required Outline.** All proposals must follow the required outline presented in Section IV – 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

The proposer must develop a Cover Sheet that includes the information below. *Legal Name* is defined as the name of private provider organization submitting the proposal. *Contact Person* is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal. *Authorized Official* is defined as the individual empowered to submit a binding offer on behalf of the proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.

- RFP Name or Number: Housing First For Families _03_05_2010
 - Legal Name:
 - FEIN:
 - Street Address:
 - Town/City/State/Zip:

 - Contact Person:
 - Title:
 - Phone Number:
 - FAX Number:
 - E-Mail Address:

 - Authorized Official:
 - Title:
 - Signature:
3. **Table of Contents.** All proposals must include a Table of Contents that conforms with the required proposal outline. (See Section IV.)

4. **Executive Summary.** Proposals must include a high-level summary, not exceeding 2 pages, of the main proposal and cost proposal.
5. **Attachments.** Attachments other than the required Appendices or Forms identified in Section IV 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.** Submitted proposals must conform to the following specifications:
 - Binding Type: None specified
 - Dividers: None specified
 - Paper Size: 8½" x 11"
 - Page Limit: 15 pages, plus required Appendices and Forms
 - Print Style: None specified
 - Font Size: Minimum 12 point
 - Font Type: None specified
 - Margins: 1"
 - 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. **Packaging and Labeling Requirements.** All proposals must be submitted in sealed envelopes or packages and be addressed to the Official Contact. The Legal Name and Address of the proposer must appear in the upper left corner of the envelope or package. The RFP Name or Number must be clearly displayed on the envelope or package. Any received proposal that does not conform to these packaging or labeling instructions will be opened as general mail. Such a proposal may be accepted by the CCEH as a clerical function, but it will not be evaluated. At the discretion of the CCEH, such a proposal may be destroyed or retained for pick up by the submitters.

■ E. EVALUATION OF PROPOSALS

1. **Evaluation Process.** It is the intent of the CCEH 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, CCEH and the Department will conform with the Department's written procedures for POS 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).
2. **Screening Committee.** CCEH and the Department will designate a Screening Committee to evaluate proposals submitted in response to this RFP. The contents of all submitted proposals, including any confidential information, will be shared with the Screening 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. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Screening Committee may result in disqualification of the proposer.
3. **Minimum Submission Requirements.** All proposals must comply with the requirements specified in this RFP. 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) follow the required Proposal Outline; and (4) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The CCEH 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 Screening Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The criteria are weighted according to their relative importance. The weights are disclosed below or confidential.

- Organizational Profile 10 points
- Scope of Services 20 points
- Staffing Plan 15 points
- Data and Technology 10 points
- Subcontractors – No weight
- Work Plan and Collaboration 25 points
- Financial Profile 10 points
- Budget and Budget Narrative 10 points

Note:

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

- 5. Proposer Selection.** Upon completing its evaluation of proposals, the Screening Committee will submit the rankings of all proposals to the Commissioner of the Department. The final selection of a successful proposer is at the discretion of the Commissioner. Any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the Department. Such negotiations may, but will not automatically, result in a contract. Pursuant to Governor M. Jodi Rell's Executive Order No. 3, 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 Department's discretion, about the outcome of the evaluation and proposer selection process.
- 6. Debriefing.** Within ten (10) days of receiving notification from the Department, 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 Department 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 Department will schedule and hold the debriefing meeting within fifteen (15) days of the request. The Department will not change, alter, or modify the outcome of the evaluation or selection process as a result of any debriefing meeting.
- 7. Appeal Process.** Proposers may appeal any aspect of the competitive procurement, including the evaluation and proposer selection process. Any such appeal must be submitted to the Commissioner. A proposer may file an appeal at any time after the proposal due date, but not later than thirty (30) days after the Department 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 Department 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 Department’s contracting procedures, which may include approval by the Office of the Attorney General.

II. MANDATORY PROVISIONS

■ A. POS STANDARD CONTRACT, PARTS I AND II

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.

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 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 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 Department 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 Department 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 Department 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 Department 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 Department may request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by the Department, 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 Department. The Department 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 Department. At its sole discretion, the Department 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 Department, 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 Department 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 Department 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 Department 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 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 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 Department 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 Department.
2. **Amending or Canceling RFP.** The Department reserves the right to amend or cancel this RFP 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 Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, 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 Proposals.** The Department 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 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 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 Department reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Department further reserves the right to contract with one or more proposer for such services. After reviewing the scored criteria, the Department may seek Best and Final Offers (BFO) on cost from proposers. The Department may set parameters on any BFOs received.
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 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 Department is the sole funder of a purchased service, the Department reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The Department also reserves the right to approve replacements for key personnel who have terminated employment. The Department 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 Department.

■ 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 insure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.
3. **Consulting Agreements, C.G.S. § 4a-81.** Proposals 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 include 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 http://www.ct.gov/opm/fin/ethics_forms

IMPORTANT NOTE: A proposer must complete and submit OPM Ethics Form 5 to the Department with the proposal.

- 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 a proposer is awarded an opportunity to negotiate a contract with an anticipated value of \$50,000 or more in a calendar or fiscal year, the proposer 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 http://www.ct.gov/opm/fin/ethics_forms
IMPORTANT NOTE: The successful proposer must complete and submit OPM Ethics Form 1 to the Department prior to contract execution.
- 5. Nondiscrimination Certification , C.G.S. §§ 4a-60(a)(1) and 4a-60a(a)(1).** If a proposer is awarded an opportunity to negotiate a contract, the proposer must provide the Department with *written representation* or *documentation* that certifies the proposer 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 http://www.ct.gov/opm/fin/nondiscrim_forms
IMPORTANT NOTE: The successful proposer must complete and submit the appropriate nondiscrimination certification form to the awarding Department prior to contract execution.

III. PROGRAM INFORMATION

■ A. DEPARTMENT OVERVIEW:

The Department of Social Services provides a broad range of services to the elderly, persons with disabilities, families, and individuals who need assistance in maintaining or achieving their full potential for self-direction, self-reliance and independent living. It administers over 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 Rehabilitation Act, the Food Stamp Act, the Older Americans Act, and the Social Security Act. The Department is also designated as a public housing agency for the purpose of administering the Section 8 program under the federal Housing Act.

The Department is headed by the Commissioner of Social Services, and there are deputy commissioners for Administration and Programs. There is a regional administrator responsible for each of the three service regions. By statute, there is a statewide advisory council to the Commissioner, and each region must have a regional advisory council.

The Department administers most of its programs through offices located throughout the state. Within the Department, the Bureau of Rehabilitation Services provides vocational rehabilitation services for eligible individuals with physical and mental disabilities at 23 offices throughout the state. For the other programs, services are available through 11 offices located in the three regions, with central office support located in Hartford. In addition, many services funded by the Department are available through community based agencies, including the 156 senior centers throughout Connecticut. 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 phone call.

There are three entities attached to the Department for administrative purposes only. They are the Commission on Deaf and Hearing Impaired, the Board of Education and Services for the Blind, and the Child Day Care Council.

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 DSS 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:**

Program Name: The Housing First for Families Program (HFF)

Background: In 2009, the CT General Assembly adopted a budget provision which, based upon the recommendation of Governor M. Jodi Rell, established funding for a ‘rapid re-housing program’ within existing appropriations to serve families facing homelessness in CT. The goal of the Housing First for Families (HFF) program is to provide housing based interventions for families with children who are served by CT’s emergency shelters, shelters for victims of domestic violence, or are within 30 days of discharge from a CT transitional housing facility for homeless families. The program will also re-house families who are targeted for re-unification with their dependent child upon placement in housing.

