

**STATE OF CONNECTICUT PROCUREMENT NOTICE**

# Request for Proposals (RFP) For Housing and Homeless Services Training and Program Monitoring

RFP Name: Housing and Homeless Services Training  
and Program Monitoring

**Issued By:**

**Department of Housing and the  
Department of Mental Health and  
Addiction Services  
December 2, 2024**

The Request For Proposal is available in electronic format on the  
State Contracting Portal by filtering by Organization for Department  
of Housing

<https://portal.ct.gov/DAS/CTSource/BidBoard>

or from the Agency's Official Contact:

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The RFP is also available on the Departments' website at

<http://www.ct.gov/doh>

<http://www.ct.gov/dmhas>

## RESPONSES MUST BE RECEIVED NO LATER THAN January 24, 2025

The Department of Housing is an Equal Opportunity/Affirmative Action Employer.

The Agency reserves the right to reject any and all submissions or cancel this procurement at any time if deemed in the best interest of the State of Connecticut (State).

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## I. GENERAL INFORMATION

### ■ A. INTRODUCTION

1. **RFP Name and Number.** Homeless Services Monitoring and Training CTDOH 2024-0314
2. **RFP Summary.** The State of Connecticut, Department of Housing (DOH) is seeking private provider organizations (defined as non-state entities that are either nonprofit or proprietary corporations or partnerships) to provide comprehensive training courses to permanent supportive housing and homeless service programs (Outreach, Coordinated Entry, Diversion, Shelter and Rapid Rehousing) as well as program monitoring and technical assistance to permanent supportive housing and homeless service programs throughout Connecticut. This RFP is in collaboration with the Department of Mental Health and Addiction Services (DMHAS). The awardee will enter into separate contracts with both DOH and DMHAS. Each Agency will issue their own contract for training, monitoring, and technical assistance.
3. **Commodity Codes.** The services that the Agency wishes to procure through this RFP are as follows:
  - 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: Steve DiLella  
Address: 505 Hudson Street, Hartford, CT 06106  
Phone: 860-205-0981  
E-Mail: Steve.DiLella@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 shall submit the following information pertaining to this application to this portal (on their supplier profile), which will be checked by the Agency contact.
  - Secretary of State recognition – Click on appropriate response
  - Non-profit status, if applicable
  - Notification to Bidders, Parts I-V
  - Campaign Contribution Certification (OPM Ethics Form 1):  
<https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>

**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/doh>
- State Contracting Portal (go to CTsource bid board, filter by Department of Housing  
<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: December 2, 2024
- Letter of Intent Due: January 10, 2025
- Deadline for Questions: December 20, 2024
- Answers Released: January 3, 2025
- Proposals Due: January 24, 2025 3:00 P.M. EST

**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: \$1,231,476 annually
- Number of Awards: To be determined
- Contract Cost: Confidential
- Contract Term: July 1, 2025 – June 30, 2028

**6. Eligibility.** Private organizations (defined as non-state entities that are 501(c) (3) nonprofit corporations or partnerships) are eligible to submit proposals in response to this RFP. Individuals who are not a duly formed business entity are ineligible to participate in this procurement.

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

To be considered for the right to negotiate a contract, a respondent must have five (5) years' experience with providing high quality educational training, both virtually and in person in topic areas related to homelessness, Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome (HIV/AIDS) housing and Supportive Housing. In addition, experience conducting State of CT human services contract monitoring and evaluation is also required. Applicants are encouraged to collaborate and subcontract with agencies who have the required expertise in each area.

- a. Successfully implemented and maintained an online training platform with a focus on human services content.
- b. History of working collaboratively with National organizations focused on homelessness, HIV/AIDS and supportive housing.
- c. Experience with conducting human services program monitoring and evaluations.
- d. Experience with CT HMIS data and reporting.

DOH reserves the right to reject the submission of any respondent that is in default of any current or prior contract with the State.

**8. Letter of Intent.** A letter of intent is required by this RFP. The letter should include the type of funding being requested and any proposed partners and subcontractors that will be included in the proposal. The letter of intent is due to the official contact by January 10, 2025.

