STATE OF CONNECTICUT PROCUREMENT NOTICE

Request for Proposals (RFP)

Issued by the State of Connecticut Department of Mental Health and Addiction Services (DMHAS)

Statewide Services Women's REACH (DMHAS-SWS-Women's REACH-2024)

RFP Release Date: February 29, 2024

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

Name: **Stacey Hubert**
Address: 410 Capitol Avenue
Hartford, CT 06134
Phone: (860) 418-6640
E-Mail: **DMHAS.FiscalContracts@ct.gov**

The RFP is also available on the Department's website at http://www.ct.gov/dmhas/site/default.asp

RESPONSES MUST BE RECEIVED NO LATER THAN

April 18, 2024, 3:00 PM EST

A MANDATORY VIRTUAL BIDDERS' CONFERENCE WILL BE HELD
Thursday, March 13, 2024, at 10:00 AM

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I. GENERAL INFORMATION

A. INTRODUCTION

1. **RFP Name and Number. Women’s REACH Program Request for Proposals (DMHAS-SWS-Women’s REACH-2024).**

2. **RFP Summary.** The State of Connecticut, represented by the Department of Mental Health and Addiction Services (DMHAS or the Department), is soliciting proposals for the Women's REACH (Recovery, Engagement, Access, Coaching, and Healing) program. The program will provide statewide funding for female Women’s Recovery Navigators (WRNs) targeted at pregnant and/or parenting women with substance use or co-occurring disorders. The funding will also provide Women’s/Family Recovery Navigators (WFRNs) targeted at parenting or pregnant/expectant fathers, grandparents, lesbian, gay, bisexual, transgender, queer/questioning, intersex, and asexual (LGBTQIA+) individuals, or other immediate family who are impacted by substance use either personally or by the parent/s of the child they are caring for. Based on an outreach and engagement model, WRNs and WFRNs (collectively referred to as Recovery Navigators [RN]) will develop collaborative relationships with local community-based programs and providers within the medical and behavioral health communities including birthing hospitals, recovery-based programs, and other state partners such as the Department of Children and Families (DCF) and the Office of Early Childhood (OEC). Collaborative relationships will also span across other community sectors that may intersect with the target populations. The RNs will work to engage women and individuals needing access to care and recovery supportive resources to increase real time engagement with treatment and support the development of an individualized recovery support network in their local community. The RFP will process one (1) award in each of the five (5) DMHAS regions.

3. **RFP Purpose.** Operational since 2019, Women’s REACH established a targeted effort to support pregnant and parenting women's recovery needs by increasing connections to community-based treatment and supports while decreasing negative outcomes associated with ongoing substance use. Through the later addition of the Family Recovery Navigator (FRN) position, the program was able to supplement the client’s partner/family needs and allowed for a continued holistic family approach to care and the strengthening of family units and child wellness. REACH will continue to help women and individuals make supported healthcare and reproductive health choices including those that promote a healthy pregnancy by reducing the rates of neonatal opioid withdrawal syndrome (NOWS) and Fetal Alcohol Spectrum Disorders (FASD). REACH's goal is to mitigate financial costs associated with substance use and untreated co-occurring disorders and increase lifesaving, earlier interventions for women and families.

4. **Commodity Codes.** The services that the Agency wishes to procure through this RFP are as follows:

   - 85000000: Healthcare Services
   - 93000000: Politics and Civic Affairs Services
   - 93140000: Community and Social Services

B. INSTRUCTIONS

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

   Name: **Stacey Hubert**
   Address: 410 Capitol Avenue
   P. O. Box 341431
   Hartford, CT 06134
   Phone: (860) 418-6640
   E-Mail: DMHAS.FiscalContracts@ct.gov

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

2. **Registering with State Contracting Portal.** Respondents must register with the State of CT contracting portal at: https://portal.ct.gov/DAS/CTSource/Registration if not already registered.
   Respondents must submit the following information pertaining to this RFP with your proposal:
   a. Secretary of State recognition – onlineBusinessSearch (ct.gov)
   b. Non-profit status, if applicable
   c. Notification to Bidders, Parts I-V
   https://www.ct.gov/chro/lib/chro/Notification_to_Bidders.pdf
   d. Campaign Contribution Certification (OPM Ethics Form 1):
   https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms
   e. Valid Unique Entity Identifier (UEI) obtained through www.sam.gov (prior to contract award). This is required for federally funded contracts.

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

   - Agency's RFP Web Page
     https://portal.ct.gov/DMHAS/RFPs/Index/RFPs-and-RFQs

   - State Contracting Portal (go to CTSource bid board, filter by DMHAS
     https://portal.ct.gov/DAS/CTSource/BidBoard

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

4. **Procurement Schedule.** 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	3/11/2024 by 3:00 pm
RFP/Bidder's Conference Date	3/14/2024 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

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

   - Total Funding Available: $1,377,710.00 Annually
   - Number of Awards: Five (5) awards, one (1) award per DMHAS Region
   - Contract Cost: $275,542.00 (annually)
   - Contract Term: 3-year term. DMHAS has the right to extend this contract based on funding availability.
   - Funding Source: State and Federal

6. **Eligibility.**

   Pursuant to C.G.S. §17a-676, and in accordance with federal grant requirements for use of this funding, the Department may only award contracts for the services requested herein to private nonprofit organizations or Connecticut municipalities. Eligible respondents are private provider organizations (defined as non-state entities that are 501(c)(3) nonprofit corporations or partnerships with principal place of business in Connecticut) or Connecticut municipalities.

7. **Minimum Qualifications of Proposers.** To qualify for a contract award, a proposer must have the following minimum qualifications:

   - Register to do Business in the State of CT (the Office of the Secretary of the State) onlineBusinessSearch (ct.gov).

   - Demonstrated experience providing behavioral health and/or recovery-oriented services.

8. **An Electronic Letter of Intent.** An Electronic Letter of Intent (LOI) **is required** for this RFP. The LOI is non-binding and does not obligate the sender to submit a proposal. The LOI must be submitted to the Official Contact by e-mail by the deadline established in the Procurement Schedule. The LOI must clearly identify the sender, including name, postal address, telephone number, and e-mail address. It is the sender's responsibility to confirm the Agency's receipt of the LOI. **Failure to submit the required LOI in accordance with the requirements set forth herein shall result in disqualification from further consideration.**

9. **Inquiry Procedures.** All questions regarding this RFP or the Agency's procurement process must be directed, in writing, electronically, (e-mail) to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline(s) will be answered. However, the Agency will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the RFP, or the procurement process will not be answered. At its discretion, the Agency may or may not respond to questions received after the deadline. If this RFP requires a Letter of Intent, the Agency reserves the right to answer questions only from those who have submitted such a letter. The Agency may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such.

   The agency will release the answers to questions on the date(s) established in the Procurement Schedule. The Agency will publish any and all amendments to this RFP on the State Contracting Portal and, if available, on the Agency's RFP Web Page.

   At its discretion, the Agency may distribute any amendments to this RFP to prospective proposers who submitted a Letter of Intent and attended the RFP Conference.

10. **Virtual RFP Conference.** A mandatory virtual RFP Bidder's conference will be held on **Thursday, March 14, 2024; Time 10:00 am – 11:00 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.

11. **Electronic 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 18, 2024**
    - **Time: 3:00 PM EST**

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

    An acceptable submission must include the following:

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

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

c. The electronic copy of the proposal must be emailed to the Official Agency Contact for this procurement. The subject line of the email must read: **DMHAS-SWS-Women's REACH-2024.** Required forms and appendices may be scanned and submitted as PDFs at the end of the main proposal document. Please ensure the entire email submission is less than 25MB as this reflects The Agency's server limitations. Respondents should work to ensure there are not additional IT limitations from the provider side.

12. Multiple Proposals. The submission of multiple proposals **is** an option for this procurement. Agencies must submit one proposal applying for multiple regions; however, each agency will only be eligible to receive **one** (1) award covering one of the five DMHAS regions.

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II. PURPOSE OF RFP AND SCOPE OF SERVICES

A. AGENCY OVERVIEW

The Department of Mental Health and Addiction Services (DMHAS) promotes and administers comprehensive, recovery-oriented services in the areas of mental health treatment and substance use treatment throughout Connecticut.

While the Department's services serve all Connecticut citizens, its mandate is to serve adults (over 18 years of age) with psychiatric or substance use disorders, or both, who lack the financial means to obtain such services on their own. DMHAS also provides collaborative programs for individuals with special needs, such as persons with HIV/AIDS infection, people in the criminal justice system, those with problem gambling disorders, pregnant and parenting women with substance use disorders, persons with traumatic brain injury or hearing impairment, those with co-occurring substance use and mental illness, and special populations transitioning out of the Department of Children and Families.

DMHAS operates on the belief that people with mental illnesses and/or substance use disorders can and should be treated in community settings, and that inpatient treatment should be used only when absolutely necessary to meet the best interests of the individual. Effective care requires that services such as residential, supportive, rehabilitative and crisis intervention programs are available within their local communities. DMHAS is responsible for providing a wide range of services to adults in each of the five human service Regions in Connecticut.

