

Addendum 2

State of Connecticut Department of Mental Health and Addiction Services

RFP # DMHAS-SWS-Women's REACH-2024

The State of Connecticut Department of Mental Health and Addiction Services is issuing Addendum 2 to the **Women's REACH Request for Proposals**.

In the event of an inconsistency between information provided in the RFP and information in these answers, the information in this Addendum #2 shall control.

Addendum 2 contains:

A. Change to Legal Notice. Please note that a change has been made to page 1. **A MANDATORY VIRTUAL BIDDERS' CONFERENCE WILL BE HELD Thursday, March 13, 2024, at 10:00am** is hereby deleted and replaced with the following:

A MANDATORY VIRTUAL BIDDERS' CONFERENCE WILL BE HELD Monday, March 18, 2024, at 10:00am

B. Change to Legal Notice. Please note that a change has been made to pages 4-5, **Section I.B.4. Procurement Schedule** is hereby deleted and replaced with the following:

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

RFP Released	2/29/2024
Letter of Intent Due	3/15/2024 by 12:00 pm (Noon)
RFP/Bidder's Conference Date	3/18/2024 at 10:00 am
Deadline for Questions	3/21/2024 by 3:00 pm
Answers Released	3/28/2024 by 3:00 pm
Proposals Due	4/18/2024 by 3:00 pm
(* Proposer Selection	TBD
(* Start of Contract Negotiations	TBD
(* Start of Contract	7/1/2024

C. Change to Legal Notice. Please note that a change has been made to page 6, **Section I.B.10. Virtual RFP Conference** is hereby deleted and replaced with the following:

- 10. Virtual RFP Conference.** A mandatory virtual RFP Bidder’s conference will be held on **Monday, March 18, 2024; Time 10:00 am – 11:30 am. Invitations will be forwarded to prospective proposers who sent in the Required Letter of Intent.**

Prospective proposers will be provided an opportunity to submit questions via email to **DMHAS.FiscalContracts@ct.gov**. All questions submitted will be answered in a written Addendum to this RFP, which will serve as the Department’s official response. 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 Addendum and duly noted as such. The agency will release the Addendum on the date established in the Procurement Schedule. The Department will publish any and all Addenda.

- D. Change to Legal Notice.** Please note that a change has been made to page 25, **Section III.B.4. Evaluation Criteria (and Weights)** is hereby deleted and replaced with the following:

4. **Evaluation Criteria (and Weights).** Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Review Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The weights are disclosed below:

Criteria	Points
Organizational Profile	5
Scope of Services	40
Staffing Plan	10
Data and Technology	5
Work plan	10
Financial Profile – Budget/Narrative	25
Appendices	5
Total	100

Criteria	Total Points	What would a top score look like?
Organizational Expectations	5	Would include but is not limited to experience supporting pregnant and parenting individuals impacted by substance use, providing peer recovery support services, providing outreach and engagement work, working with mental health and substance use service agencies, and collaborations with community sectors that intersect with the target population.

Scope of Services	40	Would include but not limited to answering all elements of the scope outlined in the RFP including a focus on: How the target populations will be reached and engaged in services throughout the entire catchment area. How you will meet caseload and total clients served expectations. How provider and community relationships will be built and fostered. How recovery support will remain at the forefront of services while efficiently supporting supplemental needs without delaying discharge or providing extensive case management. How professionalism and recovery-oriented services will be maintained. How cultural competence and responsiveness will be uplifted and embedded across service delivery. How program fidelity will be monitored and upheld.
Staffing Plan	10	Would include but not limited to qualifications that make the proposed WRN/FRN a good fit for the role, organizational capacity to take on the work and ability to respond to feedback and change and where the REACH program would sit within the agency. The ability to hire qualified staff and to provide adequate supervision and/or any additional staff training needs that may be required to effectively deliver REACH services.
Data and Technology	5	Would include but is not limited to experience with submitting data and/or reports to the Department (or if not, how this will be adopted.) How client information will be protected to ensure breaches do not occur, how devices and electronic records will be monitored to ensure professional and work appropriate use and communication.
Work plan	10	Would include but is not limited to providing a comprehensive but concise workplan that describes start up processes, tasks and deliverables, responsible staff, methodologies, and timetable/schedule.
Financial Profile - Budget/Narrative	25	Would include 3 most recent satisfactory financial audit reports. Submitting a complete and balanced annualized budget utilizing the budget template included in the RFP. The budget narrative should clearly explain and justify all the costs outlined and ensure that all essential program components are included in the budget and budget narrative.
Appendices	5	Would include all required documents are submitted completely and accurately.
Total	100	

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

E. Change to Legal Notice. Please note that a change has been made to page 47, **Section VI.H. Key Dates** is hereby deleted and replaced with the following:

Key Dates

Procurement Timetable		
The Agency reserves the right to modify these dates at its sole discretion.		
Item	Action	Date
1	RFP Release	2/29/2024
2	Letter of Intent Due	3/15/2024 by 12:00 pm (Noon)
3	RFP/Bidder’s Conference Date	3/18/2024
4	RFP/Bidder’s Conference Time	10:00 am
5	Deadline for Questions	3/21/2024
6	Answers Released	3/28/2024
7	Proposals Due	4/18/2024
8	(*) Proposer Selection	TBD
9	(*) Start of Contract Negotiations	TBD
10	(*) Start of Contract	7/01/2024

Posted 3/12/2024