**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

**10. RFP Conference.** An RFP conference will not be held to answer questions from prospective proposers.

**11. 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:

**January 24, 2025 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.

**An acceptable submission must include the following:**

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

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

The electronic copy of the proposal must be emailed to official agency contact for this procurement. The subject line of the email must read: Homeless Services Training and Program Monitoring. Required forms and Attachments 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.

Proposers should keep original signatures on file for future reference.

- 12. Multiple Proposals.** The submission of multiple proposals is not an option for this procurement. Respondents should indicate if they are applying for only training funds, only monitoring/technical assistance funds, or a combination of both.

## II. PURPOSE OF RFP AND SCOPE OF SERVICES

### ■ A. AGENCY OVERVIEW

#### **Department of Housing (DOH)**

The Department of Housing (DOH) strengthens and revitalizes communities by promoting affordable housing opportunities. DOH seeks to eliminate homelessness and to catalyze the creation and preservation of quality, affordable housing to meet the needs of all individuals and families statewide to ensure that Connecticut continues to be a great place to live and work.

DOH works in concert with municipal leaders, public agencies, community groups, local housing authorities, and other housing developers in the planning and development of affordable homeownership and rental housing units, the preservation of existing multi-family housing developments, community revitalization and financial and other support for our most vulnerable residents through our funding and technical support programs. As the State's lead agency for all matters relating to housing, DOH provides leadership for all aspects of policy and planning relating to the development, redevelopment, preservation, maintenance and improvement of housing serving very low, low, and moderate income individuals and families. DOH is also responsible for overseeing compliance with applicable statutes, regulations and financial assistance agreements for funded activities through long-term program compliance monitoring.

#### **Department Mission**

"The Department of Housing's mission is to ensure everyone has access to quality housing opportunities and options throughout the State of Connecticut."

#### **Department of Mental Health and Addiction Services (DMHAS)**

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 population 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**

### **Homeless Services Training**

The Department of Housing and The Department of Mental Health and Addiction Services are partnering to combine funding sources to create a streamlined and statewide system of training and program monitoring for all programs throughout the Supportive Housing and Homeless Service System. Historically separate contracts have been awarded for training for homeless shelters, HIV/AIDS housing programs and Permanent Supportive Housing programs. Many agencies operate all three types of programs but have had to go to three different sources to obtain the required trainings. All of these programs that have training needs that overlap, with almost all of them requiring the same core competencies. It is our vision to create an online platform in which staff can access trainings at any time of day; learning pathways will be created for different program types; reporting and tracking of staff/agency completion of trainings will be available. We envision the awardee will collaborate with national best practices leaders to create cutting edge content. We also envision that regularly scheduled in person and live online trainings will also be made available, to meet the various learning needs of the staff throughout the state. All trainings, online and in person, should be at **no cost** to the housing and homeless service provider. The funds through this proposal must be used to cover the costs associated. DOH and DMHAS can work with the awardee to locate state training space for in person trainings to alleviate costs.

### **Program Monitoring and Technical Assistance**

DOH and DMHAS have a similar intent to streamline and build efficiencies with the program monitoring component. Many of the DOH and DMHAS grantees operate some or all of the different program types (diversion, emergency shelter, rapid rehousing, AIDS housing, street outreach and permanent supportive housing). Yet they are monitored by three or four different organizations currently. We envision a single process for program monitoring, one that shares the same tools, expectations, and feedback mechanisms to providers. We envision that high performing programs that score highly on monitoring visits will skip future years of monitoring, thus allowing more time to be spent providing technical assistance with lower performing programs. We envision a feedback loop between the issues identified through monitoring and the development of trainings to address those issues. We envision that data from HMIS plays an important role in program monitoring, not only scoring for performance and outcomes, but also noticing trends and using case notes to assess for case management competency.

Below is the total amount of programs that require monitoring through this funding opportunity. Diversion/Hubs are subject to change with future funding pending.