Department Mission

To promote the overall health and wellness of persons with behavioral health needs through integrated network of holistic, comprehensive, effective, and efficient services and supports that foster dignity, respect, and self-sufficiency in those we serve.

B. PROGRAM OVERVIEW

DMHAS is issuing this RFP as part of Women's Services within the Statewide Services Division. The Women's REACH Program is designed to provide outreach, engagement, short term case management, recovery coaching and community connections to treatment and recovery support resources to pregnant and/or parenting women struggling with substance use and secondarily to parenting fathers, grandparents, LGBTQIA+ individuals, or other immediate parenting family who are impacted by substance use either personally or by the parent/s of the child they are caring for. The purpose of this RFP is to continue the Women's REACH Program services throughout the state to continue identifying, engaging, connecting and supporting women and individuals in the community as they enter into and sustain recovery from substance use disorders or co-occurring disorder.

Since 2019, this program has established a targeted effort to support women's and individual's recovery needs by increasing connections to community-based treatment while decreasing negative outcomes associated with ongoing substance use. We also know that women and individuals with substance use disorders have disproportionately higher levels of trauma and that, if untreated, trauma can impact many facets of their lives and the lives of their children. REACH has helped them to make supported healthcare and reproductive health choices including those that promote a safe pregnancy by reducing the rates of Neonatal Abstinence Syndrome (NAS)/NOWS and FASD. It has also supported the Child Abuse Prevention and Treatment Act (CAPTA) that includes a blind notification of infants born prenatally exposed to substances to a portal managed by DCF, while supporting women to safely deliver with appropriate supports in place to facilitate a healthy, stable environment for both mother and baby.

As of 2021, REACH has also provided supports for parenting fathers, grandparents, LGBTQIA+ individuals, partners of WRN clients, and other immediate parenting family members who have been impacted by substance use. The former FRN position allowed for a continued holistic family approach to care and the strengthening of family units. Additionally, for those who may not have previously qualified for traditional WRN services, the WFRN has provided critical resources and connections that may have otherwise not been accessible, particularly in case of parenting single fathers, grandparents, and LGBTQIA+ individuals.

REACH's goal is to mitigate financial costs and the human toll associated with substance use and increase lifesaving interventions for women and families.

As a result of the Coronavirus Disease 2019 (COVID-19) pandemic, the Women's REACH Program had to shift processes relatively early into program implementation to accommodate to the changing landscape of outreach and direct services that occurred during that time across all community sectors. A transition to a primarily virtual and telehealth service delivery was adopted to meet the needs of both the target populations and the capacity of providers and resource agencies. Over an extended amount of time, COVID-19 and coinciding guidelines impacted the degree to which REACH agencies could deliver in person services and how impacted individuals could engage with the RNs and with the resources they needed. All the REACH agencies responded to the needs of their communities aptly given the circumstances, however after an extended period of shifting program processes to meet the challenges posed by the pandemic, the original program fidelity model was impacted as a result. While COVID-19 continues to impact our nation, our systems and communities have persevered and restabilized. In this next phase of the Women's REACH Program, we will be prioritizing adherence to program fidelity, specifically prioritizing the target populations, in person service delivery and outreach, and decreased length of stays. The program model will also be shifting from three (3) WRNs and one (1) FRN per agency to two (2) WRNs and one (1) new hybrid WFRN per agency. The WFRN will maintain a caseload standard of 50% WRN clients and 50% WFRN clients – which may vary at times based on community need. The change in staffing model will allow agencies to maintain full caseloads more efficiently.

Program Outcome Goals include:

a. Serve at least one hundred sixty (160) unique clients annually (approximately one hundred forty (140) WRN and twenty (20) WFRN clients annually).
b. Conduct a minimum of one hundred (100) unique and qualifying outreach and engagement contacts annually (approximately thirty-three (33) per RN annually).
c. Maintain an average length of stay (as reported on DMHAS Data Performance System [DDaP]) of ninety (90) days or less.
d. Maintain a hybrid client caseload of twenty to twenty-five (20-25) clients per WRN and WFRN.

Based on an outreach and engagement model, a successful program will support a client by identifying their recovery needs, supporting them as they navigate the system, and once a successful connection to treatment/recovery has been made, begin the discharge process. The Women's REACH program is not intended to provide ongoing, complex, comprehensive, or long-term case management or peer recovery support services. Identifying providers and agencies that reach the target populations and subsequently fostering meaningful professional relationships with them is important to ensuring program trust and consistent referral streams. Finding opportunities to speak directly to potential clients is also essential. It is important for RNs to not only passively promote the program through broad distribution of program marketing materials, but more importantly to actively engage with relevant community providers and agencies in informational meetings and presentations. The Department acknowledges that individuals will have varying needs and complexities, however, caseloads should be hybrid (i.e., a mix of short and long-term clients) and allow for the capacity to take on new clients on a routine basis. Caseloads should not be maxed out with majority of clients receiving complex or long-term services. It is critical that all clients are provided support and are encouraged to identify and foster their own peer recovery support community that can supplement their needs during services and after discharge. Discharge planning should be occurring throughout the episode as it helps to establish program expectations and helps to ease the transition from the program.

For this RFP, DMHAS is requesting the submission of Proposals from private non-profit agencies interested in developing a Women's REACH Program in their prospective region. One (1) award in each of the five (5) DMHAS regions will be granted. Agencies can submit proposals applying for multiple regions; however, each agency will only be eligible to receive <u>one</u> (1) award covering one of the five DMHAS regions.

Proposals must address how services will be provided throughout the entire proposed region.

C. SCOPE OF SERVICE DESCRIPTION

1. Organizational Expectations

The applicant's proposal must include a summary of the proposer's overall qualifications to implement a Women's REACH Program for a specific geographic area of the state in conjunction with other established services in the community's continuum of care such as DMHAS's Women & Children's Programs, Medication Assisted Treatment Programs, Hospitals and other medical and behavioral health services. At minimum, the proposer must include the following specific details regarding their organization:

a. Purpose/Mission:

- Describe how your proposed Women's REACH program fits within your organization's mission and configuration of current programming.
- Summarize the services you currently provide, particularly for women and families, within the geographic area in which you are seeking funding. Organizational chart shall be included in Appendices.

b. Entity Type /Years of Operation:

- Give a brief overview of your organization. Demonstrate current experience providing outreach, engagement, recovery coaching and case management, as well as specific experience supporting women/individuals who are pregnant and/or parenting.
- Detail current number of women being served, description of services and outcomes associated with programming.

- Please provide a brief history of the organization. Proposer must be established as a private, non-profit organization or unit of local government prior to submission of a proposal, and must provide proof of such status in **Section VI. Appendix**

c. **Qualifications, Relevant Experience:**
- Summarize your ability and experience in providing RN services within a workforce of individuals with lived experience.
- Describe any potential risks to the Department and risks that could be encountered by acting as a Department contractor; propose solutions or approaches for managing those risks that show the proposer's familiarity and sensitivity with managing women with complex needs.
- Identify existing linkages to services, healthcare, treatment, recovery supports and other community-based services specific to women/individuals and their children or describe plans to establish such connections.

2. Services Expectations

The purpose of this subsection is to gather information about how the proposer intends to provide the purchased service.

All proposals must indicate how they will provide the Core Components of Service below:

a. **Program Staffing:** The services within each Women's REACH Program are designed to be facilitated by two (2) WRNs and one (1) WFRN, each at one (1) FTE. The WRN must be a woman with the lived experience of being a woman in recovery from a substance use or co-occurring disorder; she should be in a place where she is comfortable using her lived experience to help others. The WFRN may be a woman or any individual who identifies as a woman who has the lived experience of being a person in recovery from a substance use or co-occurring disorder OR has the lived experience of supporting immediate family/partner in their recovery from a substance use disorder or co-occurring disorder; they should be in a place where they are comfortable using their lived experience to help others. Each RN will successfully complete or has completed (within three (3) months of hire) a DMHAS approved thirty (30)-hour recovery-oriented training program and if previously completed, can provide documentation of such. A licensed clinician will act as the Program Manager, overseeing staff and program administration at .25 FTE, providing at a minimum one (1) hour of individual supervision or group supervision weekly. The Program Manager should be available as needed for additional or continued case consultations.

b. **Target Population:** The WRN will provide services to pregnant and/or parenting women who are struggling with substance use/recovery or a co-occurring disorder with the primary goal of assisting them in accessing behavioral/mental health treatment or recovery services. The WFRN will provide services to WRN eligible clients as well as parenting or pregnant fathers, grandparents, LGBTQIA+ individuals, partners of WRN clients, and other immediate parenting family or natural support who have been impacted by substance use personally or by the use of the parent of the child/children they are caring for. For WFRN clients using substances or struggling with recovery, the primary goal is to assist them in accessing behavioral/mental health treatment or recovery services. For WFRN clients impacted by the substance of the child's parent/guardian, the primary goal is to connect them to a family recovery support group and resources that support their ability to parent. The WFRN will split their time 50/50 between WRN and

WFRN clients. "Parenting" can mean actively parenting or attempting to actively parent, including reunification. Qualifying clients should not have complex needs and should be referred to a level of care/support that can address their ongoing and/or higher-level needs. All services are voluntary and may not be forced upon the individual.

