

Addendum 1

State of Connecticut Department of Mental Health and Addiction Services

RFP # DMHAS-PREV-BRYCWP-2026

The Department of Mental Health and Addiction Services (DMHAS) is issuing **Addendum 1** to the **Building Resilient Youth and Communities with Prevention (BRYCWP) RFP**.

- A. Questions and Answers** – The following are DMHAS responses to the questions received during and after the Bidder’s Conference.

In the event of an inconsistency between information provided in the RFP and information in these answers, **the information in these answers shall control**.

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1. **Question:** 2c on p.11, it says “Successful responses will include key socio-demographic characteristics”. Will our answer to this question be required to comply with federal Executive Orders regarding mention of gender, race, language, income, etc., or not?

Answer: Proposer must identify and describe the characteristics of their community using objective, population-level data to ensure prevention strategies are appropriately aligned with local needs, risk factors and service gaps.

2. **Question:** In Questions 2f thru 2i, several “statements of commitment” from the proposer are requested. Must these statements be incorporated into the narrative, or can they be provided as separate letters in the attachments?

Answer: See page 19 section III.B.4 (Evaluation Criteria (and Weights))
Statements of Commitment should be incorporated within the sections they are asked for, to align with Evaluation Criteria.

3. **Question:** Under “optional prevention priorities” you listed “illicit drugs.” Can you please define “illicit”? Does this mean opiates specifically? Opiates and cocaine? Is it open to our interpretation?

Answer: Illicit drugs are defined as drugs that are illegal to make, sell, or use under federal law or drugs that are used in ways not directed by a medical professional.

4. **Question:** For agencies that do not meet the requirements for financial audits, is a financial review acceptable as submission?

Answer: Yes.

5. **Question:** Is there a specific survey instrument that must be used?

Answer: See page 16 section II.D (Performance Measures). Survey instrument must collect performance metrics identified within the RFP.

6. **Question:** On C. Scope of Service #5 Subcontractor it indicates the resume of the selected Independent Local Evaluator must be submitted with the application. We are required by local ordinance to go out to bid for any subcontracted services for a multi-year contract. We can include the job description that will be included in the RFP to contract an evaluator - will this suffice?

Answer: See page 14 section II.C.5.a (Subcontractor)
*“Resume and job description **must be submitted** as part of this application.”*

7. **Question:** What is the requirement to collect survey data from young adults (post high school)?

Answer: See page 16 section II.D (Performance Measures)
Survey instrument(s) must collect performance metrics identified within the RFP, for 12-20-year-olds.

8. **Question:** Can supervisory or administrative staff support this program as key personnel but not charge any effort to the grant?

Answer: Yes.

9. **Question:** If we chose to focus on alcohol use and one other substance, how many evidence-based strategies should be incorporated into our proposal?

Answer: See page 10 section II.B.6 (Evidence-Based Strategies)
“All funded proposers must implement at least two (2) evidence-based strategies or environmental strategies **per substance** through the Planning phase of the SPF.”

10. **Question:** Are schools of medicine eligible if they are a 501(c)(3) tax-exempt entity?

Answer: Yes. 501(c)(3) tax-exempt entity are eligible.
“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 proposers 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.”

11. **Question:** Should the budget include only the first year like the work plan or all five years?

Answer: See page 15, Section C.8.a (Budget Expectations).

“An **itemized budget is required for Year 1** (07/01/2026-06/30/2027).”

Years 2-5 are not required.

12. **Question:** Our youth surveys normally are conducted in the school system, so they include 12–18-year-old students, not 12-20 years old. Are we to expand the surveys to ensure 19–20-year-olds are covered?

Answer: See page 16 section II.D (Performance Measures)

Survey instrument(s) must collect performance metrics identified within the RFP, for 12-20-year-olds.