<b>Program Type</b>	<b>Agencies</b>	<b>Total Programs</b>
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Shelter	33	36
Rapid Rehousing ESG only	7	7
AIDS Housing/HOPWA	13	13
PSH State funded	38	120
Diversion/Hubs	5	11
CAN Backbone	6	8

The DOH has recently hired a Housing Specialist position that will be responsible for overseeing all Continuum of Care DOH contracts, including program monitoring and providing technical assistance. In addition, DOH currently employs a Housing Specialist who oversees the YHDP (Youth Housing Demonstration Program) CoC programs. The awardee should plan to collaborate with these positions on site visits, monitoring tools, and technical assistance. The DOH CoC and YHDP programs are not reflected in the table above, which includes several Rapid Rehousing (RRH) programs and 1 PSH program.

## ■ C. SCOPE OF SERVICE DESCRIPTION

### 1. Organizational Expectations

Private provider organizations (defined as non-state entities that are either nonprofit or proprietary corporations or partnerships) are eligible to submit proposals in response to this RFP. Individuals who are not a duly formed business entity are ineligible to participate in this procurement. To be considered for the right to negotiate a contract, a respondent or subcontractors must the following minimum qualifications:

- a. Successfully implemented and maintained an online training platform with a focus on human services content.
- b. History of working collaboratively with National organizations focused on homelessness, HIV/AIDS and supportive housing.
- c. Experience conducting human services program monitoring and evaluations.
- d. Experience with HMIS data and reporting.

### 2. Deliverables

#### Homeless Services Training

- Set up a Statewide Learning Management System (LMS)
  - or utilize existing, if applicant already has one in use
- Populate learning management system with trainings to be decided on in consultation with DOH and DMHAS.
- Recorded trainings may exist and can be reused if applicable.
- The current Core Trainings for DMHAS PSH are:
  - Working in Supportive Housing: An Orientation for New Case Managers
  - Principles of Motivational Interviewing in Supportive Housing
  - Service Planning in Supportive Housing
  - Addressing Substance Use in Supportive Housing
  - Using the Supportive Housing Acuity Index
  - Essentials of Quality Supervision in Housing (Supervisors Only)
- Examples of new trainings include:
  - De-escalation
  - Housing Case Management
  - Writing Case Notes
  - Harm Reduction and Housing First
  - Trauma Informed Care
  - Understanding Homelessness 101



- Operating a Low Barrier Shelter
- Trainings for specific program types to be developed for:
  - Emergency Shelter
  - Rapid Rehousing
  - AIDS Housing
  - Permanent Supportive Housing
  - Street Outreach
  - Diversion
  - Supervision/Program Management
- Ensure the LMS is maintained, provide technical assistance to users when they have issues
- Develop reports of usage of LMS
  - Provide quarterly reports to DOH and DMHAS on usage of the system, types of trainings most frequently taken, outcomes and feedback survey results
- Set up schedule of live (in person and virtual) trainings in consultation with DOH and DMHAS
  - Facilitate trainings with in-house staff or subcontract with subject matter expert to facilitate
  - Organize meeting space, tracking of attendees, and refreshments for attendees

### **Program Monitoring and Technical Assistance**

- Develop a monitoring tool for each of the program types
- Review and enhance existing monitoring policies and procedures, including items to be reviewed, scoring methodology, data reports from HMIS to be reviewed and procedure for corrective action
  - High performing programs will be made exempt from annual monitoring and enter into a 3year rotation of future monitoring visits.
- Obtain previous monitoring results from DOH and DMHAS
- Set a schedule and notify agencies of monitoring dates
  - Create a shared calendar with all monitoring visits planned and completed
  - Create a shared file system to store all monitoring reports and tools
- Conduct monitoring visits, complete reports and review with DMHAS and DOH prior to sending to agency
- Develop plans for technical assistance for poor performing programs

### **3. Staffing Expectations**

- The awardee should have staff with expertise in
  - training and education
  - developing online learning content
  - program monitoring and evaluation
  - data and reporting
- The awardee should have sufficient staff to implement the project including staff to oversee the scheduling of trainings, monitoring visits, and reports due to the programs and DOH/DMHAS.
- The awardee may have one or more subcontractors, including those with subject matter expertise in training topic areas.

### **4. Data and Technology Expectations**

- The awardee should have experience with CT HMIS (Caseworthy) to be able to run reports on the programs being monitored. DOH and DMHAS can help facilitate the awardee being given appropriate access levels to CT HMIS.