c. **Days/Hours of Operation:** The program will operate Monday to Friday 9:00 am-5:00 pm, with flexibility to provide weekend support based on the service needs of the individual client. All agencies must have a mechanism in place for public calls to be efficiently routed to a REACH contact who can speak to the program in real time during operational hours. Ideally, on call weekend coverage will be provided to ensure clients in crisis or with urgent needs are provided with adequate support.

d. **Client Assessment and Service Approach:** RNs will conduct comprehensive intake assessments that will help individuals identify and explore personal strengths, needs, community supports, and recovery capital. Needs or areas of support may include but are not limited to treatment/recovery, harm reduction, housing, employment, child welfare, basic needs, intimate partner violence, trauma, etc. Assessment will also confirm program eligibility. Recovery Navigators will also create and update recovery plans, and provide peer recovery coaching, case management, and advocacy to assist the individual in making connections with resource needs identified on their recovery plan. The latter resources can include but are not limited to substance use treatment and recovery, medical and reproductive health, harm reduction, Medication-Assisted Treatment (MAT)/Medication for Opioid Use Disorder (MOUD), social services, child welfare, food assistance, housing, employment, etc. The RNs will also ensure the medical and behavioral connections for the client and the children of clients. The RNs will ensure clients are educated on CAPTA legislation and support them in the development and update of a Family Care Plan. The RNs will engage with clients at least once weekly to ensure their identified needs are being met, adjust recovery plans as necessary, and to ultimately ensure a safe and efficient transition and discharge from REACH services. RNs will ensure clients are educated on overdose prevention and harm reduction options and ensure that they have routine access to those resources. The RNs will conduct a minimum of 70% of their role in the community, either engaging with community providers/resources or providing direct services to their clients wherever the client is located. Telehealth will be used as appropriate but should not be primary method of service delivery for clients.

e. **Case Management and Service Coordination/Collaboration:** Case management is an integral part of the program, but should not be complex, long term, or place a burden on overall RN capacity. The RN should support individuals in navigating the system and transition them to their next level of care or support as safely and efficiently as possible. Discharge planning should be occurring from the onset of services and throughout the episode. Discharge should not be delayed indefinitely – the goal is to discharge once the client has been connected to behavioral/mental health, recovery support, or other resource that was identified as the priority. RNs should also be collaborating service providers and family/natural support of choice to support engagement and transition of care. Releases should also be completed in a timely manner and be available for review in the client's electronic health record.

f. **Documentation:** RNs will document the services provided and progress made from intake to discharge in the agency's electronic health record system. This documentation will include but is not limited to intakes, referrals, releases of information, recovery plans, safety plans, progress notes, support provided, communication attempts, request and dissemination of client funds, transition of care, discharges, etc. All documentation and communication will be conducted in a recovery oriented and professional manner and entered timely into the electronic health record system.

g. **Recovery Plans:** RNs will support the development of a recovery plan within seven (7) days of intake. The plan development will be led by the client, be in their own words, and identify their recovery goals and objectives. This plan will be updated every thirty (30) days, evolving based on clients' needs and progress, and may include items such as substance use recovery, health, employment, housing, basic needs, education, child needs, etc. The plan must always have at least one (1) substance use recovery specific goal and objective.

h. **Outreach and Engagement:** RNs will identify provider and community agencies throughout their service area that intersect with the target population (either directly or indirectly) and conduct active and passive outreach and engagement activities to increase system knowledge of the program and increase REACH referral streams. RNs will also conduct follow up activities with these contacts to maintain professional relationships and collaborations. Active outreach and engagement are defined as outreach resulting in an in-person delivery of information, meeting, or presentation with a staff member who provides services directly to the target population. Passive outreach is information delivery to front desk/reception staff or any other passive dissemination of marketing material. Only active outreach counts towards the deliverables. Passive or virtual outreach is encouraged (emails, phone calls, broad dissemination of marketing materials, front desk/reception outreach/engagement), but should be used as a tool to ultimately conduct active outreach. Virtual meetings via Teams, Zoom, WebEx, etc. can be counted towards deliverables, but should be secondary to in person and should not be the bulk of outreach and engagement.

i. **Client Funds:** $10,000 of the annual budget must be allocated to client funds which will be used to support clients with recovery needs such as food, child needs (diapers, formula, etc.), transportation, housing, clothing, government documents, etc. These funds are meant to be flexible depending on the needs of the individual and family. Programs must be able to address the request in a timely manner and be responsive to time sensitive needs. Programs will report their dissemination of funds quarterly. Funds may not be used to support medical or behavioral needs.

j. **Transportation and Travel:** Each RN must have their own vehicle to provide clients with transportation to appointments or other needs related to their recovery plan and/or the agency must have an agency car readily accessible for client transportation. RN access to the agency car must not be a barrier to the delivery of services. If the agency is not providing a car, they must reimburse RNs at the current Internal Revenue Service (IRS) mileage reimbursement rate. Of importance, providing transportation should NOT be bulk of services or a core service of the program. Public transportation or other methods should be considered first, and RN transportation utilized when clinically indicated.

k. **Length of Stay:** Although services are not time bound and length of stay will vary across individuals, the intention is to discharge individuals once they have transitioned to their next level of care or recovery support as identified in their recovery plan. Prior to discharge, the individual will also have connections to peer recovery resources in their community that will continue to support their peer needs. The length of service for each individual will vary depending on their level of need and pace of progress, however, the Women's REACH Program is not intended to provide long-term case management or intended to address ongoing and/or complex needs. Clients may reengage in the program if needs arise after discharge.

l. **Meeting/Event Attendance and Professional Development:** All REACH RNs and Program Managers are required to attend a monthly REACH Collaborative Meeting. If the Program Manager cannot attend, a leadership representative should attend in their place if agency staffing allows. If an RN knows they will not be able to attend, the Program Manager should be aware and should communicate this to the Department prior to the meeting. All REACH staff are also expected to attend other DMHAS Collaborative meetings as directed including but not limited to Trauma and Gender Initiative (TAG), Women's Services Practice Improvement Collaborative (WSPIC), or other DMHAS funded trainings at the request of the Department. There may also be instances where REACH staff representation is required at community or state events or meetings. Ample notice will always be given whenever possible. In addition to a thirty (30)-hour Recovery Coach training, all RNs must complete a CAPTA and Family Care Plan training annually and a One Key Question (OKQ) training biannually. RNs are encouraged to attend professional development opportunities as their capacity allows. Some important topics for consideration include substance use disorders and treatment, intimate partner violence, trauma informed care, harm reduction, motivational interviewing, maternal health, mental health, cultural humility, health equity, etc.

m. **Data Collection and Reporting:** The Program Manager will be responsible for collecting and submitting program data and reports as requested by the Department. At a minimum this includes: 1) a monthly REACH services report; 2) a quarterly client funds report; 3) an annual report; 4) monthly data submission to the Department's data portal (DDaP*)*; and 5) de-identified notable client success stories.

n. **Client Eligibility and Exclusion:** Proposals acknowledge that WRN clients must be pregnant and/or parenting (or reunifying) and have active recovery support needs including treatment, harm reduction, or identification of community recovery supports and/or needs related to co-occurring disorders including connections to behavioral or medical health supports. Individuals in long term or self-reported stable recovery and/or not parenting who are seeking primarily case management services are excluded from REACH program services. WFRN clients must be pregnant and/or parenting fathers, grandparents, LGBTQIA+ individuals, or immediate family or natural supports who use substances or are impacted by the substance use of the parent of the child/children in their care.

o. Numbers of Clients Served and Providers/Agencies Reached: Proposals must demonstrate that a sufficient number of potential program clients can be engaged and served through the integration of three WRNs and one WFRN. Each REACH Program will:

- Serve at least one hundred sixty (160) unique clients annually (approximately one hundred forty (140) WRN and twenty (20) WFRN clients annually).
- Collectively conduct active* outreach and engagement with a minimum 100 unique providers/ community agencies annually (approximately 33 per Recovery Navigator annually).
- *Active outreach and engagement are defined as outreach resulting in an in-person delivery of information, meeting, or presentation with a staff member who provides services directly to the target population (i.e., this does not

include front desk/reception staff or any passive dissemination of marketing material). Passive or virtual outreach is encouraged (emails, phone calls, broad dissemination of marketing materials, front desk/reception outreach/engagement), but should be used as a tool to ultimately conduct active outreach. Virtual meetings via Teams, Zoom, WebEx etc. can be counted towards deliverables, but should be secondary to in person and should not be the bulk of outreach and engagement.

p. Catchment Areas: Proposals must indicate which DMHAS Service Region they are applying for. The following DMHAS Regions will serve clients living in the towns listed below:

- **Region 1:** Bridgeport, Darien, Easton, Fairfield, Greenwich, Monroe, New Canaan, Norwalk, Stamford, Stratford, Trumbull, Weston, Westport, Wilton.
- **Region 2:** Ansonia, Bethany, Branford, Chester, Clinton, Cromwell, Deep River, Derby, Durham, East Haddam, East Hampton, East Haven, Essex, Guilford, Haddam, Hamden, Killingworth, Lyme, Madison, Meriden, Middlefield, Middletown, Milford, New Haven, North Branford, North Haven, Old Lyme, Old Saybrook, Orange, Portland, Seymour, Shelton, Wallingford, Westbrook, West Haven, Woodbridge.
- **Region 3:** Ashford, Bozrah, Brooklyn, Canterbury, Chaplin, Colchester, Columbia, Coventry, East Lyme, Eastford, Franklin, Griswold, Groton, Hampton, Killingly, Lebanon, Ledyard, Lisbon, Mansfield, Montville, New London, North Stonington, Norwich, Plainfield, Pomfret, Preston, Putnam, Salem, Scotland, Sprague, Sterling, Stonington, Thompson, Union, Voluntown, Waterford, Willington, Windham, Woodstock.
- **Region 4:** Andover, Avon, Berlin, Bloomfield, Bolton, Bristol, Burlington, Canton, East Granby, East Hartford, East Windsor, Ellington, Enfield, Farmington, Glastonbury, Granby, Hartford, Hebron, Kensington, Manchester, Marlborough, New Britain, Newington, Plainville, Plymouth, Rocky Hill, Simsbury, Somers, South Windsor, Southington, Stafford, Suffield, Tolland, Vernon, West Hartford, Wethersfield, Windsor, Windsor Locks.
- **Region 5:** Barkhamsted, Beacon Falls, Bethel, Bethlehem, Bridgewater, Brookfield, Canaan, Cheshire, Colebrook, Cornwall, Danbury, Goshen, Hartland, Harwinton, Kent, Litchfield, Middlebury, Morris, Naugatuck, New Fairfield, New Hartford, New Milford, Newtown, Norfolk, North Canaan, Oxford, Prospect, Redding, Ridgefield, Roxbury, Salisbury, Sharon, Sherman, Southbury, Thomaston, Torrington, Warren, Washington, Waterbury, Watertown, Winchester, Winsted, Wolcott, and Woodbury.

q. Program Access and Referral Process: There is no wrong door for entry into the program and no formal referral process. Clients may enter the program as a self-referral or be referred by a provider or community agency. Referrals may be received via phone, email, fax, etc. and contact should be made with the individual within 24-48 hours of receiving the referral.

r. Capacity and Waitlist: Proposals acknowledge that RNs should have the capacity to allow for a range of service lengths and needs and maintain a steady influx of intakes and discharges. Capacity should not be maxed out due to providing extensive services to one or several clients at a time. Clients may be on a caseload for as short as one (1) day if the connection to their desired resource occurs within that timeframe. In the event of full caseloads, the agency will maintain a waitlist and prioritize clients with higher levels of need. Agencies should identify a protocol for qualifying clients with time sensitive needs.

s. Location Office/Facilities: Proposals are required to clearly identify which regions they are applying to serve. The agency must possess physical space within the proposed DMHAS region/s to implement RN Services prior to submission of a proposal. This space should be available to the RN as a home base; however, the bulk of the work is intended to be community based and in person. In the event that the RN will provide services at multiple locations, within their assigned region, please identify why each location was selected. Additionally, it is expected that RNs will spend a minimum of 70% of their time in person in the community outreaching and engaging women, establishing and maintaining community connections, and facilitating connections between the two. Telehealth will be used as appropriate but should not be primary method of service delivery for clients. Proposals must identify how in person and telehealth work expectations will be ensured.

t. Major Deliverables: Each Women's REACH Program Manager is responsible for ensuring the following are received by the Department no later than the date indicated.

- DDaP Monthly Data entered by the 15th of each month;
- Monthly REACH Service Log received by the 15th of each month;
- Quarterly Client Funds Utilization Log received by the 15th of October, January, April, July; and
- Annual Report due by July 15th

u. Culturally Competent Services: All proposals must describe the extent to which the proposed service will meet the cultural and linguistic needs of the population to be served and the extent to which the program will maintain responsiveness to participant's diversity, including racial, cultural, gender, sexual orientation and age.

3. Staffing Expectations

a) **Team overview:** Describe the team that would work on this project. Include a list of key team members and their general availability while on this project. Make the case for why they will be great partners on this project. Please provide brief qualifications/skills, and additional information you think best highlights the strength of the team that would be working on this project. Include resumes for supervisors and managers.

b) **General capacity:** Please describe your organization's capacity to take on additional work if you are awarded this contract. How would you create additional capacity, if needed? How would you quickly pivot directions, should feedback from the DMHAS require a change in direction?

c) **Staffing Model:** The Department has determined that each region must fund a minimum of two (2) WRNs and one (1) WFRN per region.

d) **Pre-Employment Screening:** Applicants for the RN positions must, at a minimum, meet the below criteria:

The Women's Recovery Navigator:

- has a high school diploma or Graduate Equivalency Degree (GED);
- is a woman in recovery (substance use or co-occurring disorder) who has maintained a minimum of two (2) years in recovery;

- comfortable using her lived experience to inform and support the work;
- has successfully completed or will complete (within two (2) months of hire) a DMHAS approved thirty (30) hour recovery-oriented training program and if previously completed, can provide documentation of such;
- demonstrates extensive knowledge of recovery-based supports, both traditional and non- traditional, and demonstrates the ability to integrate these resources into treatment;
- has a working understanding of mental health disorders and how these diagnoses may impact recovery;
- has a well-established understanding of the role and impact of trauma and gender on all aspects of outreach, engagement, treatment and recovery;
- maintains an unbiased, working knowledge of methadone and other medication assisted treatment formulations as a tool to support recovery;
- maintains an unbiased, working knowledge of harm reduction principles to support recovery;
- preserves a working knowledge of women's issues and is comfortable discussing topics such as sexual and reproductive health including birth control and abortion, intimate partner violence, pregnancy, etc.;
- can deliver services in person and when requested by the agency or the Department;
- can work collaboratively with clients, their family, community partners and agency professionals;
- can provide client transportation for program related services; and
- Is comfortable learning and using new technology for purposes including but not limited to documentation, presentations, data collection and reporting, etc.

The Women's/Family Recovery Navigator:

- Has a high school diploma or GED;
- is a woman or self-identified woman in recovery (substance use or co-occurring disorder) who has maintained a minimum of two (2) years of sobriety OR has lived experience in supporting immediate family in their recovery;
- is comfortable using their lived experience to inform and support the work;
- has successfully completed or will complete (within two (2) months of hire) a DMHAS approved thirty (30) hour recovery-oriented training program and if previously completed, can provide documentation of such;
- demonstrates extensive knowledge of recovery-based supports, both traditional and non- traditional, and demonstrates the ability to integrate these resources into treatment;
- has a working understanding of mental health disorders and how these diagnoses may impact recovery;
- has a well-established understanding of the role and impact of trauma and gender on all aspects of outreach, engagement, treatment and recovery;
- maintains an unbiased, working knowledge of methadone and other medication assisted treatment formulations as a tool to support recovery;
- preserves a working knowledge of women's issues and is comfortable discussing topics such as sexual and reproductive health including birth control and abortion, intimate partner violence, pregnancy, etc.;
- maintains an unbiased, working knowledge of harm reduction principles to support recovery;
- preserves a working knowledge of LGBTQIA+ health and inequities and is an ally to the community;
- can deliver services in person when requested by the agency or the Department;

- can work collaboratively with clients, their family, community partners and agency professionals; and
- can provide client transportation for program related services; and
- Is comfortable learning and using new technology for purposes including but not limited to documentation, presentations, data collection and reporting, etc.

e. **Supervision and Management:** Proposals must describe their policy/practice for orientation and supervision of WRNs and WFRNs. Proposals must:
   - Identify a licensed clinician who will supervise the WRNs and WFRNs at .25 FTE, how this position will be integrated into the agency's infrastructure and become a part of the team (Include a detailed organizational chart in Appendix Section);
   - Describe how the supervisor will provide each RN with a minimum of one (1) hour of individual or group supervision each week and also provide case consultation as need arises with a licensed practitioner (Doctor of Medicine [MD], Advanced Practice Registered Nurse [APRN], Licensed Clinical Social Worker [LCSW], Licensed Professional Counselor [LPC], Licensed Marital and Family Therapist [LMFT], Licensed Alcohol and Drug Counselor [LADC]);
   - How the supervisor will adhere to administrative expectations including but not limited to submitting monthly, quarterly, and annual data/reports, and attending meetings as requested by the Department;
   - Describe how the agency will ensure active participation of all WRNs and WFRNs in the DMHAS facilitated recovery collaborative and other meetings and events as requested; and
   - Describe how RN in person service delivery expectations (i.e., 70% of their time will be spent in the community) will be monitored and ensured.

f. **Professional Development and Credentialing:** In addition to a thirty (30) hour Recovery Coaching Certification at the time of hire (or within three [3] months of hire), RNs are expected to attend an annual CAPTA training, a biannual OKQ training, and other DMHAS funded trainings at the request of the Department. RNs are expected to attend trainings and professional development opportunities as their capacity allow. Topics should reflect the needs or of the population there are serving. Proposal should:
   - Describe how Recovery Coaching core competencies will be upheld and championed.
   - Describe how funding will be used to support the ongoing education and professional development of the WRNs and WFRNs specifically around issues related to trauma and gender informed care, mental health, women's healthcare, harm reduction, medication assisted treatment, intimate partner violence etc.
   - Attendance at a Women's Recovery Coach Collaborative to be facilitated by DMHAS on a monthly basis.