13. **Question:** Under Organizational Requirements, A, iv, it states “Proposer must have completed a financial audit within the past two (2) years and include documentation or a summary of findings in the proposal.” The financial audit is also listed under in 2 other places in the RFP – under C.7.a on the bottom of page 14 and under C.7.b at the top of page 15. However, it says it does not need to be provided if they are available in the EARS system or if we are already contracted with the department. Do we need to include the financial audit? Or is it enough to state that we have had one?

Answer: Refer to Legal Notice page 14 under section C.7a., Financial Requirements (Cost Proposal Component)

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.

14. **Question:** In various parts of the RFP the funding is identified as federal funding, however the RFP is being released by DMHAS, a state agency. Does this mean if SAMHSA cancels this grant to DMHAS, DMHAS will cancel this grant to awardees in response?

Answer: See page 5, Section I.B.5 (Contract Awards)

The funding source is Federal. DMHAS reserves the right to **amend or extend** the contract term **based on the availability of funding**.

15. **Question:** Our audit reports at 80+ pages and are submitted to OPM. Should the full report be included? Page numbered? It can make the file size too large to get through email sometimes - if that happens can we break our application into two files/two emails?

Answer: Refer to Question 13.

16. **Question:** Can you explain "Client subsidies" under Unallowable Costs? Does this include gift cards to local businesses?

Answer: The "Client Subsidies" section of the DMHAS Budget Template is designed for clinical programs. Budgets must adhere to the Substance Abuse and Mental Health Services Administration (SAMHSA) terms and conditions.

[Standard Terms and Conditions | SAMHSA](#)

17. **Question:** We have used a survey from a local evaluator in this area for the last 6 years, if we choose a different evaluator for this grant would we be able to change the survey to the one they use?

Answer: See page 16 section II.D (Performance Measures)
Survey instrument(s) must collect performance metrics identified within the RFP, for 12-20-year-olds.

18. **Question:** For agencies that do not meet the requirements for financial audits, is a financial review acceptable as submission?

Answer: Yes, a financial review is acceptable from an Accountant or CPA.

19. **Question:** on page 16 of the RFP under the D. Performance Measures section you highlight key metrics that will be collected during the grant project. The final (e.) is 'Capacity of each community to implement prevention strategies as measured by available resources.'

- a. Can you expand on 'available resources' and what that might consist of?
- b. Do you have knowledge of any existing tools that measure community capacity?
- c. Do you have any suggestions on where this information can be found?

Answer: See page 9 section II.B.2 (Problem Statement)
Please utilize the DMHAS Prevention Resource Links or SAMHSA to connect with available resources and existing tools.

[SAMHSA Performance Measures | SAMHSA](#)

20. **Question:** According to C.2.d. Proposers must identify a LPC to collaborate with to implement the BRYCWP program. For the purposes of this RFP, the LPC must have been established prior to January 1, 2026 (6-months prior to award term) and must include representation from multiple community sectors working toward a shared prevention mission. Proposers must provide a detailed description of the LPC, including:

Provide the mission and vision.

- a. Describe the LPC's demonstrated knowledge of prevention across the lifespan.
- b. Provide a brief history of the LPC's service to the proposed service area.
- c. Describe major projects successfully implemented.
- d. Describe any prior collaborations or relationships between the LPC and the proposer.
- e. Does this preclude communities with inactive or non-existent LPCs

Answer: See page 11, Section II.C.2.d. (Service Requirements)

“For the purposes of the RFP, the LPC **must have been established** prior to January 1, 2026 (6-months prior to award term).”

21. **Question:** The funding source is listed as the federal funding, is this through SAMHSA, or potentially at risk for unannounced cuts from the federal government?

Answer: See page 5, Section I.B.5 (Contract Awards)

The funding source is Federal. DMHAS reserves the right to **amend or extend** the contract term **based on the availability of funding.**

22. **Question:** In section II.B.6. proposers are required to “implement at least two (2) evidence-based strategies or environmental strategies selected through the Planning phase of the SPF. Strategies must be appropriate to the local context, culturally responsive, implemented with fidelity, and targeted to underage alcohol use and optional prevention priority.”