- The awardee may be required to use DMHAS's DDaP system to pull records to prepare for monitoring visits. Experience using DDaP is preferred.
- The awardee should have technology to hold in person trainings including laptop, projectors, audio systems.
- The awardee should have significant experience developing educational content and maintaining an LMS, or partner with an organization who has this experience.
- The awardee should have technology infrastructure to conduct monitoring visits via laptop in the field, set up shared calendars and file systems to share documents with DOH and DMHAS related to monitoring visits and outcomes.

#### **5. Financial Expectations**

- *Financial Control Procedures*
- *Financial Status Reports*
- *Audited Financial Statements*

#### **6. Budget Expectations**

- Respondents should provide separate budgets for training and program monitoring. Include detailed budgets from subcontractors included in the proposal as well. The total amount available for this RFP is expected to cover both training and program monitoring. A responsive budget would make a reasonable split between the two, ideally leveraging staff and resources to cover both activities.
- For year one (1), the awardee may use up to 15% of the award for start up costs, including procuring an LMS, hiring educational consultants to develop content, etc. Please include a line in the budget for start up costs.

### **■ 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 The Agency. The Agency looks forward to working with providers to define additional important performance metrics.

- LMS with an array of trainings is live and in use by the end of year one (1) of the contract.
- LMS is utilized by 90% of DOH and DMHAS Homeless Service System providers.
- Awardee will conduct monitoring visits of at least 50% of all programs annually.
- Awardee will have 75% satisfaction with trainings via post training surveys.
- Awardee will host and facilitate at least six (6) in person trainings annually.
- Awardee will attend monthly meetings with DOH and DMHAS to review progress on implementation of training and monitoring activities.
- Awardee will provide quarterly status reports.

### **■ E. CONTRACT MANAGEMENT/DATA REPORTING**

As part of the State's commitment to becoming more outcomes-oriented, DOH and DMHAS, seek 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, Departments of Housing and Mental Health and Addiction Services reserve the right to request/collect other key data and metrics from providers.

### III. PROPOSAL SUBMISSION OVERVIEW

#### ■ A. SUBMISSION FORMAT INFORMATION

1. **Required Outline.** All proposals must follow the required outline presented in Section IV – Proposal Outline. Proposals that fail to follow the required outline will be deemed non-responsive and not evaluated.
2. **Cover Sheet.** The Cover Sheet is Page 1 of the proposal. Proposers must complete and use the Cover Sheet form provided by the Agency in the Appendix.
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 2-pages, of the main proposal and cost proposal. The summary must also include the organization’s eligibility and qualifications to respond to this RFP.
5. **Attachments.** Attachments other than the required Attachments or Forms identified in the RFP are not permitted and will not be evaluated. Further, the required Attachments or Forms must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions will result in disqualification.
6. **Style Requirements.** *THIS IS AN ELECTRONIC SUBMISSION*

Submitted proposals must conform to the following specifications:

- Paper Size: 8.5"x11" format
  - Page Limit: 15 pages
  - Font Size: 11 point minimum
  - Font Type: Arial or Tahoma
  - Margins: 1"
  - Line Spacing: Single Spaced
7. **Pagination.** The proposer’s name must be displayed in the header of each page. All pages, including the required Attachments and Forms, must be numbered in the footer.
  8. **Packaging and Labeling Requirements.** n/a
  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 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 Commissioner 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.

- Organizational Profile 20%
- Scope of Services 30%
- Staffing Plan 10%
- Data and Technology 10%
- Subcontractors 5%
- Financial Profile 10%
- Budget and Budget Narrative 15%

Note:

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.

## 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: Cover Sheet**

The Respondent must use the [Cover Sheet](#) linked in this proposal.

*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 two (2) pages 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 Requirements To Submit a Responsive Proposal**

**\*\*\*Please note the maximum total page length for this section is fifteen (15) pages (all Attachments and other attachments should be referred to in section D and then placed in section E. The Agency Review Committee will not read answers longer than fifteen (15) pages in this section.**

### 4.1 Application Submission Details

*4.10 Application Service Geography:* Applications should clearly identify that they are capable of covering the entire State of Connecticut for training and program monitoring.