4. Data and Technology Expectations

The purpose of this subsection is to gather information about the proposer's information management and performance measurement systems.

a. **Records, Data Collection, and Reporting:** Proposals must demonstrate sufficient capacity to collect and manage Department required data regarding admission, discharge and services performed. Proposals must describe applicant's past practice in submitting required data to the Department (if a previous Contractor) and explain how that process will be incorporated into this program.

b. **Computer Hardware and Software:** Based on the nature of this position, applicants must also have a plan in place to equip each WRN and WFRN with a "smart" Protected Health Information (PHI) compliant cell phone and a laptop/computer or tablet to allow them to work with clients from the community thereby facilitating concurrent documentation as the primary method of acquisition of information and data. The Department will have access to data on these cell phones and tablets/computers as requested.

c. **Email and Internet Capability:** RNs should each be equipped PHI compliant email accounts and reliable internet access such as to send, receive, or access relevant program information, client related service information, or professional development activities. Internet access should be available at the office/facility location and accessible while in the field with providers or clients.

d. **Program Evaluation:** Each Women's REACH Program will undergo a minimum of one (1) annual program evaluation to ensure that contractual expectations are being met. Program evaluations will be announced in advance and the Department will work in collaboration to ensure all requested information and materials are available the for the week of the evaluation. If an agency fails to meet expectations, a Corrective Action Plan (CAP) will be enacted, and a ninety (90)-day CAP evaluation will follow to review changes and progress made. Ongoing or repetitive failure to meet program expectations may result in additional monitoring or potential contract termination.

e. **Critical Incidence Reporting and Adherence to Women's Services Policies and Procedures:** Critical incidents, as defined by the DMHAS Commissioner's Policy Statement Chapter 6.26, are incidents that may have a serious impact on DMHAS clients, staff, funded agencies or the public, or may bring about adverse publicity. An electronically submitted report is required within one (1) business day of the critical incident. All agencies are expected to also adhere to the Women's Services policies and procedures.

5. Subcontractor

Sub-contractors will not be allowed for this procurement.

6. Work Plan

Proposals must include a detailed implementation process and timeline, including the identification of all necessary steps to implement your proposal. Include dates and individuals responsible.

An ideal proposal would include a work plan that outlined the plan for implementation from time of award as well as sustainability efforts to maintain longevity of the program.

a. Below is the required format and information being requested for a comprehensive and realistic work plan that demonstrate the flow of activities in a logical and sequential manner:

- **Tasks and Deliverables:** Describe what start-up and implementation activities, actions, tasks, and deliverables needed to accomplish providing the identified service.

- **Responsible Staff:** Indicate staff position and their related qualifications for those who will be responsible for providing the identified service.
- **Methodologies:** Describe how each service and deliverable will be accomplished, providing a detailed explanation of the procedures or processes that will be used to attain the expected outcomes.
- **Timetable/Schedule:** Include a proposed timetable indicating when each task and deliverables will be accomplished. Identify any significant milestones or deadlines. Timetable/schedule must include the day and time service is to be provided, if applicable.

7. Financial Expectations –

a. Financial Status Reports: If the three (3) most recent audits are available via the Office of Policy and Management's EARS system, such may be noted in the proposal, and a hardcopy of the audit cover letters need not be provided.

b. Audited Financial Statements: Any proposer agency that does not hold a current contract with the Department, must submit cover letters from their auditor for the last three (3) annual audits of their agency and a copy of their most recent financial audit, included in the proposal. If less than three (3) audits were conducted, detail must be provided as to why, and any supporting documentation assuring the financial efficacy of the applicant agency should be included (i.e., an accountant prepared financial statement, a tax return, etc.).

8. Budget and Budget Narrative

The purpose of this subsection is to gather information about how the proposer developed the proposed budget and cost allocations.

a. Proposals must contain an itemized annual budget on the budget form delineated in **Section VI. Appendix, E.** Budget and Budget Narrative, of this RFP.

b. A budget narrative must be provided, explaining all costs contained in the budget.

c. All other funding, including agency financial support, must be identified.

i. Complete a price schedule, budget, or cost proposal in its entirety that will enable the effective delivery of the proposed project or services.
- Proposals must ensure that essential program components including staffing, client funds, and mileage must be included. For the development of your program, staffing structure and budget, please utilize a minimum base salary of $45,000 per RN FTE plus benefits. The Department expects the salaries will be a competitive living wage. A minimum of $10,000 will be allocated to client funds.

ii. Describe all direct and indirect costs associated with the service or project.

iii. Describe any key cost variables for the service or project such as volume, frequency, duration, or length.

iv. Narrative and justification: Present a detailed, line-item cost narrative that explains the basis and rationale for the costs proposed.

v. Why do you consider your costs to be reasonable, given the nature of your proposed project or service?

vi. Describe any key budgeting decisions you faced, assumptions, or calculation approaches used to develop the cost proposal.

D. PERFORMANCE MEASURES

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

Performance metrics include:

1. Serve at least one hundred sixty (160) unique clients annually (approximately one hundred forty (140) WRN and twenty (20) WFRN clients annually)
2. Conduct a minimum of one hundred (100) unique and qualifying outreach and engagement contacts annually.
3. Maintain an average length of stay (as reported on DDaP) of ninety (90) days or less.
4. Maintain a hybrid client caseload of twenty to twenty-five (20-25) clients per WRN and WFRN.

Providers are welcome to propose additional key metrics in their submissions.

E. CONTRACT MANAGEMENT/DATA REPORTING

As part of the State's commitment to becoming more outcomes oriented, DMHAS, seeks to actively and regularly collaborate with providers to enhance contract management, improve results, and adjust service delivery and policy based on learning what works. Reliable and relevant data is necessary to ensure compliance, inform trends to be monitored, evaluate results and performance, and drive service improvements. As such, DMHAS reserves the right to request/collect other key data and metrics from providers.

The data management and reporting expectations are as follows.

1. **Monthly DDaP Report:** Each agency will submit a monthly DDaP report that reflects their monthly census and program utilization via the state's DDaP portal by the 15th of the month. If an agency is not familiar with DDaP, the Department will ensure that they receive appropriate overview and training.
2. **Monthly REACH Service Log:** The Monthly REACH Service Log will document a snapshot of de-identified client service indicators and community outreach conducted by all the RNs by month. RNs will collect and document their data independently which will then by reviewed and consolidated by the Program Manager into one report. This report will be received by the Department by the 15th of each month. A standardized template will be provided by the Department.
3. **Quarterly Client Funds Utilization Log:** The quarterly Client Funds Utilization Log will document how the Client Funds were spent by quarter. This will include de-identified description and expenditure of each transaction. Approval of fund utilization must be requested by the Recovery Navigators and approved by the Program Manager. Program Managers are responsible for the formal documentation of these transaction details into the log. The log will be received by the Department by 15th of October, January, April, and July. A standardized template will be provided by the Department.
4. **Annual Report**: An annual report prepared by the Program Manager will be received by the Department by July 15th. A standardized template will be provided by the Department.
5. **Client Success Stories**: Program Managers will be expected to keep a log of de-identified client success stories as applicable. The Department may solicit these as

needed for reporting purposes. A standardized template will be provided by the Department.

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III. PROPOSAL SUBMISSION OVERVIEW

A. SUBMISSION FORMAT INFORMATION

1. **Required Outline. All proposals must follow the required outline presented in Section IV – Proposal Submission Outline and Requirements.** Proposals that fail to follow the required outline will be deemed non-responsive and not evaluated.

2. **Cover Sheet.** The Cover Sheet is Page 1 of the proposal. Proposers must complete and use the Cover Sheet form provided by the Agency in the **VI. Appendix D. Cover Sheet.**

   Legal Name is defined as the name of private provider organization, CT State agency, or municipality 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.

3. **Table of Contents.** All proposals must include a Table of Contents that conforms with the required proposal outline.

4. **Executive Summary.** Proposals must include a high-level summary, not exceeding one (1) page. The summary must also include the organization's eligibility and qualifications to respond to this RFP. The executive summary is not part of the main proposal and cost proposal.

5. **Attachments.** Attachments other than the required Appendices or Forms identified in the RFP are not permitted and will not be evaluated. Further, the required Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions will result in disqualification. **All attachments should be labeled and included in Section VI. Appendix.**

6. **Style Requirements.** This is an electronic submission.

   Submitted proposals must conform to the following specifications:

Paper Size	8.5 x 11 (Standard Letter)
Font Size	12
Font Type	Times New Roman
Margins	Normal (1 inch around)
Line Spacing	1 ½
Print Style	Singled Sided
Page Limit	Maximum **15 pages,** exclusive of Executive Summary, Appendices, Budget Forms and Budget Narrative

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.** Not Applicable

9. **Declaration of Confidential Information.** Proposers are advised that all materials associated with this procurement are subject to the terms of the Freedom of Information Act (FOIA), the Privacy Act, and all rules, regulations and interpretations resulting from them. If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL prior to submission. In subsection IV.F. of the proposal submission, the proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).

