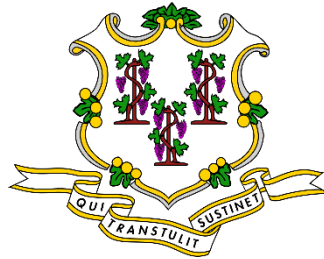


STATE OF CONNECTICUT PROCUREMENT NOTICE



Request for Proposals (RFP) for
Statewide Services, Long-Term Services and Support
**Issued by the State of Connecticut Department of Mental
Health and Addiction Services
(DMHAS)**

**RFP Name: DMHAS/DSS-Nursing Home for Complex
Care Behaviors (NH-CCB)-2026**

RFP Release Date: July 30, 2026

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

Name: **Betty McCants**
Address: 410 Capitol Avenue
Hartford, CT 06106
Phone: (860) 418-6890
E-Mail: DMHAS.FiscalContracts@ct.gov

The RFP is also available on the Department's website at
<https://portal.ct.gov/dmhas/rfps/index/rfps-and-rfqs>

RESPONSES MUST BE RECEIVED NO LATER THAN

Wednesday, September 23, 2026 3:00 PM EST

**A VIRTUAL BIDDERS' CONFERENCE WILL BE HELD ON
Tuesday, August 25, 2026
at 10:00 AM**

DMHAS 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. DMHAS/DSS-Nursing Home for Complex Care Behaviors (NH-CCB)-2026

2. RFP Summary. The Connecticut Department of Mental Health and Addiction Services (DMHAS or Department/Agency) is issuing this RFP in collaboration with the Department of Social Services (DSS) to identify nursing home level of care for individuals in state care who are challenging to place. They could be transitioning from a correctional facility, have criminal justice involvement and/or be individuals transitioning from a higher level of care provided by DMHAS. The State is seeking a provider that is clinically qualified, has established connections to the local behavioral health and corrections services landscape and can work effectively across systems.

DMHAS, in consultation with the DSS, will enter into a contract to eventually provide 45 beds for nursing home level of care that will serve individuals who are challenging to place and meet the Preadmission Screening and Resident Review (PASRR) requirements for nursing facility level of care.

The agencies are seeking innovative submissions that effectively describe a plan for long-term care for certain DMHAS and Department of Corrections (DOC) individuals and are most interested in submissions that:

- Stimulate innovation and efficiency in service delivery;
- Support person-centered, recovery-oriented approaches;
- Provide access to care for individuals that existing nursing homes often deny due to psychiatric disability and/or criminal justice histories; and
- Are financially sustainable.

3. RFP Purpose. DMHAS and DOC have identified individuals that need long-term placement in a skilled nursing facility. DMHAS seeks to contract for the addition of 45 nursing home beds in a facility for individuals who meet state and federal PASRR requirements and have been unable to access care from the State's present nursing home vendors due to their mental health and/or criminal justice history.

The Departments are looking for innovative and effective approaches that will provide individuals with access to long-term care for a variety of reasons including:

- Physical, medical, and/or cognitive needs requiring 24-hour skilled nursing services and/or;
- All community options have been explored, and the health and safety needs of the individuals can only be met in a skilled nursing home setting and;
- The admission complies with federal and state PASRR criteria and;
- The individual meets the Department of Social Service's definition of medical necessity for nursing home level of care as specified in 17b-259-b.

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

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

B. INSTRUCTIONS

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

Name: **Betty McCants**
Address: 410 Capitol Avenue
Hartford, CT 06106
Phone: (860) 418-6890
E-Mail: DMHAS.FiscalContracts@ct.gov

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

- 2. Registering with State Contracting Portal.** Respondents must register with the State of CT contracting portal at: <https://portal.ct.gov/DAS/CTSource/Registration> if not already registered.

Respondents must submit the following information pertaining to this RFP with your proposal:

- a. Secretary of State recognition – [onlineBusinessSearch \(ct.gov\)](https://portal.ct.gov/DAS/CTSource/Registration)
- b. Non-profit status, if applicable
- c. Notification to Bidders, Parts I-V <https://portal.ct.gov/-/media/chro/cc-documents/notificationtobidderspdf.pdf>
- d. Campaign Contribution Certification (OPM Ethics Form 1):
<https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>
- e. Valid Unique Entity Identifier (UEI) obtained through www.sam.gov

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

- Agency's RFP Web Page
<https://portal.ct.gov/DMHAS/RFPs/Index/RFPs-and-RFQs>
- State Contracting Portal (go to CTSource bid board, filter by DMHAS
<https://portal.ct.gov/DAS/CTSource/BidBoard>

It is strongly recommended that any proposer or prospective proposer interested in this procurement check the Bid Board for any solicitation changes. Interested proposers may receive additional e-mails from CTsource announcing addendums

STATE OF CONNECTICUT STANDARD RFP FOR POS PROCUREMENTS
DMHAS/DSS-Nursing Home for Complex Care Behaviors (NH-CCB)-2026

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	7/30/2026
Required Letter of Intent Due	8/10/2026 by 3:00 pm
RFP/Bidder's Conference Date	8/25/2026 at 10 am
Deadline for Questions	9/1/2026 by 3:00 pm
Answers Released	9/9/2026 by 3:00 pm
Proposals Due	9/23/2026 by 3:00 pm
(*) Proposer Selection	TBD
(*) Start of Contract Negotiations	TBD
(*) Start of Contract	TBD

- 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: TBD
- Number of Awards: One (1)
- Contract Cost: TBD
- Contract Term: TBD
- Funding Source: State and Federal

- 6. Eligibility.** Private provider organizations (defined as non-state entities that are either nonprofit or proprietary corporations or partnerships), CT State agencies, and municipalities 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.