## **4.2 Strengths and Qualifications of Agency & Staff**

*4.20 Organization Description and History:* Provide a general overview of your organization including its history and prior experiences engaging with relevant key stakeholders such as Homeless Service Organizations, national experts on homelessness, and experience conducting human services program monitoring.

A responsive proposal shall include a summary of the respondent's overall qualifications to implement and oversee trainings relevant to homelessness and/or program monitoring. If the respondent is proposing the use of any subcontractors or partners to provide any funded activity of the services required by this RFP, provide this information about each subcontractor and partner. At a minimum, the respondent must include the following specific details regarding the respondent's organization:

a. **Purpose/Mission:** Describe how the proposed program fits within the organization's mission and current programs configuration. Summarize the services the organization currently provides within the State of Connecticut and nationally (if applicable). Submit Agency Organizational chart in Section E. Attachments.

b. **Entity Type/Years of Operation:** Give a brief overview of the organization. Demonstrate a minimum of two (2) years of experience providing training and/or technical assistance to homeless service organizations. Also demonstrate a minimum of two years' experience conducting human services program monitoring and evaluation.

c. **Qualifications and Relevant Experience:** Summarize the respondent's ability to administer city, state and/or federal grants. Describe any potential risks to DOH and risks that could be encountered by acting as a DOH contractor; propose solutions or approaches for managing those risks that show the respondent's familiarity and sensitivity with performing the work proposed in the respondent's response to this RFP.

d. **References:** Provide three (3) specific programmatic references (not letters of reference). References must be persons able to comment on the organization's capability to perform the services specified in this RFP. References must include the company name, and the name, mailing address, telephone number, and e-mail address of a specific contact person. The contact person must be an individual familiar with the organization and its day-to-day performance. References cannot be the organization's current employees. If the organization has been a State of Connecticut contractor within the past five (5) years, the organization must include a State of Connecticut reference. The organization may include a DOH reference in the proposal; however, the individual may have to refuse if s/he will be involved in the evaluation of proposals received in response to this RFP. Organizations are strongly encouraged to contact their planned references in advance to ensure the accuracy of their contact information and their willingness and ability to provide references. DOH expects to contact these references as part of the evaluation process.

e. **Unique Entity Identifier:** List the organization's UEI identification number.

f. **Collaboration:** Describe the current and/or previous collaboration with other housing and supportive service providers within the State of Connecticut and its impact on improving service delivery and reducing barriers to effectively keep clients in stable housing. Provide a specific list of the providers and describe the benefit of the



collaboration. Describe agency participation in regular CAN meetings, Continuum of Care meetings, Community Care Teams and CT Opening Doors committee meetings, if any.

g. Quality Assurance:

1. Program Audit Compliance: State the respondent's experience being in compliance with past contracts and/or directives. State any deficiencies identified in recent annual program audits, monitoring or corrective action plans, and if applicable, steps taken to complete any recommendations.

### 4.3 Scope of Work

A responsive proposal shall thoroughly address each of the following including specifying where appropriate, the use of any subcontractors or partners:

A. Eligible Activities: identify which of the following eligible activity(ies) will be addressed. State the amount of funding being requested for each activity. Eligible activities shall include one or both of the following:

- Training for Housing and Homeless Service Providers
- Program Monitoring and Technical Assistance

B. Service/Catchment Area(s): Describe how the respondent has ability to provide the eligible activities across the State of Connecticut.

C. Service Populations: Describe the respondent's experience and expertise in working with the Homeless population, HIV/AIDS population, and Mental Health/Substance Abuse population.