The Department, through its Homeless Prevention and Rapid Re-Housing Program (HPRP), currently provides short and medium term rental assistance and services to families who are considered ‘literally homeless’. In addition, The Beyond Shelter CT (BSCT) program is available through 14 sites across the state to assist families with home-based assistance as they transition to their own permanent housing. Now, the Department seeks to expand services which engage currently homeless families and provide ‘housing find’ services, and, at the same time, create a sustainable foundation for ongoing rapid re-housing services once federal HPRP funds expire.

Program Design: Program success is based upon the following three key design elements:

1. Collaboration with area homeless shelters, domestic violence shelters or other services that interact with homeless families to identify households in need of services;
2. Assistance to families in accessing relocation assistance, rental assistance, and other financial resources including HPRP, Security Deposit Guarantee Program, rental subsidies, permanent supportive housing, public housing, cash or financial assistance, entitlements;
3. Assistance in identifying housing units (e.g. “housing find”) for families as well as developing relationships with landlords; and
4. Assistance, through collaboration with Beyond Shelter CT, HPRP, or other home-based supportive services programs, in keeping the families in said housing for an unbroken period of 9 months.

On behalf of the Department, the CCEH prefers proposals to serve clients residing in a group of shelters within a region, continuum of care, HPRP region, area also served through the BSCT program, or a sub-population statewide. For the purpose of this procurement shelters and transitional housing include facilities that exclusively serve victims of domestic violence. A proposer which provides rapid re-housing services which exclusively serves families in Domestic Violence emergency shelter facilities will be accepted by the CCEH as long as participating families meet economic eligibility criteria specified in Program Policies/Guidelines noted below and the proposer can demonstrate the ability to place at minimum 35 families in housing during the 14-month contract period.

Program Philosophy: As with the BSCT program which provides assistance to homeless families and individuals for up to one year following their move from shelter, transitional housing or places not fit for human habitation, into rental housing, the Housing First for Families program is based upon the premise that housing stability is a pre-requisite to family stability and self determination. Through issuance of this RFP, the Department recognizes the validity of the research supported premise that families can address health, mental health and other barriers to stability once they access housing far more effectively than in an emergency shelter setting, regardless of the level of services provided in the shelter itself. It is the goal of the Department that families who experience homelessness have the opportunity to exit shelter (or homeless experience, where homeless shelters do not exist) quickly (preferably within 30 days of admission) to appropriate housing where follow up services, and on-going support services can be provided if necessary. Homeless families shall be comprised of at least one head of household and at least 1 minor child under the age of 18.

Proposers will assist homeless families with accessing financial assistance, housing search, and housing placement regardless of pre-determined 'readiness criteria' as long as the family agrees to enter services, services are available (e.g. caseload is below limit), and a housing unit can be identified and secured by the family with program assistance. The ultimate goal of the Housing First for Families program is to link entities who interact with homeless families, including shelters, transitional living programs and the Department of Children and Families (DCF) (in instances of family reunification) to BSCT, HPRP and any available housing and/or financial assistance services to develop a housing based system to address homelessness in CT and lessen reliance on homeless shelters and transitional housing as the primary intervention when families become homeless.

Program Goals and Objectives:

1. No less than 30 families annually (35 during the contract period of 14 months) exit shelter, transitional housing, or place not fit for human habitation to permanent leased housing, or stable shared housing (appropriate living space per DCF regulations accompanied by sub-lease or written agreement with primary tenant). *(For purposes of RFP, a minimum of 35 families will be served during the 14-month contract period.)*
2. 60% of total families served exit homelessness within 30 days of entrance into Housing First for Families program.
3. 70% of total families remain stably housed (e.g. does not re-enter emergency shelter or transitional living services) 9 months after exit from homelessness.
4. Establish linkages between emergency shelters, transitional living programs, HPRP, BSCT programs, local social service agencies and area housing providers such as housing authorities, private landlords, and providers of permanent supportive housing that serve families to create a seamless system of securing housing units for families who experience homelessness.

Program Policies / Guidelines: Homeless families with at least one (1) dependent child under the age of 18 and fall below 30% median income or are 200% below the poverty level according to federal guidelines are eligible for services. (See Section V. Attachments for income levels document.) Contractors will be expected to work with families toward the goal of placement in stable housing.

Evidence-Based Programming /Preferred Practices: The 'housing first' approach provides the philosophical framework for this procurement. The National Alliance to End Homelessness (NAEH) describes the principles of the housing first approach as follows:

- Homelessness is first and foremost a housing problem and should be treated as such
- Housing is a right to which all are entitled

- People who are homeless or on the verge of homelessness should be returned to or stabilized in permanent housing as quickly as possible and connected to resources necessary to sustain that housing
- Issues that may have contributed to a household's homelessness can best be addressed once they are housed

Also, the NAEH website (www.endhomelessness.org) identifies key service components for effective Housing-First oriented programs, including:

- *Housing, Resource and Support Services Assessment* which focuses on housing needs, preferences, and barriers; resource acquisition (e.g. entitlements); and identification of services needed to sustain housing
- *Housing placement assistance* including housing location and placement; [linkage to] financial assistance with housing costs (e.g. security deposit, first month's rent, move-in and utilities connection, short-or-long term housing subsidies); advocacy and assistance in addressing housing barriers (e.g. poor credit history or debt, prior eviction, criminal conviction)

Program Catchment Areas: *CCEH hopes to present the Department with proposals which seek to serve a group of shelters, COC, Ten Year Plan region or HPRP region within each of these catchment areas*

Region 1-Fairfield County-including Stamford, Bridgeport, Westport, Norwalk and other towns
Region 2 –New Haven County including, Milford, New Haven, Meriden, Wallingford, Middletown and other towns,

Region 3-New London, Norwich, Willimantic, Danielson and other towns

Region 4-Hartford, East Hartford, Vernon, Manchester and other towns

Region 5-Waterbury, Danbury, Winsted, Torrington

Region 6 - DV Statewide (This region will specifically target DV shelters)

■ C. MAIN PROPOSAL COMPONENTS

1. Organizational Requirements

A responsive proposal must include a summary of the proposer's overall qualifications to manage the HFF. At a minimum the proposer must include the following specific details regarding the proposer's organization:

(a) *Purpose/Mission:* Describe the purpose and mission of your organization and how it relates to the proposed program.

(b) *Entity Type/ Years of Operation:* Provide a brief history of your organization including the date the organization was established.

(c) *Administrative Office Location:* Provide the location of your organization's administrative offices including address, name and address of contact person who has access to the location should the Department wish to visit as part of the evaluation process.

(d) *Qualifications and Relevant Experience:* Demonstrate your organization's minimum experience of 3 years providing the services contemplated in this RFP.

(e) *References:* Provide at least three (3) reference letters to support your organization's experience in providing HFF services. Letters must include the reference

agency name, contact person name, mailing address, phone number and email address for the contact person. Letters must also include the reference agency relationship with your organization and the services your organization has provided to the agency.

(f) Multi-Cultural Services: Demonstrate your organization's experience providing services that are culturally sensitive and appropriate to the target population you serve.

2. Service Requirements

A responsive proposal shall thoroughly address each of the following:

(a) Catchment Area: The CCEH requests submissions which propose to serve a group of shelters within a region, continuum of care, HPRP region, area also served through the BSCT program, or a sub-population statewide. For the purpose of this procurement shelters and transitional housing include facilities that exclusively serve victims of domestic violence. A proposer which provides rapid re-housing services which exclusively serve families in domestic violence facilities will be considered for evaluation as long as participating families meet economic eligibility criteria specified in Program Policies/Guidelines, below and the proposer can demonstrate that it can serve enough families to place at minimum 35 families during the 14-month contract period.

(b) Location of Service Offices / Facilities: Program staff must be able and willing to travel throughout their local area/region in order to conduct program activities.

(c) Hours of Operation: Program staff should be available at times where critical communication can take place with clients, landlords and other service providers.