10. **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 Agency will determine whether any disclosed conflict of interest poses a substantial advantage to the proposer over the competition, decreases the overall competitiveness of this procurement, or is not in the best interests of the State. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. *Example: "[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

B. EVALUATION OF PROPOSALS

1. **Evaluation Process.** It is the intent of the Agency to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. When evaluating proposals, negotiating with successful proposers, and awarding contracts, the Agency will conform with its written procedures for POS and PSA procurements (pursuant to C.G.S. § 4-217) and the State's Code of Ethics (pursuant to C.G.S. §§ 1-84 and 1-85). Final funding allocation decisions will be determined during contract negotiation.

2. **Evaluation Review Committee.** The Agency will designate a Review Committee to evaluate proposals submitted in response to this RFP. The Review Committee will be composed of individuals, Agency staff or other designees as deemed appropriate. The contents of all submitted proposals, including any confidential information, will be shared with the Review Committee. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. The Review Committee shall evaluate all proposals that meet the Minimum Submission Requirements by score and rank ordered and make recommendations for awards. The Agency Head will make the final selection. Attempts

by any proposer (or representative of any proposer) to contact or influence any member of the Review Committee may result in disqualification of the proposer.

3. **Minimum Submission Requirements.** To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Proposal Format requirements; (3) meet the Eligibility and Qualification requirements to respond to the procurement, (4) follow the required Proposal Outline; and (5) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Agency will reject any proposal that deviates significantly from the requirements of this RFP.

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

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

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).

5. **Proposer Selection.** Upon completing its evaluation of proposals, the Review Committee will submit the rankings of all proposals to the Commissioner or Agency Head. The final selection of a successful proposer is at the discretion of the Commissioner or Agency Head. Any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the Agency. Such negotiations may, but will not automatically, result in a contract. Any resulting contract will be posted on the State Contracting Portal. All unsuccessful proposers will be notified by e-mail or U.S. mail, at the Agency's discretion, about the outcome of the evaluation and proposer selection process. The Agency reserves the right to decline to award contracts for activities in which the Commissioner or Agency Head considers there are not adequate respondents.

6. **Debriefing.** Within ten (10) days of receiving notification from the Agency, unsuccessful proposers may contact the Official Contact and request information about the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the ten (10) days. If unsuccessful proposers still have questions after receiving this information, they may contact the Official Contact and request a meeting with the Agency to discuss the evaluation process and their proposals. If held, the debriefing meeting will not include

any comparisons of unsuccessful proposals with other proposals. The Agency may schedule and hold the debriefing meeting within fifteen (15) days of the request. The Agency will not change, alter, or modify the outcome of the evaluation or selection process as a result of any debriefing meeting.

7. **Appeal Process.** Proposers may appeal any aspect the Agency's competitive procurement, including the evaluation and proposer selection process. Any such appeal must be submitted to the Agency head. A proposer may file an appeal at any time after the proposal due date, but not later than thirty (30) days after an agency notifies unsuccessful proposers about the outcome of the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the thirty (30) days. The filing of an appeal shall not be deemed sufficient reason for the Agency to delay, suspend, cancel, or terminate the procurement process or execution of a contract. More detailed information about filing an appeal may be obtained from the Official Contact.

8. **Contract Execution.** Any contract developed and executed as a result of this RFP is subject to the Agency's contracting procedures, which may include approval by the Office of the Attorney General. Fully executed and approved contracts will be posted on State Contracting Portal and the Agency website.

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IV. REQUIRED PROPOSAL SUBMISSION OUTLINE AND REQUIREMENTS

A. Cover Sheet

B. Table of Contents

C. Executive Summary

D. Main Proposal

E. Attachments (clearly referenced to summary and main proposal where applicable)

F. Declaration of Confidential Information

G. Conflict of Interest - Disclosure Statement

H. Statement of Assurances

A-H are defined more specifically below. The listing above is just to provide an initial outline for proposers.

This section is for information only. This can be used for additional instruction on completing your Main Proposal in your RFP as applicable.

A: Cover Sheet

The Respondent must use a Cover Sheet provided.

Legal Name is defined as the name of private provider organization, CT State agency, or municipality 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.

B: Table of Contents

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

C: Proposer Executive Summary

The page limitation for this section is one (1) page briefly describing how the Respondent meets the eligibility and qualification criteria outlined in the Proposal Overview and a brief overview of why the Respondent should be selected for the activities highlighted in the scope of services.

D: Main Proposal Submission/Questions

*****Please note the maximum total page length for this section is** 15 (all appendices and other attachments should be listed in section D and then placed in **Section VI. Appendix.**

1. Organizational Expectations
The purpose of this subsection is to gather information about the administrative and operational capabilities of the proposer to provide the purchased service.

2. Services Expectations
The purpose of this subsection is to gather information about how the proposer intends to provide the purchased service (including the use of any subcontractors).

3. Staffing Plan Expectations

a. Team overview: Describe the team that would work on this project. Include a list of key team members and their general availability while on this project. Make the case for why they will be great partners on this project. Please provide bios, and additional information you think best highlights the strength of the team that would be working on this project.

b. General capacity: Please describe your organization's capacity to take on additional work if you are awarded this contract. How would you create additional capacity, if needed? How would you quickly pivot directions, should feedback from the DMHAS require a change in direction?

4. Data and Technology Expectations
The purpose of this subsection is to gather information about the proposer's information management and performance measurement systems.

5. Subcontractor – If Applicable

6. Work Plan
The purpose of this section is for the proposer to explain the tasks, participants, time estimates, and schedule for providing the purchased service. The specifics of the information requested are left to the Agency's discretion. Possible areas of inquiry may include, but are not limited, to the following:

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

The work plan narrative should be included in the main proposal section and will be included in the page capacity. If you have a supplemental chart or grid to include, it may be included in the appendix. Reference to the location must be stated in the Main proposal.

7. Financial Expectations
The purpose of this subsection is to gather information about the proposer's fiscal stability, accounting and financial reporting systems, or relevant business practices.

8. Budget and Budget Narrative

The purpose of this subsection is to gather information about how the proposer developed the proposed budget and cost allocations.

9. Cultural Competence:

a. What experience do you have interacting effectively and communicating with people of different cultures and socio-economic backgrounds?

b. Please provide an example of your work with underserved/under-represented groups of people or communities.

c. Describe your proposed method of project management for this project or service.

E: Attachments

Attachments other than the required attachments identified are not permitted and will not be evaluated. See the Proposal Checklist in Appendix H. pages 48 and 49 for a list of relevant attachments. Further, the required attachments must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions may result in disqualification.

F: Declaration of Confidential Information

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

G: Conflict of Interest – Disclosure Statement

Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be 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. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. *Example: "[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

H: Statement of Assurances

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

V. 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. A sample of Part I is available from the Department's Official Contact upon request.

Part II of the standard contract is maintained by OPM and includes the mandatory terms and conditions of the POS contract. Part II is available on OPM's website at: http://www.ct.gov/opm/fin/standard_contract

Note:
Included in Part II of the standard contract is the State Elections Enforcement Commission's notice (pursuant to C.G.S. § 9-612(g)(2)) advising executive branch State contractors and prospective State contractors of the ban on campaign contributions and solicitations. If a proposer is awarded an opportunity to negotiate a contract with the Department and the resulting contract has an anticipated value in a calendar year of $50,000 or more, or a combination or series of such agreements or contracts has an anticipated value of $100,000 or more, the proposer must inform the proposer's principals of the contents of the SEEC notice.

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

B. ASSURANCES

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

1. **Collusion.** The proposer represents and warrants that the proposer did not participate in any part of the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance. The proposer further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the proposer's proposal. The proposer also represents and warrants that the submitted proposal is in all respects fair and is made without collusion or fraud.

2. **State Officials and Employees.** The proposer certifies that no elected or appointed official or employee of the State has or will benefit financially or materially from any contract resulting from this RFP. The Agency may terminate a resulting contract if it is determined that gratuities of any kind were either offered

or received by any of the aforementioned officials or employees from the proposer, contractor, or its agents or employees.

3. **Competitors.** The proposer assures that the submitted proposal is not made in connection with any competing organization or competitor submitting a separate proposal in response to this RFP. No attempt has been made, or will be made, by the proposer to induce any other organization or competitor to submit, or not submit, a proposal for the purpose of restricting competition. The proposer further assures that the proposed costs have been arrived at independently, without consultation, communication, or agreement with any other organization or competitor for the purpose of restricting competition. Nor has the proposer knowingly disclosed the proposed costs on a prior basis, either directly or indirectly, to any other organization or competitor.

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

5. **Press Releases.** The proposer agrees to obtain prior written consent and approval of the Agency for press releases that relate in any manner to this RFP or any resultant contract.

C. TERMS AND CONDITIONS

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

1. **Equal Opportunity and Affirmative Action.** The State is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.

2. **Preparation Expenses.** Neither the State nor the Agency shall assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.

3. **Exclusion of Taxes.** The Agency is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Proposers are liable for any other applicable taxes.