D. Delivery Plan/Systems/Processes/Protocols:

1.) Describe the proposed training program for the housing and homeless service system:

- Describe the proposed implementation of a Statewide LMS, including potential software vendors. If the respondent already is using an LMS, please describe the existing system and the ability to scale up to the needs identified in this funding opportunity.
- Describe the capacity of the respondent to develop high quality educational material for the LMS. Include examples of previous training material developed relevant to this proposal.
- What features will be utilized in the online training material to engage the learner and ensure the learner has obtained the knowledge necessary?
- Describe the courses that are anticipated to be developed, or already exist, that are relevant to each of the program types:
  - Homeless Shelters
  - Rapid Rehousing
  - HIV/AIDS Housing
  - Permanent Supportive Housing
  - Street Outreach
  - Coordinated Entry/Diversion
- Describe the respondents plan to oversee and manage the LMS, including onboarding users, marketing the new platform, and providing technical support to users.
- Describe the respondents plan to develop reports based on the usage of the LMS.
- Describe the capacity of the respondent to develop and carry out a series of live trainings throughout the State of Connecticut.

- Identify potential topics best addressed via a live training and potential trainers.
  - Provide a two-year timeline of implementation for the training component of this proposal. The timeline may be imbedded in the proposal or submitted as an attachment.
  - Describe activities to be carried out in Year one (1) related to program start up. Provide estimated costs in the budget related to these activities.
- 2.) Describe the proposed program monitoring and technical assistance for the housing and homeless service system:
- Describe the respondents experience conducting program monitoring, program evaluation and technical assistance for housing and homeless service programs, or related programs in human services.
  - Describe the respondents' capacity to conduct the scale of program monitoring required through this funding opportunity. (See chart of programs in Section B Program Overview).
  - Describe the respondents plan to collaborate with the DOH Housing Specialists assigned to monitor CoC Programs to ensure continuity for providers and align tools and scoring methodology.
  - Described the proposed methods of program monitoring and evaluation to be used including any monitoring tools, chart reviews, focus groups with clients and use of data and reports. Describe how the methods might be adjusted for the different program types:
    - Homeless Shelters
    - Rapid Rehousing
    - HIV/AIDS Housing
    - Permanent Supportive Housing
    - Coordinated Entry
    - Diversion
  - Described the proposed methods and technology to be used to track the results of the program monitoring results and share with DOH and DMHAS.
  - Described the respondents experience providing technical assistance to housing and homeless service programs.
  - Provide a two-year timeline of the program monitoring component of this proposal, including a sample schedule of monitoring visits. The timeline may be imbedded in the proposal or submitted as an attachment.
  - Describe activities to be carried out in Year One (1) related to program start up. Provide estimated costs in the budget related to these activities.

#### **4.4 Staffing Plan**

A responsive proposal shall include the following information about the number and qualifications of staff that the respondent intends to employ to deliver the work required by this RFP. If the respondent is proposing the use of any subcontractors or partners to provide any of the services required by this RFP, provide this information about each subcontractor and partner.

a. Key Personnel: Provide the names and/or titles of proposed personnel, the number of hours per week and percentage of time to be dedicated to the program, and how this staffing pattern will successfully meet this RFP's requirements in light of any other similar obligations for any other entity. Indicate vacant or new positions. Summarize the organization's procedures to secure and retain professional staff, and the method of evaluating personnel performance. Identify who will be responsible for program management responsibilities that shall include, but not be limited to: a) day-to-day oversight of the program; b) attending all program meetings at the request of DOH; and c.) responding to DOH and DMHAS's requests for program status updates, and ad hoc and interim reports.

Job Descriptions/Resumes: Attach current job descriptions in Section E. Attachments for all proposed funded positions and resumes for all key personnel that are currently employed by the organization.

#### **4.5 Data and Technology**

A responsive proposal shall provide the following information about the respondent's information management and performance measurement systems. If the respondent is proposing the use of any subcontractors or partners to provide any of the services required by this RFP, provide this information about each subcontractor and partner.

- a. Describe the respondent's capacity to collect program level reports using HMIS or the respondent's ability to implement such data collection no later than three months after the resulting contract start date.
- b. Please describe how you plan to use data (HMIS) to determine program effectiveness.

#### **4.6 Subcontractors**

The use of subcontractors and partnerships is allowed. If the respondent is proposing the use of any subcontractors or partners to provide any of the services required by this RFP, each subcontractor and partner must be identified in the proposal. All subcontractors and partners are subject to DOH's and DMHAS's prior approval. Information that is requested about the respondent must also be provided about each subcontractor and partner where indicated throughout the RFP.