(d) Target Population: Homeless heads of household (can include spouse) in custody of dependent children under the age of 18.

(e) Number / Types of Clients: Average caseload of 10 families with estimated service duration of 60 days equaling approximately 65 families maximum per contract period.

(f) Client Eligibility: Clients must be literally homeless, e.g. living in emergency shelter, transitional housing or place not meant for human habitation and must fall below 30% median income or are at 200% below the poverty level according to federal guidelines.

(g) Client Evaluation / Assessment: Form to be provided by CCEH to assess housing/economic barriers.

(h) Program Access / Outreach / Referral Process: Proposals must demonstrate the ability to establish communication linkages with area emergency shelters and the Beyond Shelter CT program, if applicable, local supportive housing programs, housing authorities, domestic violence shelters, transitional housing programs, local and regional HPRP programs, 2-1-1 and other agencies who can help identify and engage families who are homeless. Outreach activities shall include engaging area landlords in the process.

(i) Capacity / Waitlist Protocol: Proposers will be required to provide a waitlist policy to the Department prior to contract execution.

(j) Culturally Competent Services: Insure a culturally responsive delivery of services that recognizes and affirms diversity.

(k) Program Collaboration / Coordination: Proposer will be expected to enter into Memorandum of Understanding (MOU) with area homeless shelters, transitional

housing facilities, BSCT programs and HPRP programs prior to contract execution. Letters of support must be included with the proposal as [Appendix II](#) to indicate willingness of collaborators/linkages to enter into MOU should funds be awarded. A sample MOU should be included with the proposal as [Appendix III](#) and must contain at minimum, the following:

- Referral protocol
- Arrangements to provide program access to rapid re-housing coordinator to provide client outreach for services and take applications
- Agreement with regional Beyond Shelter CT program to provide case conferencing regarding shared clients and to transfer all relevant client information (with client release of information) to BSCT staff once family is placed in housing

3. Staffing Requirements

A responsive proposal shall describe the following staffing requirements to successfully meet the requirements of the RFP:

- (a) *Staffing Model*: No less than one dedicated FTE. If alternate staffing plan is proposed, please specify number of hours staff will be committed to HFF.
- (b) *Key Personnel*: Identify key staff responsible for implementation and provision of the HFF services. Include names, titles, and hours and percentage of time dedicated to the program services.
- (c) *Supervision / Management*: Identify a program manager responsible for program management and day-to-day oversight of the program.
- (d) *Staff Training*: Describe the training techniques that will be utilized to ensure staff competency in the performance of program services.
- (e) *Multi-Lingual and Multi-Cultural Competency*: Describe current ability of staff to respond to various language and cultural situations.
- (f) *Job Descriptions*: Provide current job descriptions for identified key personnel proposed for the program.
- (g) *Resumes*: Provide a resume for identified key personnel proposed for the program. Resumes shall be included with your proposal as [Appendix IV](#).

4. Data Reporting and Technology Requirements

A responsive proposal shall demonstrate the ability to comply with the following requirements:

- (a) *Technology Requirements*: Program must provide wireless Internet services via wireless card or tethered cell phone or PDA (eligible expense). Program must provide laptop and cell phone, at minimum (also an eligible expense).
- (b) *Performance Measures / Outcomes*: Minimum of 35 housing placements within the 14-month contract period. Additional housing placements will result in additional payment by the Department of \$500.00 per family for a maximum additional award of \$15,000, based upon the availability of funds.

(c) Program Evaluation: Program will participate in program evaluation arranged by the Department of Social Services and/or CCEH, if applicable.

(d) Records / Data Collection/Reporting:

Programs will be required to enter data into the Homeless Management Information System and keep all data current with data quality and data completeness at or above 90%. HMIS training and license (Service Point) will be provided by CCEH through its partner Nutmeg Consulting, LLC. Licenses for PROVIDE software may be included in program budget and will not be provided by CCEH. Quarterly financial, statistical, performance and narrative reports will be required by the Department. Programs will be required to use and sign off on systems generated quality and completeness reports as well as HMIS generated program reports submitted to the Department.

5. Subcontractors

The use of Subcontractors Is Allowed. If proposing the use of a subcontractor, the proposer shall include the following information:

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

6. Work Plan.

A responsive proposal shall describe a Service Delivery Plan to ensure service will be available no later than May 30, 2010. The plan shall include but not be limited to staffing capacity, service area, identification of needed training and method to obtain training, and existing resources / relationships to ensure a seamless delivery system.

A responsive proposal shall include all planned implementation activities and a description of how the tasks will be carried out. Describe in detail the services including direct services and to what catchment area the services will be provided. Describe how the proposed plan will ensure that homeless families are afforded stable and secure housing. Note any barriers anticipated and how the proposed plan will be able to overcome these barriers. Note collaboration with area homeless shelters, domestic violence shelters or other services that interact with homeless families to identify households in need of services.

The proposed plan must focus on securing housing for homeless families in an expedited manner. Proposers must demonstrate the ability to provide assistance to families in accessing relocation assistance, rental assistance, and other financial resources including HPRP, Security Deposit Guarantee Program, rental subsidies, permanent supportive housing, public housing, cash or financial assistance, entitlements, and; assistance in identifying housing units (e.g. "housing find") for families as well as developing relationships with landlords.

D. COST PROPOSAL COMPONENT

1. Financial Requirements

(a) Audited Financial Statements: The proposer shall provide financial statements from its auditor for last 2 annual audits. Audited Financial statements shall be included with the proposal as Appendix V.

(b) Form 990 (most recent document submitted to the Internal Revenue Service)

2. Budget Requirements

(a) Cost Standards: The proposer shall signify their compliance with the State's Cost Standards

(b) Total Proposed Funding: The proposer shall identify the amount of funding being requested for the provision of Housing First For Families services.

(c) Budget: The applicant shall provide an itemized budget including any startup costs. Base maximum award is \$84,666.00 for Housing First for Families during the 14-month contract period with an option to receive additional monies once minimum number served is achieved for contract period. Contractors that serve more than minimum number have the potential to earn an additional \$12,000.00 (\$400.00 for each additional homeless family placement). The budgeted amounts are identified per catchment area.

(d) Subcontractor Costs

(e) Budget Narrative: The proposer must provide a budget narrative explaining all costs contained in the proposed budget. Explain the expected program costs and a rationale for each line item in the budget. Administrative costs are limited to 18%. List and briefly explain each staff position, including number of hours worked weekly, number of hours worked yearly, and hourly rate. Indicate whether the staff position is new or existing.

IV. PROPOSAL OUTLINE

| | Page |
|---|-------------|
| A. Cover Sheet | 1 |
| B. Table of Contents | 2 |
| C. Declaration of Confidential Information | Etc. |
| D. Conflict of Interest - Disclosure Statement | |
| E. Executive Summary | |
| F. Main Proposal | |
| 1. Organizational Profile | |
| a. Purpose / Mission | |
| b. Entity Type / Years of Operation | |
| c. Administrative Office Location | |
| d. Qualifications and Relevant Experience | |
| e. References. | |
| f. Multi-Cultural Services | |
| 2. Scope of Services | |
| a. Catchment Area | |
| b. Location of Service Offices / Facilities | |
| c. Hours of Operation | |
| d. Target Population | |
| e. Number / Types of Clients | |
| f. Client Eligibility | |
| g. Client Evaluation / Assessment. | |
| h. Program Access / Outreach / Referral Process | |
| i. Capacity / Waitlist Protocol | |
| j. Culturally Competent Services | |
| k. Program Collaboration / Coordination | |
| 3. Staffing Plan | |
| a. Staffing Model. | |
| b. Key Personnel | |
| c. Supervision / Management | |
| d. Staff Training | |
| e. Multi-Lingual and Multi-Cultural Competency. | |
| f. Job Descriptions | |
| g. Resumes | |
| 4. Data and Technology | |
| a. Technology Requirements | |