- a. Are the two selected strategies required to be outlined/determined in the application, or is the expectation for applicants to describe how the SPF will be utilized to develop and implement at least 2 EBP throughout the grant period?

Answer: Proposers are to submit potential evidence-based or environmental strategies in proposals for the required substance and the optional substance with the understanding that the final strategies will be identified through the SPF process, if awarded.

23. **Question:** Under 3. Staffing Requirements b. ii. Youth Peer Advocate: At least one (1) Youth Peer Advocate (YPA), per identified city, town, or community, between the ages of 16 and 24 must be hired under the supervision of the Program Coordinator. Will we be required to hire (1) YPA per town? Or, can we hire (1) YPA to represent our health district?

Answer: See page 12 section II.C.3.ii. (Staffing Requirements)

“At least **one (1)** Youth Peer Advocate (YPA), **per identified city, town or community**, between the ages of 16 and 24 **must be hired...**”

24. **Question:** Under 3. Staffing Requirements b. ii. Youth Peer Advocate: At least one (1) Youth Peer Advocate (YPA), per identified city, town, or community, between the ages of 16 and 24 must be hired under the supervision of the Program Coordinator. (Program)
Will we be required to hire (1) YPA per town? Or can we hire (1) YPA to represent our health district?

Answer: See page 12 section II.C.3.ii. (Staffing Requirements)

“At least **one (1)** Youth Peer Advocate (YPA), **per identified city, town or community**, between the ages of 16 and 24 **must be hired...**”

25. Question: Can we take the target age group 12-20 to be synonymous with middle and high school youth (the target of our current prevention program), or is it expected that we will reach out specifically to post-high school youth?

Answer: See page 9 section II.B.5 (Target Population)

“Youth and young **adults ages 12-20-years-old** within the city, town, or community of focus.”

26. Question: On p.66 of the RFP, where requested attachments are listed, it says “Proof of DPH Clinical Licensure – (as applicable)”. Since prevention is not a clinical practice and is not billable, is this requirement applicable to this grant?

Answer: A DPH Clinical License is not required for this RFP.

27. Question: On p. 15 of the RFP, it says that any proposer agency that does NOT hold a current contract with the Department must submit certain auditing documents. We assume this requirement does not apply to current contract holders. However, question 1a(iv) on p.10 says that “proposer must have completed a financial audit within the past two (2) years AND include documentation or a summary of findings in the proposal.” This appears to mean that even contract-holders should at least submit a summary of findings. If so, is it correct to assume that this summary can be submitted as an attachment?

Answer: Yes.

28. Question: On p.5 of the RFP, it says that “state-level SPF-PFS funded communities” are not eligible. Can you explain what “state-level SPF-PFS funded communities” are, as distinct from the “municipalities currently receiving funding...[through] the Strategic Prevention Framework – Partnerships for Success (SPF-PFS)” in the preceding bullet point?

Answer: Current state-level SPF-PFS communities include Ansonia, Ashford, Bolton, Brooklyn, Chaplin, Derby, East Hartford, East Haven, East Windsor, Southbury, Stamford and Thomaston.

29. Question: Seeking clarification regarding the eligibility exception noted in the RFP:

“Organizations or municipalities currently receiving funding for the same city, town or community considered for this RFP through the federal Drug Free Communities (DFC) program or the Strategic Prevention Framework – Partnerships for Success (SPF-PFS) are not eligible to apply under this RFP unless they are in the final year of funding.”

Could you please clarify the reasoning behind this exception, and whether “final year of funding” refers specifically to:

- Year 5 of a DFC cycle (years 1–5),
- Year 10 of a DFC cycle (years 6–10),
- Or whether both scenarios meet the definition of “final year”?

Answer: The purpose is to provide funding for towns, cities or communities who currently do not have funding for prevention programming. “Final year” as related to DFC grantees refers to Year 10.

30. Question: Are municipalities and school districts/Boards of Education required to register with the Secretary of State is there an exemption?