In addition, a responsive proposal must include the following information about each proposed subcontractor and partner.

- a. Legal Name, Mailing Address, Federal Employer Identification Number (FEIN), and UEI number
- b. Contact Person Name, Title, Telephone Number, E-mail Address
- c. Services to be provided
- d. Subcontract or Partnership Agreement Cost and Term
- e. A Selected respondents shall be required to submit a copy of a written agreement with each subcontractor and partner prior to contract execution with DOH and DMHAS.
- f. A letter of support from each subcontractor and partner, indicating willingness to perform all the services to be provided throughout the entire contract period, shall be included in Section E. Attachments. Each letter must specify the services that will be provided and be signed by an authorized official of the subcontractor or partner.

#### **4.7 Financial Profile**

A responsive proposal shall include the following information about the proposer's fiscal stability, accounting and financial reporting systems, and relevant business practices.

- a. Financial Capacity: Describe the respondent's financial capacity to properly isolate State related income and expenditures. Discuss the internal controls used to ensure that i) a thorough record of expenditures can be provided for purposes of an audit and ii)

administrative/indirect costs on these funds that were previously administered by the respondent did not exceed 18 percent (State funds).

Submit one (1) copy of the respondent's most recent annual financial statements prepared by an independent Certified Public Accountant and reviewed or audited in accordance with Generally Accepted Accounting Principles (GAAP) (USA) and one copy of Form 990. The copies shall include all applicable financial statements, auditor's reports, management letters, and any corresponding reissued components. These copies do not count toward the total page limit of the proposal. One copy only of each shall be included with the original proposal in Section E Attachments.

b. Leveraged Funds: Describe the respondent's long-term strategy to sustain funding for the program and explain how DOH and DMHAS funds may be used to leverage other funding.

c. Mixed Funding: If the respondent proposes to assign staff to this program that are paid from various funding sources, describe how staff time utilized for this program will be tracked for eligible expenditures only.

#### **4.8 Cost Competitiveness and Budget Narrative**

a. Budget: A responsive proposal shall include a line-item budget that depicts the allowable costs associated with the program, utilizing the budget form that is embedded in this section as a hyperlink. [Blank DOH budget - DOH.xls](#) All pages should be submitted and, as they are forms, are not included in the page limit. Proposals will be competitively scored on financial feasibility. Provide separate budgets for training and program monitoring if applying for both.

b. Budget Narrative: A responsive proposal shall detail how costs included in the line-item budget were calculated. Either Microsoft Office Word or Excel format is acceptable. Allowable costs are those associated with the following eligible activities.

Note 1: DOH and DMHAS reserves the right to fund portions of a proposed budget and/or require adjustments.

Note 2: DOH and DMHAS reserves the right to consider all factors including cost in the final selection of a successful respondent. The opportunity to negotiate a contract with DOH and DMHAS will not be awarded based on cost alone.

#### ***E: Attachments***

Attachments other than the required attachments identified are not permitted and will not be evaluated. 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.

- a. Agency Organizational Chart
- b. Project timelines
- c. Job Descriptions
- d. Resumes of Key Personnel
- e. Letter of Support from Subcontractor (if applicable)
- f. Audited Financial Statements
- g. IRS Form 990


#### ***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 Appendix .

## 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](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](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