| | | |
|-----------|--|---------|
| b. | Performance Measures / Outcomes | |
| c. | Program Evaluation | |
| d. | Records / Data Collection / Reporting | |
| 5. | Subcontractors | |
| 6. | Work Plan | |
| a. | Start Date | |
| b. | Staffing Capacity | |
| c. | Timetable / Schedule/ Outreach Plan / Service Delivery Plan | |
| d. | Tasks, Deliverables | |
| e. | Measurable Objectives | |
| f. | Plan for Follow-up Services | |
| G. | Cost Proposal | |
| 1. | Financial Profile | |
| a. | Audited Financial Statements | |
| b. | Form 990 | |
| 2. | Budget and Budget Narrative | |
| a. | Cost Standards: | |
| b. | Total Proposed Funding | |
| c. | Budget. | / / / / |
| d. | Subcontractor Costs. | |
| e. | Budget Narrative | |
| H. | Appendices | |
| I. | Proof of Non-profit Status | |
| II. | Support Letters - please provide support letters from area Beyond Shelter CT, HPRP and other applicable programs with whom the applicant intends to coordinate services if selected through this procurement | |
| III. | Sample MOU | |
| IV. | Résumés of Key Personnel | |
| V. | Audited Financial Statements | |
| VI. | Form 990 | |

- I. **Forms**
- 1. **Department.**
 - a. Certification Regarding Lobbying (DSS)
 - b. Addendum Acknowledgement (DSS)
 - c. Budget Document
- 2. **Other**
 - a. Notification To Bidders, Parts I – V (CHRO)
 - b. Employer Information Report EEO-1 (U.S. EEOC)
 - c. Acknowledgment of Contract Compliance / Notification to Bidders (CHRO)
 - d. Consulting Agreement Affidavit (OPM Ethics Form 5) ¹

¹ Attached when the contract resulting from this RFP has an anticipated value of \$50,000 or more in a calendar or fiscal year. The proposer must submit this certification to the Department with the proposal.

V. ATTACHMENTS

- State of Connecticut, CHRO Contract Compliance Package, Parts I – III
- Certificate Regarding Lobbying
- Consulting Agreement Affidavit
- Notice to Executive Branch State Contractors of Campaign Contribution and Solicitation Ban (SEEC Form)
- Budget Forms
- Federal Poverty Level

STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

CONTRACT COMPLIANCE PACKAGE

May 2009

CONTENTS

I. CONTRACTOR/GRANTEE CONTRACT COMPLIANCE REQUIREMENTS

II. BIDDER'S PACKET

- The following forms are **MANDATORY** and must be completed and returned to this agency with the response to the Request for Proposal or the Grant Application.
 1. Notification to Bidders Form
 2. Bidder Contract Compliance Monitoring Report
- Definitions and descriptions to assist in completing the Bidder Contract Compliance Monitoring Report

III. PERTINENT STATUTES AND REGULATIONS OF THE STATE OF CONNECTICUT

- Non-Discrimination and Affirmative Action Provisions in State Contracts, C.G.S. Section 4a-60 through 4a-60a
- Department of Administrative Services, C.G.S. Section 4a-60g through 4a-60j
- Department of Economic and Community Development, C.G.S. Section 32-9n
- Commission on Human Rights and Opportunities, C.G.S. Sections 46a-56 and 46a-68
- Commission on Human Rights and Opportunities Administrative Regulations Sections 46a-68j-21 through 46a-68j-43 and Sections 46a-68k-1 through 46a-68k-8.

I.

**CONTRACTOR/GRANTEE
CONTRACT COMPLIANCE REQUIREMENTS**

OFFICE OF POLICY AND MANAGEMENT

CONTRACTOR/GRANTEE COMPLIANCE REQUIREMENTS

NOTE: - THESE REQUIREMENTS APPLY TO ALL CONTRACTORS - INCLUDING GRANTEES AND INDIVIDUALS

Connecticut General Statute Section 4a-60 was adopted to insure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons. To carry out the provisions of the Statute, the Commission on Human Rights and Opportunities developed Regulations concerning Contract Compliance and approval of Contract Compliance Programs which impose certain obligations on State agencies as well as contractors doing business with the State of Connecticut.

These regulations require that as an awarding agency, in this instance, the Office of Policy and Management (OPM), must consider the following factors in its selection of any contractor:

- The bidder's success in implementing an affirmative action plan;
- If the bidder does not have a written affirmative action plan, the bidder's promise to develop and implement a successful affirmative action plan;
- The bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- The bidder's submission of employment statistics contained in the "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- The bidder's promise to set aside a portion of the contract for legitimate minority business enterprises.

In order to assess the factors above, contractors are required to provide OPM with information about their organizations.

A package of information (see Section II. Bidder's Packet) is provided with forms (and instructions) that must be completed, signed by responsible parties and returned to OPM with the response to the Request for Proposal or with the Grant Application.

PLEASE NOTE: If you indicate that you will be sub-contracting a portion of this contract, you will be sent further forms for completion as required in the contract compliance regulations. Thank you for your cooperation.

II.

BIDDER'S PACKET

OFFICE OF POLICY AND MANAGEMENT

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS**

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

- (a) the bidder’s success in implementing an affirmative action plan;
- (b) the bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder’s promise to develop and implement a successful affirmative action plan;
- (d) the bidder’s submission of employment statistics contained in the “Employment Information Form”, indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

III.

**PERTINENT STATUTES
AND REGULATIONS**

OF THE

STATE OF CONNECTICUT

CONNECTICUT GENERAL STATUTES
*Current through Gen. St., Rev. to 1-1-09***

| NONDISCRIMINATION AND AFFIRMATIVE ACTION PROVISIONS IN CONTRACTS | |
|---|--|
| Statute Hyperlink | Description |
| § 4a-60. | Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions other than municipalities. |
| § 4a-60a. | Contracts of the state and political subdivisions, other than municipalities, to contain provisions re nondiscrimination on the basis of sexual orientation. |
| DEPARTMENT OF ADMINISTRATIVE SERVICES | |
| Statute Hyperlink | Description |
| § 4a-60g | (Formerly § 32-9e) Set-aside program for small contractors, minority business enterprises, individuals with a disability and nonprofit corporations. |
| § 4a-60h | (Formerly § 32-9f) Administration of set-aside program. Regulations. Access to competitive contracts outside of program guaranteed. |
| §4a-60i | (Formerly § 32-9g) Responsibilities of agency heads to negotiate and approve contracts not affected. |
| §4a-60j | (Formerly § 32-9h) Time for payment of contractors. |
| DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT | |
| Statute Hyperlink | Description |
| §32-9n | Office of Small Business Affairs. |
| COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES | |
| Statute Hyperlink | Description |
| § 46a-56 | Commission duties. |
| § 46a-68c | Contractors required to file affirmative action plan. Certificate of compliance issued by commission. Revocation. |

*** There may have been changes made to these statutes or regulations which are not reflected in this packet. Please consult your nearest library for the most recent version.*

| Statute Hyperlink | Description |
|----------------------------|--|
| § 46a-68d | Public works contracts subject to affirmative action requirements. Conditional acceptance by commission. Advance filing of plan. |
| § 46a-68e | Contractors and subcontractors required to file compliance reports. |
| § 46a-68f. | Compliance reports to include labor union practices. |
| § 46a-68g. | Prohibition re: contractors who have not satisfactorily complied with affirmative action requirements. |
| § 46a-68h. | Hearing re: noncompliance. |
| § 46a-68i. | Right of appeal. |
| § 46a-68j | Regulations. |

and

REGULATIONS OF CONNECTICUT STATE AGENCIES

**TITLE 46A. HUMAN RIGHTS
COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE**

§ 46a-68j-21 -- § 46a-68j-43 and § 46a-68k-1 -- § 46a-68k-8.