Answer: Check with the Connecticut Secretary of State per the Legal Notice on page 4, section B.2. (Registering with State Contracting Portal). Proposers must register with the State of CT contracting portal at <https://portal.ct.gov/DAS/CTSource/Registration> if not already registered.

31. Question: Are school districts/Boards of Education eligible to apply?

Answer: See page 5 section I.B.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 proposers 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.”

32. Question: Please confirm that local health districts are eligible to apply under the ‘municipalities’ eligibility. We are not 501c3 organizations, but a separate unit of government formed under State Statute.

Answer: See page 5 section I.B.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 proposers 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.”

33. Question: Please confirm that if our 3 most recent audits are available through OPM we do not have to include the full reports in the submission (page 14).

Answer: Refer to Question 13.

34. Question: Should proposals focus on only one municipality? Can a proposer define ‘community’ as a combination of towns/cities?

Answer: See page 11, Section II.C.2.c (Service Requirements)

“Proposers shall clearly **define the service area** where the prevention services will be implemented. A service area may include **an entire municipality, multiple municipalities or sub-municipal area** (e.g. neighborhoods, school districts, census tracks).”

It is DMHAS’ preference that multiple city, town, or community proposals **share geographic boundaries**.

35. **Question:** On page 10 it says that “all funded proposers must implement at least two evidence-based strategies or environmental strategies through the Planning phase of the SPF.” The Scope of Service Description is to implement the full SPF; implementation of the SPF would include identifying, considering and selecting strategies as a Coalition/LPC. Are we to describe potential evidence-based strategies in our proposal with the understanding that the final selection will be made by the Coalition if we are funded?

Answer: Yes.

36. **Question:** Are letters of support in addition to the Required Letters of Support allowed? (Program)

Answer: Yes.

37. **Question:** Regarding the 10% minimum for evaluation activities – is the full 10% to be subcontracted with an independent local evaluator or can some of that amount support in-house efforts to produce reports, materials and graphics sharing data points collected by the independent evaluator?

Answer: See page 14 section II.C.5 (Subcontractor)

“Proposers are required to subcontract with an Independent Local Evaluator to **support all evaluation components** of the BRYCWP program. A minimum of 10% of the total annual budget must be allocated specifically for evaluation activities.”

38. **Question:** Can the expense of printing materials or contracting for paid media which raises awareness of local data points be considered as part of the 10%?

Answer: Printing materials to raise awareness of local data points or contracting for paid media as part of a campaign are not considered evaluation activities.

39. **Question:** On page 18 it says that there is a 20-page limit, ‘exclusive of the executive summary, appendices, budget forms and budget narrative.’ Does this mean that the Cover Sheet and Table of Contents are included in the 20-page limit?

Answer: No, the Cover Sheet and Table of Contents are not included in the 20-page limit.

40. **Question:** Do we submit a Budget for each of the five years or only Year One? If each of the five years do, we also submit a budget narrative for each year?

Answer: See page 15, Section C.8.a (Budget Expectations).

“An **itemized budget is required for Year 1** (07/01/2026-06/30/2027).”
Years 2-5 are not required.

41. **Question:** On page 22-23, the work plan, financial requirements and budget/budget narrative are listed as components of the Main Proposal. Which if these are included in the 20-page limit?

Answer: Refer to pages 22-24, Section A-H. per the Legal Notice.

42. **Question:** Are there Federal Executive Orders we need to be aware of when crafting our proposal?

Answer: No.

43. **Question:** It says that the budget form is available in Excel upon request. Are the other forms available in Word?

Answer: Yes, other forms are available in word upon request.

44. **Question:** Do all the forms also have to include the proposer's name in the header?

Answer: Yes.

45. **Question:** Can the page numbers on the forms be handwritten as long as they are sequential?

Answer: Yes.

46. **Question:** According to C.2.d. Proposers must identify a LPC to collaborate with to implement the BRYCWP program. For the purposes of this RFP, the LPC must have been established prior to January 1, 2026 (6-months prior to award term) and must include representation from multiple community sectors working toward a shared prevention mission. Proposers must provide a detailed description of the LPC, including:

Provide the mission and vision.