4. **Proposed Costs.** No cost submissions that are contingent upon a State action will be accepted. All proposed costs must be fixed through the entire term of the contract.

5. **Changes to Proposal.** No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, the Agency may

request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by the Agency, and at the proposer's expense.

6. **Supplemental Information.** Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Agency. The Agency may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Agency. At its sole discretion, the Agency may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.

7. **Presentation of Supporting Evidence.** If requested by the Agency, a proposer must be prepared to present evidence of experience, ability, data reporting capabilities, financial standing, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFP. The Agency may make onsite visits to an operational facility or facilities of a proposer to evaluate further the proposer's capability to perform the duties required by this RFP. At its discretion, the Agency may also check or contact any reference provided by the proposer.

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

D. RIGHTS RESERVED TO THE STATE

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

1. **Timing Sequence.** The timing and sequence of events associated with this RFP shall ultimately be determined by the Agency.

2. **Amending or Canceling RFP.** The Agency reserves the right to amend or cancel this RFP on any date and at any time, if the Agency deems it to be necessary, appropriate, or otherwise in the best interests of the State.

3. **No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, the Agency may reopen the procurement process, if it is determined to be in the best interests of the State.

4. **Award and Rejection of Proposals.** The Agency reserves the right to award in part, to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Agency may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Agency reserves

the right to reject the proposal of any proposer who submits a proposal after the submission date and time.

5. **Sole Property of the State.** All proposals submitted in response to this RFP are to be the sole property of the State. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State, unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the State without recourse.

6. **Contract Negotiation.** The Agency reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Agency further reserves the right to contract with one or more proposer for such services. After reviewing the scored criteria, the Agency may seek Best and Final Offers (BFO) on cost from proposers. The Agency may set parameters on any BFOs received.

7. **Clerical Errors in Award.** The Agency reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the proposer.

8. **Key Personnel.** When the Agency is the sole funder of a purchased service, the Agency reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The Agency also reserves the right to approve replacements for key personnel who have terminated employment. The Agency further reserves the right to require the removal and replacement of any of the proposer's key personnel who do not perform adequately, regardless of whether they were previously approved by the Agency.

E. STATUTORY AND REGULATORY COMPLIANCE

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

1. **Freedom of Information, C.G.S. § 1-210(b).** The Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption, as defined by C.G.S. § 1-210(b). Proposers are generally advised not to include in their proposals any confidential information. If the proposer indicates that certain documentation, as required by this RFP, is submitted in confidence, the State will endeavor to keep said information confidential to the extent permitted by law. The State has no obligation to initiate, prosecute, or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. The proposer has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While a proposer may claim an exemption to the State's FOIA, the final administrative authority to release or exempt any or all material so identified rests with the State. In no event shall the State or any of

its employees have any liability for disclosure of documents or information in the possession of the State and which the State or its employees believe(s) to be required pursuant to the FOIA or other requirements of law.

2. **Contract Compliance, C.G.S. § 4a-60 and Regulations of CT State Agencies § 46a-68j-21 thru 43, inclusive.** CT statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to ensure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.

3. **Consulting Agreements, C.G.S. § 4a-81. Consulting Agreements Representation, C.G.S. § 4a-81.** Pursuant to C.G.S. §§ 4a-81 the successful contracting party shall certify that it has not entered into any consulting agreements in connection with this Contract, except for the agreements listed below. "Consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any other similar activity related to such contracts. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the Connecticut General Statutes as of the date such contract is executed in accordance with the provisions of section 4a-81 of the Connecticut General Statutes. Such representation shall be sworn as true to the best knowledge and belief of the person signing the resulting contract and shall be subject to the penalties of false statement.

4. **Campaign Contribution Restriction, C.G.S. § 9-612.** For all State contracts, defined in section 9-612 of the Connecticut General Statutes as having a value in a calendar year of $50,000 or more, or a combination or series of such agreements or contracts having a value of $100,000 or more, the authorized signatory to the resulting contract must represent that they have received the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice, as set forth in "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations." Such notice is available at https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_11_notice_only.pdf

5. **Gifts, C.G.S. § 4-252.** Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz's Executive Order No. 21-2, the Contractor, for itself and on behalf of all of its principals or key personnel who submitted a bid or proposal, represents:

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

contracts, or (ii) any public official or State employee of any other State agency, who has supervisory or appointing authority over such State agency or quasi-public agency;

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

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

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

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

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

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

VI. APPENDIX

A. ABBREVIATIONS / ACRONYMS / DEFINITIONS

Modify this subsection, as necessary, to meet the Agency's procurement requirements. DO NOT DELETE the definitions of contractor, proposer, prospective proposer, or subcontractor.

APRN	Advanced Practice Nurse Practitioner
BFO	Best and Final Offer
CAP	Corrective Action Plan
CAPTA	Child Abuse Prevention and Treatment Act
C.G.S.	Connecticut General Statutes
CHRO	Commission on Human Rights and Opportunity (CT)
COVID-19	Coronavirus Disease 2019
CT	Connecticut
DAS	Department of Administrative Services (CT)
DCF	Department of Children and Families (CT)
DDaP	DMHAS Data Performance System
DMHAS	Department of Mental Health and Addiction Services (CT)
FASD	Fetal Alcohol Spectrum Disorder
FOIA	Freedom of Information Act (CT)
FRN	Family Recovery Navigator
GED	Graduate Equivalency Degree
IRS	Internal Revenue Service (US)
LADC	Licensed Alcohol and Drug Counselor
LCSW	Licensed Clinical Social Worker
LGBTQIA+	Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, & Asexual
LMFT	Licensed Marital and Family Therapist
LOI	Letter of Intent
LPC	Licensed Professional Counselor
MAT	Medication-Assisted Treatment
MD	Doctor of Medicine
MOUD	Medication for Opioid Use Disorder
NOWS	Neonatal Opioid Withdrawal Syndrome
OAG	Office of the Attorney General
OEC	Office of Early Childhood (CT)
OKQ	One Key Question
OPM	Office of Policy and Management (CT)
OSC	Office of the State Comptroller (CT)
PHI	Protected Health Information
POS	Purchase of Service
P.A.	Public Act (CT)
REACH	Recovery, Engagement, Access, Coaching, and Healing
RFP	Request for Proposal
RN	Recovery Navigator
SEEC	State Elections Enforcement Commission (CT)
TAG	Trauma and Gender Initiative
U.S.	United States
WFRN	Women's/Family Recovery Navigator

WRN Women's Recovery Navigator
WSPIC Women's Services Practice Improvement Collaborative

- *contractor:* a private provider organization, CT State agency, or municipality that enters into a POS contract with the Agency as a result of this RFP.

- *proposer:* a private provider organization, CT State agency, or municipality that has submitted a proposal to the Agency in response to this RFP. This term may be used interchangeably with respondent throughout the RFP.

- *prospective proposer:* a private provider organization, CT State agency, or municipality that may submit a proposal to the Agency in response to this RFP, but has not yet done so.

- *subcontractor*: an individual (other than an employee of the contractor) or business entity hired by a contractor to provide a specific health or human service as part of a POS contract with the Agency as a result of this RFP.

The remainder of this page was intentionally left blank.

B. STATEMENT OF ASSURANCES

Department of Mental Health and Addiction Services

The undersigned Respondent affirms and declares that:

1) **General**

a. This proposal is executed and signed with full knowledge and acceptance of the RFP CONDITIONS stated in the RFP.

b. The Respondent will deliver services to the Agency the cost proposed in the RFP and within the timeframes therein.

c. The Respondent will seek prior approval from the Agency before making any changes to the location of services.

d. Neither the Respondent of any official of the organization nor any subcontractor the Respondent of any official of the subcontractor organization has received any notices of debarment or suspension from contracting with the State of CT or the Federal Government.

e. Neither the Respondent of any official of the organization nor any subcontractor to the Respondent of any official of the subcontractor's organization has received any notices of debarment or suspension from contracting with other states within the United States.

Legal Name of Organization:

____________________________ ____________________________
Authorized Signatory Date

C. LETTER OF INTENT

State of Connecticut
Department of Mental Health and Addiction Services
REQUEST FOR PROPOSALS
DMHAS-SWS-Women's REACH-2024

Return to:
DMHAS Official Contact
Stacey Hubert
Email:
DMHAS.FiscalContracts@ct.gov

The organization below intends to submit a proposal in response to the above referenced RFP.

Note: This letter is a non-binding expression of interest and does not obligate the sender to submit a proposal.