For an electronic version of these regulations go to:

<http://www.ct.gov/chro/cwp/view.asp?a=2525&Q=326596&chroPNavCtr=|#46078>

**** There may have been changes made to these statutes or regulations which are not reflected in this packet. Please consult your nearest library for the most recent version.**

**** There may have been changes made to these statutes or regulations which are not reflected in this packet. Please consult your nearest library for the most recent version.**

This form is **MANDATORY** and must be completed, signed, and returned with the vendor's bid.

ACKNOWLEDGMENT OF CONTRACT COMPLIANCE NOTIFICATION TO BIDDERS

INSTRUCTION: Bidder must sign acknowledgment below, and return this form to the awarding agency with the bid proposal.

The undersigned duly authorized representative of the bidding vendor acknowledges receiving and reading a copy of the **NOTIFICATION TO BIDDERS**. *(Please print name under signature line.)*

Signature

Title

Date

On behalf of:

Vendor Name

Street Address

City

State

Zip

Federal Employee Identification Number
(FEIN/SSN)

This form is **MANDATORY** and must be completed, signed, and returned with the vendor's bid.

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS**

(Revised 09/17/07)

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

- (a) the bidder’s success in implementing an affirmative action plan;
- (b) the bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder’s promise to develop and implement a successful affirmative action plan;
- (d) the bidder’s submission of employment statistics contained in the “Employment Information Form”, indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

INSTRUCTIONS AND OTHER INFORMATION

The following BIDDER CONTRACT COMPLIANCE MONITORING REPORT must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidder’s □good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

1) Definition of Small Contractor

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding ten million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.

MANAGEMENT: Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.

BUSINESS AND FINANCIAL OPERATIONS: These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.

MARKETING AND SALES: Occupations related to the act or process of buying and selling products and/or services such as sales engineer, retail sales workers and sales representatives including wholesale.

LEGAL OCCUPATIONS: In-House Counsel who is charged with providing legal advice and services in regards to legal issues that may arise during the course of standard business practices. This category also includes assistive legal occupations such as paralegals, legal assistants.

COMPUTER SPECIALISTS: Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists

ARCHITECTURE AND ENGINEERING: Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.

OFFICE AND ADMINISTRATIVE SUPPORT: All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, bill and account collectors, customer service representatives, dispatchers, secretaries and administrative assistants, computer operators and clerks (such as payroll, shipping, stock, mail and file).

BUILDING AND GROUNDS CLEANING AND MAINTENANCE: This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.

CONSTRUCTION AND EXTRACTION: This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category..

INSTALLATION, MAINTENANCE AND REPAIR: Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.

MATERIAL MOVING WORKERS: The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.

PRODUCTION WORKERS: The job titles included in this category are chemical production machine setters, operators and tenders; crushing/grinding workers; cutting workers; inspectors, testers sorters, samplers, weighers; precious stone/metal workers; painting workers; cementing/gluing machine operators and tenders; etchers/engravers; molders, shapers and casters except for metal and plastic; and production workers.

3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information) (Page 3)

| | |
|---|---|
| <p><u>White</u> (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><u>Black</u>(not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa.</p> <p><u>Hispanic</u>- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p> | <p><u>Asian or Pacific Islander</u>- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p><u>American Indian or Alaskan Native</u>- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p> |
|---|---|

BIDDER CONTRACT COMPLIANCE MONITORING REPORT

PART I - Bidder Information

| | |
|---|---|
| Company Name Street Address City & State Chief Executive | Bidder Federal Employer Identification Number _____ Or Social Security Number _____ |
| Major Business Activity (brief description) | Bidder Identification (response optional/definitions on page 1) -Bidder is a small contractor. Yes ___ No ___ -Bidder is a minority business enterprise Yes ___ No ___ (If yes, check ownership category) Black ___ Hispanic ___ Asian American ___ American Indian/Alaskan Native ___ Iberian Peninsula ___ Individual(s) with a Physical Disability ___ Female ___ |
| Bidder Parent Company (If any) | - Bidder is certified as above by State of CT Yes ___ No ___ |
| Other Locations in Ct. (If any) | - DAS Certification Number _____ |

PART II - Bidder Nondiscrimination Policies and Procedures

| | |
|---|--|
| 1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes ___ No ___ | 7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? Yes ___ No ___ |
| 2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes ___ No ___ | 8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes ___ No ___ |
| 3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes ___ No ___ | 9. Does your company have a mandatory retirement age for all employees? Yes ___ No ___ |
| 4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes ___ No ___ | 10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes ___ No ___ NA ___ |
| 5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes ___ No ___ | 11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes ___ No ___ NA ___ |
| 6. Does your company have a collective bargaining agreement with workers? Yes ___ No ___ 6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes ___ No ___ 6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes ___ No ___ | 12. Does your company have a written affirmative action Plan? Yes ___ No ___ If no, please explain. 13. Is there a person in your company who is responsible for equal employment opportunity? Yes ___ No ___ If yes, give name and phone number. _____ _____ |

1. Will the work of this contract include subcontractors or suppliers? Yes__ No__

1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)

1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above?

Yes__ No__

PART IV - Bidder Employment Information

Date:

| JOB CATEGORY * | OVERALL TOTALS | WHITE (not of Hispanic origin) | | BLACK (not of Hispanic origin) | | HISPANIC | | ASIAN or PACIFIC ISLANDER | | AMERICAN INDIAN or ALASKAN NATIVE | |
|---|----------------|--------------------------------|--------|--------------------------------|--------|----------|--------|---------------------------|--------|-----------------------------------|--------|
| | | Male | Female | Male | Female | Male | Female | Male | Female | male | female |
| Management | | | | | | | | | | | |
| Business & Financial Ops | | | | | | | | | | | |
| Marketing & Sales | | | | | | | | | | | |
| Legal Occupations | | | | | | | | | | | |
| Computer Specialists | | | | | | | | | | | |
| Architecture/Engineering | | | | | | | | | | | |
| Office & Admin Support | | | | | | | | | | | |
| Bldg/ Grounds Cleaning/Maintenance | | | | | | | | | | | |
| Construction & Extraction | | | | | | | | | | | |
| Installation , Maintenance & Repair | | | | | | | | | | | |
| Material Moving Workers | | | | | | | | | | | |
| Production Occupations | | | | | | | | | | | |
| TOTALS ABOVE | | | | | | | | | | | |
| Total One Year Ago | | | | | | | | | | | |
| FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE) | | | | | | | | | | | |
| Apprentices | | | | | | | | | | | |
| Trainees | | | | | | | | | | | |

*NOTE: JOB CATEGORIES CAN BE CHANGED OR ADDED TO (EX. SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)

| | | | | | | |
|--|-----|----|------------------------------------|---|-----------------------------------|--|
| 1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used) | | | | 2. Check (X) any of the below listed requirements that you use as a hiring qualification (X) | | 3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination |
| SOURCE | YES | NO | % of applicants provided by source | | | |
| State Employment Service | | | | | Work Experience | |
| Private Employment Agencies | | | | | Ability to Speak or Write English | |
| Schools and Colleges | | | | | Written Tests | |
| Newspaper Advertisement | | | | | High School Diploma | |
| Walk Ins | | | | | College Degree | |
| Present Employees | | | | | Union Membership | |
| Labor Organizations | | | | | Personal Recommendation | |
| Minority/Community Organizations | | | | | Height or Weight | |
| Others (please identify) | | | | | Car Ownership | |
| | | | | | Arrest Record | |
| | | | | | Wage Garnishments | |

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

| | | | |
|-------------|---------|---------------|-------------|
| (Signature) | (Title) | (Date Signed) | (Telephone) |
|-------------|---------|---------------|-------------|

CERTIFICATION REGARDING LOBBYING

Contractor: _____

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federally appropriated funds have been paid or will be paid by or on behalf of the undersigned, 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.