BFO	Best and Final Offer
BNL	<i>By Name List</i> - An online system accessible to each Coordinated Access Network (CAN), which is used to prioritize persons experiencing homelessness for any housing resource for which they are eligible
CAN	<i>Coordinated Access Network</i> - A collaboration of service providers working together through various monthly meetings to streamline and standardize the process for Consumers to access assistance. There are 7 CAN regions in CT. Here is the map <a href="https://cceh.org/wp-content/uploads/2019/04/CT-CAN-Map-2019-with-names-1-768x593.jpg">https://cceh.org/wp-content/uploads/2019/04/CT-CAN-Map-2019-with-names-1-768x593.jpg</a>
C.G.S.	Connecticut General Statutes
CHRO	Commission on Human Rights and Opportunities (CT)
COC	Continuum of Care - A coalition of private and public-sector agencies and individuals working to prevent and end homelessness in Connecticut
Consumer	Individuals, age eighteen (18) or older who are homeless or at risk of homelessness, who have a diagnosed mental health and/or substance use disorder
CT	Connecticut
DAS	Department of Administrative Services (CT)
DDaP	DMHAS Data Performance - A web-based data entry and on-line file processing application that simplifies the collection of data needed for State and Federal Reporting by the Private Non-Profit (PNP) agencies
Disabling Condition	A physical, mental, or emotional impairment, including an impairment caused by alcohol or drug use, post-traumatic stress disorder, or brain injury that is expected to be long continuing or of indefinite duration; and substantially impedes the individual's ability to live independently; and could be improved by the provision of more suitable housing conditions. Also, the disease of acquired immunodeficiency syndrome (AIDS) or any condition arising from the etiologic agency for acquired human immunodeficiency virus (HIV)
DMHAS	Department of Mental Health and Addiction Services (CT)
DOH	Department of Housing (CT)
FOIA	Freedom of Information Act (CT)
Harm Reduction	A Public Health strategy that includes range of public policies designed to lessen the negative social and/or physical consequences associated with various human behaviors, both legal and illegal
HIV/AIDS	HIV, or human immunodeficiency virus, is the virus that causes AIDS (acquired immunodeficiency syndrome) and can be transmitted during sexual intercourse; by sharing syringes; or perinatally during pregnancy, childbirth or breastfeeding.

HMIS	<i>Homeless Management Information System</i> - An electronic data collection system that stores consumer-level information about homeless persons who access the homeless service system
Homeless	To be homeless is when a person or family resides in one (1) of the following places or circumstances: <ol style="list-style-type: none"> <li>1. Places not meant for human habitation such as cars, parks, sidewalks, and abandoned buildings;</li> <li>2. Emergency shelters;</li> <li>3. Safe Havens;</li> <li>4. Transitional or rapid re-housing for homeless persons or families who originally came from the streets or otherwise outdoors or an emergency shelter and who lacks the resources to be able to sustain a rental unit once the rapid rehousing rental assistance terminates;</li> <li>5. Any of the above places but is spending a short period of time, up to ninety (90) consecutive days, in a hospital or other institution;</li> <li>6. Is being evicted within one (1) week from a private dwelling and no subsequent residence has been secured and the person lacks the resources and support networks needed to obtain housing; or</li> <li>7. Is being discharged within one (1) week from an institution in which the person has been a resident for no more than ninety (90) consecutive days and no subsequent residence has been secured, and the person lacks the resources and support networks needed to obtain housing</li> </ol>
Housing First	An Evidence Based Practice and approach to ending homelessness that centers on providing housing as quickly as possible, and then providing support services as needed
H2H	Homeless to Housing Services program
HUD	Department of Housing and Urban Development (U.S.)
IRS	Internal Revenue Service (U.S.)
LMHA	Local Mental Health Authority
LOI	Letter of Intent
OAG	Office of the Attorney General (CT)
OPM	Office of Policy and Management (CT)
OSC	Office of the State Comptroller (CT)
P.A.	Public Act (CT)
POS	Purchase of Service
PSH	<i>Permanent Supportive Housing</i> - permanent housing in which housing assistance (e.g., long-term leasing or rental assistance) and supportiveservices are provided to assist households with at least one member (adult or child) with a disability in achieving housing stability
RFP	Request For Proposals
RRH	Rapid Rehousing
SEEC	State Elections Enforcement Commission (CT)
SAMHSA	Substance Abuse and Mental Health Services Administration
Universal Data Elements	Data and standards identified in the HMIS Data and Technical Standards, as required by HUD, (Attachment A). HMIS Data and Technical Standards shall include but not be limited to standardized information on the characteristics,

	service patterns and service needs of homeless persons and families.
Unsheltered Homelessness	When a person or family resides in places not meant for human habitation such as cars, parks, sidewalks, and abandoned buildings and need to be located and connected to services
U.S.	United States

- *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

**B. STATEMENT OF ASSURANCES**

Department of Housing  
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 or any official of the organization nor any subcontractor the Respondent or 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 or any official of the organization nor any subcontractor to the Respondent or 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