Prospective Proposer:

		( ) -
Legal Name		Telephone Number
Mailing Address	Town, State	Zip Code

Contact Person:

Name	Title

Mailing Address	Town, State	Zip Code
( ) -	**( ) -**	
Telephone Number	FAX Number	E-mail Address

Person Authorized to Sign Contract:

Name	Title
Signature	Date

Identify Region(s) Applying For: ____

D. COVER SHEET

DMHAS- SWS-Women's REACH -2024
Department of Mental Health and Addiction Services
Due Date: 4/18/2024 3:00 PM EST

Primary Business Name FEIN # & UEI#

Business Address Telephone Number

Town, State Zip Code

Contact Person: (*Individual other than Authorized Official who can provide additional information about the proposal or who has immediate responsibility for the proposal*)

Name Title

Street Address Town, State, Zip Code

Telephone Number Facsimile Number E-mail Address

Authorized Official: (*Individual empowered to enter into and amend contractual instruments in the name and on behalf of the Contractor*)

Name Title

Street Address Town, State, Zip Code

Telephone Number Facsimile Number E-mail Address

Signature

Total Amount of Proposal: ____________________________

Identify Region(s) Applying For: ____________________________

E. BUDGET AND BUDGET NARRATIVE

DIRECT EXPENSES		ANNUAL Costs
5100: SALARIES		
5101	Staff Salaries & Wages (title, hourly rate and % of FTE)	
5102	Overtime	
5103	Non-Routine Comp. (specify in narrative)	
	Total Salaries	
5200: FRINGE BENEFITS		
5300: CONTRACTUAL SERVICES		
5301	Medical Professional	
5302	Behavioral Health Professional	
5303	Contracted Workers - Non-Payroll	
5304	Other Contractual (specify in narrative)	
	Total Contractual Services	
5400: TRANSPORTATION		
5401	Staff Travel Reimbursement	
5402	Vehicle Leases	
5403	Vehicle Maintenance	
5404	Other Transportation (specify in narrative)	
	Total Transportation	
5500: MATERIALS AND SUPPLIES		
5501	Food	
5502	Lab & Medical Supplies	
5503	Equipment (Less than $5,000)	
5504	Other Mtrls and Sppls (specify in narrative)	
	Total Materials/Supplies	
5600: FACILITIES		
5601	Rent and Real Estate Taxes	
5602	Security	
5603	Maintenance & Repair - Facility and Plant	
5604	Utilities	
5605	Other Facilities (specify in narrative)	
	Total Facilities	
5700: CAPITAL EXPENSES (> $5,000)		
5701	Capital Equipment	
5702	Depreciation	
5703	Other Capital (specify in narrative)	
	Total Capital Expenses	
5800: OTHER EXPENSES		
5801	Communications	
5802	Insurance	
5803	Housekeeping	

5804	Staff Training and Conferences	
5805	Drug Testing	
5806	Other (specify in narrative)	
	Total Other Expenses	
5900: CLIENT SUBSIDIES		
5901	Transportation	
5902	Nutrition/Food Vouchers	
5903	Education	
5904	Housing	
5905	Personal Items	
5906	Other Client Subsidies (specify in narrative)	
	Total Client Subsidies	
TOTAL DIRECT EXPENSES		
INDIRECT EXPENSES		
7100: ADMINISTRATIVE & GENERAL		
7111	Staff Salaries & Wages	
7120	Fringe Benefits	
	All Other A&G (Please provide details)	
TOTAL INDIRECT EXPENSES		
TOTAL		

Note:

This budget is available in an excel document. Please contact the official contact person for a copy.

Please attached an additional page describing the budget narrative.

F. Acknowledgement of Contract Compliance - 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.

*** INSTRUCTIONS** **Proposer must sign acknowledgment below, and return acknowledgment to awarding agency along with signed proposal.**

The undersigned acknowledges receiving and reading a copy of the "Notification to Bidders" form.

Signature: ________________________________

Date: ____________________

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 fifteen 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.

To download an electronic copy of the Notification to Bidders Contract Compliance Monitoring Report from CHRO:

https://www.ct.gov/chro/lib/chro/Notification_to_Bidders.pdf

Instructions:

1. ***Go to Contract Compliances Forms and Reports***
2. ***scroll down to the*** Forms and Reports for All State Contractors ***Section***
3. ***Notification to Bidders Contract Compliance Monitoring Report***

Please attach a copy of the **Notification to Bidders/ Contract Compliance Monitoring Report** to the Proposal.

G. Campaign Contribution Certification

STATE OF CONNECTICUT
CAMPAIGN CONTRIBUTION CERTIFICATION

Written or electronic certification to accompany a bid or proposal or a non-competitive contract with a value of $50,000 or more, pursuant to C.G.S. § 9-612.

INSTRUCTIONS:

Complete all sections of the form. Attach additional pages, if necessary, to provide full disclosure about any campaign contributions made to campaigns of candidates for statewide public office or the General Assembly, as described herein. Sign and date the form, under oath, in the presence of a Commissioner of the Superior Court or Notary Public. Submit the completed form to the awarding State agency at the time of submission of your bid or proposal (if no bid or proposal– submit this completed form with the earliest submittal of any document to the state or quasi-public agency prior to the execution of the contract), and if there is a change in the information contained in the most recently filed certification, such person shall submit an updated certification either (i) not later than thirty (30) days after the effective date of such change or (ii) upon the submittal of any new bid or proposal for a contract, whichever is earlier.

Check One:

☐ **Initial Certification**

☐ **Updated Certification because of change of information contained in the most recently filed certification**

CAMPAIGN CONTRIBUTION CERTIFICATION:

I certify that neither the contractor or prospective state contractor, nor any of its principals, have made any contributions to, or solicited any contributions on behalf of, any party committee, exploratory committee, candidate for state-wide office or for the General Assembly, or political committee authorized to make contributions to or expenditures to or for, the benefit of such candidates, in the previous four years, that were determined by the State Elections Enforcement Commission to be in violation of subparagraph (A) or (B) of subdivision (2) of subsection (f) of Section 9-612 of the General Statutes, without mitigating circumstances having been found to exist concerning such violation. Each such certification shall be sworn as true to the best knowledge and belief of the person signing the certification, subject to the penalties of false statement. If there is any change in the information contained in the most recently filed certification, such person shall submit an updated certification not later than thirty days after the effective date of any such change or upon the submittal of any new bid or proposal for a state contract, whichever is earlier.

All Campaign Contributions on behalf of any party committee, exploratory committee, candidate for state-wide office or for the General Assembly, or political committee authorized to make contributions to or expenditures to or for, the benefit of such candidate, for a period of four years prior to signing the contract or date of the response to the bid, whichever is longer, include:

Contribution Date	Name of Contributor	Recipient	Value	Description

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

____________________ **Printed Contractor Name**	____________________ **Printed Name of Authorized Official**

____

Signature of Authorized Official

Subscribed and acknowledged before me this_____________________day of__________________________, 20_____.

____

Commissioner of the Superior Court (or Notary Public)

_______________________________________My Commission Expires

H. PROPOSAL CHECKLIST

This is a tool for agencies to customize to make response process easier for respondents. It should be customized for each RFP. Agencies may determine to remove it if it causes confusion.

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

Key Dates

Procurement Timetable The Agency reserves the right to modify these dates at its sole discretion.		
Item	Action	Date
1	RFP Release	2/29/2024
2	Letter of Intent Due	3/11/2024
3	RFP/Bidder's Conference Date	3/14/2024
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

Proposal Content Checklist

☐ **Cover Sheet** including required information:

☐ **Table of Contents**

☐ **Executive Summary**: high-level summary of proposal and cost

☐ **Main proposal and with relevant attachments**. *Proposers should use their discretion to determine whether certain required information is sufficiently captured in the body of their proposal or requires additional attachments for clarification*. Additional attachments may include (bullets below are examples only):

- Organizational Expectations
- Services Expectations/Scope of Services
- Staffing Expectations
- Data and Technology Expectations
- Subcontractor – (not applicable)
- Work plan
- Financial Expectations
- Budget and Budget Narrative

Registration with State Contracting Portal (if not already registered):

☐ Register at: https://portal.ct.gov/DAS/CTSource/Registration

- ☐ **Submit Campaign Contribution Certification** (OPM Ethics Form 1): https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms
- ☐ **Valid Unique Entity Identifier (UEI)** obtained through www.sam.gov (prior to contract award). This is required for federally funded contracts.
- ☐ **Acknowledgement of Contract Compliance – Notification to Bidders**
- ☐ **IRS Determination Letter – Proof of Non-Profit status**
- ☐ **Three years of most recent annual audited financial statements; OR any financial statements prepared by a Certified Public Accountant** for proposers whose organizations have been incorporated for less than three years.
- ☐ **Proposed budget**, including budget narrative and cost schedules for planned subcontractors if applicable.
- ☐ **Conflict of Interest Disclosure Statement**
- ☐ **Statement of Assurances**
- ☐ **Declaration of Confidential Information**
- ☐ **Proof of DPH Clinical Licensure – (as applicable)**
- ☐ **Secretary of State recognition, Connecticut -** onlineBusinessSearch (ct.gov) Please provide documentation that you are registered to conduct business in the State of Connecticut Office of Secretary of the State.
- ☐ **Organizational Chart**
- ☐ **Resumes for Supervisors and Managers**

Formatting Checklist

☐ Is the proposal formatted to fit 8 ½ x 11 (letter-sized) paper?
☐ Is the main body of the proposal within the 15-page limit?
☐ Is the proposal in 12-point, Times New Roman font?
☐ Does the proposal format follow normal (1 inch) margins and 1 ½ line spacing?
☐ Does the proposer's name appear in the header of each page?
☐ Does the proposal include page numbers in the footer?
☐ Are confidential labels applied to sensitive information (if applicable)?