2. If any funds other than Federally appropriated 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 this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C.1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Typed Name and Title

Firm/Organization

Date



STATE OF CONNECTICUT
CONSULTING AGREEMENT AFFIDAVIT

Affidavit to accompany a State contract for the purchase of goods and services with a value of \$50,000 or more in a calendar or fiscal year, pursuant to Connecticut General Statutes §§ 4a-81(a) and 4a-81(b)

INSTRUCTIONS:

If the bidder or vendor has entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1): Complete all sections of the form. If the bidder or vendor has entered into more than one such consulting agreement, use a separate form for each agreement. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public. If the bidder or vendor has not entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1): Complete only the shaded section of the form. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public.

Submit completed form to the awarding State agency with bid or proposal. For a sole source award, submit completed form to the awarding State agency at the time of contract execution.

This affidavit must be amended if the contractor enters into any new consulting agreement(s) during the term of the State contract.

AFFIDAVIT: [Number of Affidavits Sworn and Subscribed On This Day: _____]

I, the undersigned, hereby swear that I am the chief official of the bidder or vendor awarded a contract, as described in Connecticut General Statutes § 4a-81(a), or that I am the individual awarded such a contract who is authorized to execute such contract. I further swear that I have not entered into any consulting agreement in connection with such contract, except for the agreement listed below:

Consultant's Name and Title Name of Firm (if applicable)

Start Date End Date Cost

Description of Services Provided:

Is the consultant a former State employee or former public official? [] YES [] NO

If YES: Name of Former State Agency Termination Date of Employment

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

Printed Name of Bidder or Vendor Signature of Chief Official or Individual Date
Printed Name (of above) Awarding State Agency

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

Commissioner of the Superior Court
or Notary Public



STATE OF CONNECTICUT
STATE ELECTIONS ENFORCEMENT COMMISSION
20 Trinity Street Hartford, Connecticut 06106–1628

SEEC FORM 11

**NOTICE TO EXECUTIVE BRANCH STATE CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS OF
CAMPAIGN CONTRIBUTION AND SOLICITATION BAN**

This notice is provided under the authority of Connecticut General Statutes 9-612(g)(2), as amended by P.A. 07-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined below):

Campaign Contribution and Solicitation Ban

No *state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor*, with regard to a *state contract or state contract solicitation* with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to, or *solicit* contributions on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee;

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

Duty to Inform

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

Penalties for Violations

Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

Civil penalties--\$2000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of \$2000 or twice the amount of the prohibited contributions made by their principals.

Criminal penalties—Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or \$5000 in fines, or both.

Contract Consequences

Contributions made or solicited in violation of the above prohibitions may result, in the case of a state contractor, in the contract being voided.

Contributions made or solicited in violation of the above prohibitions, in the case of a prospective state contractor, shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State will not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

Additional information and the entire text of P.A 07-1 may be found on the website of the State Elections Enforcement Commission, www.ct.gov/seec. Click on the link to "State Contractor Contribution Ban."

PART I

FINANCIAL SUMMARY

PROGRAM NAME:

PROGRAM NUMBER:

| | | | |
|--|------------------|--------------------|-----------------|
| Contract Amount | Requested | Adjustments | Approved |
| | | | |
| <i>For Amendments Only</i> | | | |
| Previously Approved Contract Amount Amount of Amendment | | | |
| | | | \$ |

| <i>Line #</i> | <i>Item</i> | Subcategory (a) | Line Item Total (b) | Adjustments (c) | Revised Total (d) |
|---------------|--------------------------------------|----------------------------|--------------------------------|----------------------------|------------------------------|
| 1 | <u>CONTRACTUAL SERVICES</u> | | | | |
| | 1a. Accounting | | | | |
| | 1b. Legal | | | | |
| | 1c. Independent Audit | | | | |
| | 1d. Other Contractual Services | | | | |
| | TOTAL CONTRACTUAL SERVICES | | | | |
| 2 | <u>ADMINISTRATION</u> | | | | |
| | 2a. Admin. Salaries | | | | |
| | 2b. Admin. Fringe Benefits | | | | |
| | 2c. Admin. Overhead | | | | |
| | TOTAL ADMINISTRATION | | | | |
| 3 | <u>DIRECT PROGRAM STAFF</u> | | | | |
| | 3a. Program Salaries | | | | |
| | 3b. Program Fringe Benefits | | | | |
| | TOTAL DIRECT PROGRAM | | | | |
| 4 | <u>OTHER COSTS</u> | | | | |
| | 4a. Program Rent | | | | |
| | 4b. Consumable Supplies | | | | |
| | 4c. Travel & Transportation | | | | |
| | 4d. Utilities | | | | |
| | 4e. Repairs & Maintenance | | | | |
| | 4f. Insurance | | | | |
| | 4g. Food & Related Costs | | | | |
| | 4h. Other Project Expenses | | | | |
| | TOTAL OTHER COSTS | | | | |
| 5 | <u>EQUIPMENT</u> | | | | |
| 6 | <u>PROGRAM INCOME</u> | | | | |
| | 6a. Fees | | | | |
| | 6b. Other Income | | | | |
| | TOTAL PROGRAM INCOME | | | | |
| 7 | <u>TOTAL NET PROGRAM COST</u> | | | | |

1. CONTRACTUAL SERVICES

1a. Accounting

| Item | Unit Cost | Total Cost |
|-------|-----------|------------|
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |

TOTAL ACCOUNTING

\$ _____

(Financial Summary, Line 2a)

1b. Legal

| Item | Unit Cost | Total Cost |
|-------|-----------|------------|
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |

TOTAL LEGAL

\$ _____

(Financial Summary, Line 2b)

1c. Audit

| Item | Unit Cost | Total Cost |
|-------|-----------|------------|
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |

TOTAL AUDIT

\$ _____

(Financial Summary, Line 2c)

If an audit of expended DSS funds will be provided from other resources, please 'check' this box

1d. Other Contractual Services

| Item | Unit Cost | Total Cost |
|-------|-----------|------------|
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |

TOTAL OTHER CONTRACTUAL SERVICES

\$ _____

(Financial Summary, Line 2d)

TOTAL CONTRACTUAL SERVICES

\$ _____

(Financial Summary, Line 2)

2. ADMINISTRATION

2a. Administrative Salaries

| Position | Annual Salary | No. of Persons | % funded in this contract | Total Salary |
|----------|---------------|----------------|---------------------------|--------------|
| _____ | \$ _____ | _____ | _____ | \$ _____ |
| _____ | \$ _____ | _____ | _____ | \$ _____ |
| _____ | \$ _____ | _____ | _____ | \$ _____ |
| _____ | \$ _____ | _____ | _____ | \$ _____ |
| _____ | \$ _____ | _____ | _____ | \$ _____ |
| _____ | \$ _____ | _____ | _____ | \$ _____ |
| _____ | \$ _____ | _____ | _____ | \$ _____ |
| _____ | \$ _____ | _____ | _____ | \$ _____ |
| _____ | \$ _____ | _____ | _____ | \$ _____ |
| _____ | \$ _____ | _____ | _____ | \$ _____ |

TOTAL ADMINISTRATIVE SALARIES (cash) \$ _____
(Financial Summary, Line 2a)

2b. Administrative Fringe Benefits and Payroll Taxes

| | |
|--|----------|
| Health Insurance @ _____ of _____ | \$ _____ |
| Pension @ _____ of _____ | \$ _____ |
| F.I.C.A. @ _____ of _____ | \$ _____ |
| Unemployment Compensation @ _____ of _____ | \$ _____ |
| Worker's Compensation @ _____ of _____ | \$ _____ |
| Other: _____ of _____ | \$ _____ |
| _____ | \$ _____ |