- a. Describe the LPC's demonstrated knowledge of prevention across the lifespan.
- b. Provide a brief history of the LPC's service to the proposed service area.
- c. Describe major projects successfully implemented.
- d. Describe any prior collaborations or relationships between the LPC and the proposer.

Does this preclude communities with inactive or non-existent LPCs?

Answer: See page 11, Section II.C.2.d. (Service Requirements)

“For the purposes of the RFP, the LPC **must have been established** prior to January 1, 2026 (6-months prior to award term).”

47. **Question:** Could you please clarify if additional letters of support (other than the two required) are permitted to be included in the appendix?

Answer: Yes.

48. **Question:** Which communities are ineligible to apply for this program due to having an active grant award for this work?

Answer: See page 5 Section I.B.6 (Eligibility)

“The following private, nonprofit organizations and municipalities are ineligible to respond to this RFP:

- a. DMHAS Prevention Infrastructure agencies, also known as DMHAS Prevention Resource Links. These agencies receive non-competitive funds to provide support and build capacity of organizations and municipalities implementing services outlined in this RFP.
- b. Colleges and Universities
- c. Organizations or municipalities currently receiving funding for the same city, town or community considered for this RFP through the federal Drug Free Communities (DFC) program or the Strategic Prevention Framework –Partnerships for Success (SPF-PFS) are not eligible to apply under this RFP unless they are in the final year of funding. Note: Organizations with existing DFC or SPF-PFS funding may apply if the proposed service area is not currently funded by those programs.
- d. State-level SPF-PFS funded communities.”
Current state-level SPF-PFS communities include Ansonia, Ashford, Bolton, Brooklyn, Chaplin, Derby, East Hartford, East Haven, East Windsor, Southbury, Stamford and Thomaston.

49. **Question:** We are currently funded through the DMHAS PCC-Part B grant which concludes June 30, 2026. All of our staff positions for the grant are filled. Should funding be awarded, what is the DMHAS protocol for approval of staff that are in current positions. Would they be able to continue onboard beginning July 1, 2026, of the grant?

Answer: See page 12 Section II.C.3.a (Staffing Requirements)

“Demonstrate the capacity to staff and manage the program adequately and effectively. This includes (1) **submitting resumes for all filled key personnel positions**; (2) provide a timeline for hiring any unfilled positions; (3) include job descriptions for all proposed staff and contractor positions.”

DMHAS approval for **filled positions** will be provided as part of contract negotiation, if awarded.

50. **Question:** If there are any criteria that would disrupt their wait for a new on-boarding period, what might that look like?

Answer: See page 12 Section II.C.3.b (Staffing Requirements)

DMHAS identifies preferences for each key personnel position within the section referenced above. If awarded, it is our intent for the contract term to begin on July 1, 2026.

51. **Question:** In regard to our Town audit report, it is our understanding that we need to submit for the most recent two years, as we are a current DMHAS grant recipient. Can this report be submitted via providing the **EARS link** (Electronic Audit Reporting System), which DMHAS would utilize to access the audits?

Answer: Refer to Question 13.

52. **Question:** Page 58 of the DMHAS-PREV-BRYCWP-2026 RFP document states that we can request the budget form in an excel document.

Answer: Yes, budget in excel form will be available upon request.

53. **Question:** Target population is named as youth 12-20. May eligible proposals implement strategies aimed at a subset of this age range (for example, only high school-aged youth) or must strategies serve the full age range of 12-20?

Answer: See page 9 section II.B.5 (Target Population)

“Youth and young **adults ages 12-20-years-old** within the city, town, or community of focus.”

54. **Question:** Will the RFP Virtual Bidder's Conference for the below grant be recorded and shared with those who submitted a Letter of Intent?

Answer: The recorded RFP Virtual Bidder’s Conference will be available upon request, as attendance was not required.

Prepared by: Pamela J. Mabry