TOTAL ADMINISTRATIVE FRINGE BENEFITS & PAYROLL TAXES \$ _____
(Financial Summary, Line 2b)

2c. Administrative Overhead

| Item | Unit Cost | Total Cost |
|-------|-----------|------------|
| _____ | \$ _____ | \$ 0 |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |

TOTAL ADMINISTRATIVE OVERHEAD \$ 0
(Financial Summary, Line 2c)

TOTAL ADMINISTRATION \$ _____
(Financial Summary, Line 2)

3. DIRECT PROGRAM STAFF

3a. Program Salaries

| Position | Annual Salary | No. of Persons | % funded in this contract | Total Salary |
|----------|---------------|----------------|---------------------------|--------------|
| _____ | \$ _____ | _____ | _____ | \$ _____ |
| _____ | \$ _____ | _____ | _____ | \$ _____ |
| _____ | \$ _____ | _____ | _____ | \$ _____ |
| _____ | \$ _____ | _____ | _____ | \$ _____ |
| _____ | \$ _____ | _____ | _____ | \$ _____ |
| _____ | \$ _____ | _____ | _____ | \$ _____ |
| _____ | \$ _____ | _____ | _____ | \$ _____ |
| _____ | \$ _____ | _____ | _____ | \$ _____ |
| _____ | \$ _____ | _____ | _____ | \$ _____ |
| _____ | \$ _____ | _____ | _____ | \$ _____ |

TOTAL PROGRAM SALARIES \$ 0
(Financial Summary, Line 3a)

3b. Program Fringe Benefits and Payroll Taxes

| | | |
|-----------------------------------|------|------|
| Health Insurance @ 7.60% | of 0 | \$ 0 |
| Pension @ 2.95% | of 0 | \$ 0 |
| F.I.C.A. @ 7.65% | of 0 | \$ 0 |
| Unemployment Compensation @ 1.05% | of 0 | \$ 0 |
| Worker's Compensation @ 0.66% | of 0 | \$ 0 |
| LTD @ 0.37% | of 0 | \$ 0 |

TOTAL PROGRAM FRINGE BENEFITS & PAYROLL TAXES \$ 0
(Financial Summary, Line 3b)

TOTAL DIRECT PROGRAM STAFF \$ _____
(Financial Summary, Line 3)

4. OTHER COSTS

4a. Program Rent

| Item | Unit Cost | Total Cost |
|-------|-----------|------------|
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |

TOTAL PROGRAM RENT \$ 0
(Financial Summary, Line 4a)

4. OTHER COSTS (continued)

4b. Consumable Supplies

| Item | Unit Cost | Total Cost |
|----------------------------------|-----------|---|
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| TOTAL CONSUMABLE SUPPLIES | | \$ 0 (Financial Summary, Line 4b) |

4c. Travel and Transportation

| Item | Unit Cost | Total Cost |
|--|-----------|---|
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| TOTAL TRAVEL AND TRANSPORTATION | | \$ 0 (Financial Summary, Line 4c) |

4d. Utilities

| Item | Unit Cost | Total Cost |
|------------------------|-----------|---|
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| TOTAL UTILITIES | | \$ (Financial Summary, Line 4d) |

4e. Repairs and Maintenance

| Item | Unit Cost | Total Cost |
|--------------------------------------|-----------|---|
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| TOTAL REPAIRS AND MAINTENANCE | | \$ (Financial Summary, Line 4e) |

4f. Insurance

| Insurance Type | Unit Cost | Total Cost |
|------------------------|-----------|---|
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| TOTAL INSURANCE | | \$ _____ (Financial Summary, Line 4f) |

4g. Food and Related Costs

| Item | Unit Cost | Total Cost |
|-------------------------------------|-----------|---|
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| TOTAL FOOD AND RELATED COSTS | | \$ _____ (Financial Summary, Line 4g) |

4h. Other Project Costs

| Item | Unit Cost | Total Cost |
|----------------------------------|-----------|---|
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| TOTAL OTHER PROJECT COSTS | | \$ _____ (Financial Summary, Line 4h) |

TOTAL OTHER COSTS

\$ _____
(Financial Summary, Line 4)

5. EQUIPMENT

5a. Equipment

| Item | Unit Cost | Total Cost |
|------------------------|-----------|--|
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| TOTAL EQUIPMENT | | \$ _____ (Financial Summary, Line 5) |

6. PROGRAM INCOME

6a. Program Income

| | Description | Total Income |
|-----------|-------------------------|--------------|
| FEES: | _____ _____ _____ | \$ _____ |
| LEASE: | _____ _____ _____ | \$ _____ |
| SALE: | _____ _____ _____ | \$ _____ |
| INTEREST: | _____ _____ _____ | \$ _____ |
| OTHER: | _____ _____ _____ | \$ _____ |

TOTAL PROGRAM INCOME

\$ _____
(Financial Summary, Line 6)

CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
 SELECTED ANNUAL FEDERAL POVERTY and STATE MEDIAN INCOME GUIDELINES

JULY 1, 2009

| FAMILY SIZE | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>6</u> | <u>7</u> | <u>8</u> | <u>9</u> | <u>10</u> | <u>11</u> | <u>12</u> |
|-------------------|-------------|-------------|-------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 25% (SMI) | \$12,702.04 | \$16,610.36 | \$20,518.68 | \$24,427.00 | \$28,335.32 | \$32,243.64 | \$32,976.45 | \$33,709.26 | \$34,442.07 | \$35,174.88 | \$35,907.69 | \$36,640.50 |
| 100% (POV) | \$10,830.00 | \$14,570.00 | \$18,310.00 | \$22,050.00 | \$25,790.00 | \$29,530.00 | \$33,270.00 | \$37,010.00 | \$40,750.00 | \$44,490.00 | \$48,230.00 | \$51,970.00 |
| 125% (POV) | \$13,537.50 | \$18,212.50 | \$22,887.50 | \$27,562.50 | \$32,237.50 | \$36,912.50 | \$41,587.50 | \$46,262.50 | \$50,937.50 | \$55,612.50 | \$60,287.50 | \$64,962.50 |
| 150% (POV) | \$16,245.00 | \$21,855.00 | \$27,465.00 | \$33,075.00 | \$38,685.00 | \$44,295.00 | \$49,905.00 | \$55,515.00 | \$61,125.00 | \$66,735.00 | \$72,345.00 | \$77,955.00 |
| 185% (POV) | \$20,035.50 | \$26,954.50 | \$33,873.50 | \$40,792.50 | \$47,711.50 | \$54,630.50 | \$61,549.50 | \$68,468.50 | \$75,387.50 | \$82,306.50 | \$89,225.50 | \$96,144.50 |
| 50% (SMI) | \$25,404.08 | \$33,220.72 | \$41,037.36 | \$48,854.00 | \$56,670.64 | \$64,487.28 | \$65,952.90 | \$67,418.52 | \$68,884.14 | \$70,349.76 | \$71,815.38 | \$73,281.00 |
| 200% (POV) | \$21,660.00 | \$29,140.00 | \$36,620.00 | \$44,100.00 | \$51,580.00 | \$59,060.00 | \$66,540.00 | \$74,020.00 | \$81,500.00 | \$88,980.00 | \$96,460.00 | \$103,940.00 |
| 55% (SMI) | \$27,944.49 | \$36,542.79 | \$45,141.10 | \$53,739.40 | \$62,337.70 | \$70,936.01 | \$72,548.19 | \$74,160.37 | \$75,772.55 | \$77,384.74 | \$78,996.92 | \$80,609.10 |
| 225% (POV) | \$24,367.50 | \$32,782.50 | \$41,197.50 | \$49,612.50 | \$58,027.50 | \$66,442.50 | \$74,857.50 | \$83,272.50 | \$91,687.50 | \$100,102.50 | \$108,517.50 | \$116,932.50 |
| 60% (SMI) | \$30,484.90 | \$39,864.86 | \$49,244.83 | \$58,624.80 | \$68,004.77 | \$77,384.74 | \$79,143.48 | \$80,902.22 | \$82,660.97 | \$84,419.71 | \$86,178.46 | \$87,937.20 |
| 250% (POV) | \$27,075.00 | \$36,425.00 | \$45,775.00 | \$55,125.00 | \$64,475.00 | \$73,825.00 | \$83,175.00 | \$92,525.00 | \$101,875.00 | \$111,225.00 | \$120,575.00 | \$129,925.00 |
| 70% (SMI) | \$35,565.71 | \$46,509.01 | \$57,452.30 | \$68,395.60 | \$79,338.90 | \$90,282.19 | \$92,334.06 | \$94,385.93 | \$96,437.80 | \$98,489.66 | \$100,541.53 | \$102,593.40 |
| 275% (POV) | \$29,782.50 | \$40,067.50 | \$50,352.50 | \$60,637.50 | \$70,922.50 | \$81,207.50 | \$91,492.50 | \$101,777.50 | \$112,062.50 | \$122,347.50 | \$132,632.50 | \$142,917.50 |
| 75% (SMI) | \$38,106.12 | \$49,831.08 | \$61,556.04 | \$73,281.00 | \$85,005.96 | \$96,730.92 | \$98,929.35 | \$101,127.78 | \$103,326.21 | \$105,524.64 | \$107,723.07 | \$109,921.50 |
| 325% (POV) | \$35,197.50 | \$47,352.50 | \$59,507.50 | \$71,662.50 | \$83,817.50 | \$95,972.50 | \$108,127.50 | \$120,282.50 | \$132,437.50 | \$144,592.50 | \$156,747.50 | \$168,902.50 |
| 100% (SMI) | \$50,808.16 | \$66,441.44 | \$82,074.72 | \$97,708.00 | \$113,341.28 | \$128,974.56 | \$131,905.80 | \$134,837.04 | \$137,768.28 | \$140,699.52 | \$143,630.76 | \$146,562.00 |

POV- Federal Poverty Income Guideline (Federal Register, Vol. 74, No.14, January 23, 2009)/SMI- State Median Income Guideline (Federal Register, Vol 74, No. 48, March 13, 2009)

CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
 SELECTED *MONTHLY* FEDERAL POVERTY and STATE MEDIAN INCOME GUIDELINES

JULY 1, 2009

| FAMILY SIZE | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>6</u> | <u>7</u> | <u>8</u> | <u>9</u> | <u>10</u> | <u>11</u> | <u>12</u> |
|-------------------|------------|------------|------------|------------|------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 25% (SMI) | \$1,058.50 | \$1,384.20 | \$1,709.89 | \$2,035.58 | \$2,361.28 | \$2,686.97 | \$2,748.04 | \$2,809.11 | \$2,870.17 | \$2,931.24 | \$2,992.31 | \$3,053.38 |
| 100% (POV) | \$903.00 | \$1,215.00 | \$1,526.00 | \$1,838.00 | \$2,150.00 | \$2,461.00 | \$2,773.00 | \$3,085.00 | \$3,397.00 | \$3,709.00 | \$4,021.00 | \$4,333.00 |
| 125% (POV) | \$1,128.75 | \$1,518.75 | \$1,907.50 | \$2,297.50 | \$2,687.50 | \$3,076.25 | \$3,466.25 | \$3,856.25 | \$4,246.25 | \$4,636.25 | \$5,026.25 | \$5,416.25 |
| 150% (POV) | \$1,354.50 | \$1,822.50 | \$2,289.00 | \$2,757.00 | \$3,225.00 | \$3,691.50 | \$4,159.50 | \$4,627.50 | \$5,095.50 | \$5,563.50 | \$6,031.50 | \$6,499.50 |
| 185% (POV) | \$1,670.55 | \$2,247.75 | \$2,823.10 | \$3,400.30 | \$3,977.50 | \$4,552.85 | \$5,130.05 | \$5,707.25 | \$6,284.45 | \$6,861.65 | \$7,438.85 | \$8,016.05 |
| 50% (SMI) | \$2,117.01 | \$2,768.39 | \$3,419.78 | \$4,071.17 | \$4,722.55 | \$5,373.94 | \$5,496.08 | \$5,618.21 | \$5,740.35 | \$5,862.48 | \$5,984.62 | \$6,106.75 |
| 200% (POV) | \$1,806.00 | \$2,430.00 | \$3,052.00 | \$3,676.00 | \$4,300.00 | \$4,922.00 | \$5,546.00 | \$6,170.00 | \$6,794.00 | \$7,418.00 | \$8,042.00 | \$8,666.00 |
| 55% (SMI) | \$2,328.71 | \$3,045.23 | \$3,761.76 | \$4,478.28 | \$5,194.81 | \$5,911.33 | \$6,045.68 | \$6,180.03 | \$6,314.38 | \$6,448.73 | \$6,583.08 | \$6,717.43 |
| 225% (POV) | \$2,031.75 | \$2,733.75 | \$3,433.50 | \$4,135.50 | \$4,837.50 | \$5,537.25 | \$6,239.25 | \$6,941.25 | \$7,643.25 | \$8,345.25 | \$9,047.25 | \$9,749.25 |
| 60% (SMI) | \$2,540.41 | \$3,322.07 | \$4,103.74 | \$4,885.40 | \$5,667.06 | \$6,448.73 | \$6,595.29 | \$6,741.85 | \$6,888.41 | \$7,034.98 | \$7,181.54 | \$7,328.10 |
| 250% (POV) | \$2,257.50 | \$3,037.50 | \$3,815.00 | \$4,595.00 | \$5,375.00 | \$6,152.50 | \$6,932.50 | \$7,712.50 | \$8,492.50 | \$9,272.50 | \$10,052.50 | \$10,832.50 |
| 70% (SMI) | \$2,963.81 | \$3,875.75 | \$4,787.69 | \$5,699.63 | \$6,611.57 | \$7,523.52 | \$7,694.51 | \$7,865.49 | \$8,036.48 | \$8,207.47 | \$8,378.46 | \$8,549.45 |
| 275% (POV) | \$2,483.25 | \$3,341.25 | \$4,196.50 | \$5,054.50 | \$5,912.50 | \$6,767.75 | \$7,625.75 | \$8,483.75 | \$9,341.75 | \$10,199.75 | \$11,057.75 | \$11,915.75 |
| 75% (SMI) | \$3,175.51 | \$4,152.59 | \$5,129.67 | \$6,106.75 | \$7,083.83 | \$8,060.91 | \$8,244.11 | \$8,427.32 | \$8,610.52 | \$8,793.72 | \$8,976.92 | \$9,160.13 |
| 325% (POV) | \$2,934.75 | \$3,948.75 | \$4,959.50 | \$5,973.50 | \$6,987.50 | \$7,998.25 | \$9,012.25 | \$10,026.25 | \$11,040.25 | \$12,054.25 | \$13,068.25 | \$14,082.25 |
| 100% (SMI) | \$4,234.01 | \$5,536.79 | \$6,839.56 | \$8,142.33 | \$9,445.11 | \$10,747.88 | \$10,992.15 | \$11,236.42 | \$11,480.69 | \$11,724.96 | \$11,969.23 | \$12,213.50 |

POV- Federal Poverty Income Guideline (Federal Register, Vol. 74, No.14, January 23, 2009)/SMI- State Median Income Guideline (Federal Register, Vol 74, No. 48, March 13, 2009)

Date Issued: March 26, 2010

Approved: Caroline DiPietro
Caroline DiPietro
(Original signature on document in procurement file)

This Addendum must be signed and returned with your submission.

Authorized Signer

Name of Company