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

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

- **The facility must be in good financial and regulatory standing with all state agencies.**
- Have a demonstrated track record of operating a skilled nursing facility;
- Own and operate a licensed skilled nursing facility with a capacity of a minimum of 45 beds that is properly zoned to accommodate individuals with a full range of past criminal offenses and/or behavioral health conditions;

- Has a demonstrated ability to engage competently trained staff to meet the needs of this population;
- Ability to comply with existing federal and state standards of practice in operating a licensed skilled nursing facility;
- Substantial experience and established relationships within Connecticut's behavioral health, criminal justice and recovery systems (mental health and substance use);
- Ability to comply with a structured monitoring process established and operated in conjunction with DMHAS and DOC that will include employing a nurse to assess all referrals in conjunction with DMHAS's contracted nurse, tracking of client referrals, admissions, treatments, client rights issues and discharges. Outcomes to be tracked may relate to client assessments, collaboration efforts, use of medical and behavioral services, rehabilitation, family involvement and quality of life; and
- Ability to self-monitor resident population to ensure the facility does not reach the status of an Institution for Mental Disease (IMD)

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

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

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

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

- 10. Virtual RFP Conference.** A virtual RFP Bidder's conference will be held on Tuesday, August 25, 2026 at 10:00 am to answer questions from prospective proposers.

Attendance at the virtual conference is **optional** but is strongly encouraged. Invitations will be forwarded to prospective proposers who sent in the Letter of Intent.

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

- 11. Electronic Proposal due Date and Time.** The Official Contact is the **only authorized recipient** of proposals submitted in response to this RFP. Proposals must be **received** by the Official Contact on or before the due date and time:

- **Due Date: September 23, 2026**
- **Time: 3:00 PM EST**

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

An acceptable submission must include the following:

- a. One (1) conforming electronic copy of the original proposal.
- b. The proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee.
- c. The electronic copy of the proposal must be emailed to the Official Agency Contact for this procurement. The subject line of the email must read: **DMHAS/DSS-Nursing Home for Complex Care Behaviors (NH-CCB)-2026**. Required forms and appendices may be scanned and submitted as PDFs at the end of the main proposal document. Please ensure the entire email submission is less than 25MB as this reflects The Agency's server limitations. Respondents should work to ensure there are no additional IT limitations from the provider side.

- 12. Multiple Proposals.** The submission of multiple proposals is not an option for this procurement.

II. PURPOSE OF RFP AND SCOPE OF SERVICES

A. AGENCY OVERVIEW

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

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

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

Department Mission

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

B. PROGRAM OVERVIEW

A responsive proposal must include a summary of the proposer's overall qualifications to successfully operate a skilled nursing facility in compliance with the federal and state Department of Public Health (DPH) codes and regulations for long-term care per the Nursing Home Reform Act of 1987 specifically:

- Processing referrals from DMHAS and the criminal justice system (DOC);
- Providing skilled nursing care to individuals who have physical, medical and/or cognitive needs that require 24-hour supervision and care;
- Developing person-centered programming for individuals with behavioral health and/or criminal justice involvement under DPH Health codes, regulations and guidelines;
- Developing a behaviorally based process and environment to mitigate risks that individuals with dementia or behavioral health needs may bring to the nursing home setting;

- Providing evidence that admissions and continued resident utilization management reviews comply with federal and state PASRR requirements;
- A physical environment designed with a focus on safety and comfort, with removal or mitigation of potentially dangerous, hazardous or antagonistic spaces, equipment or systems prior to occupancy with particular attention to creating an atmosphere or milieu conducive to healing;
- Behavioral management training curriculum that places great emphasis on safe and effective de-escalation and management of potentially harmful resident care situations;
- Development of innovative and unique programming in a person-centered facility environment and culture, guided by the social and cultural backgrounds and interests of the individuals who contribute to the community's composition.

C. SCOPE OF SERVICE DESCRIPTION

1. Service Expectations

A skilled nursing facility that includes competently trained staff in the areas of behavioral health and risk management to treat individuals who meet PASRR criteria, are otherwise challenging to place because of involvement with DOC or DMHAS services and have physical, medical and/or cognitive needs requiring 24-hour skilled care. The proposed building must be zoned to accommodate individuals with a full range of past criminal offenses and have desirable space options to accommodate these individuals. The facility will operate as does any other nursing home with 24/7 staffing, trained in the behavioral health practices. The target population is challenging to place individuals with mental health and/or criminal justice histories and have otherwise been denied admission at nursing homes across the state. The facility should have a 45-bed capacity. All services rendered will be person-centered and culturally sensitive to the diverse needs and interests of the individuals who contribute to the facility's population. This includes mental health services and specialized treatment including the capacity to coordinate medication and care for residents with Opioid Use Disorders (OUD).

The facility will accept individuals with co-occurring mental health conditions, OUD, and criminal justice involvement, including those under community supervision or transitioning from correctional settings. The facility must be able to maintain capacity to continue and monitor all FDA-approved medications for OUD including Methadone, Buprenorphine, or Naltrexone. The facility may employ or contract with qualified medical providers authorized to prescribe MOUD and establish formal agreements, as needed with Opioid Treatment Programs (OTPs) and community-based prescribers to ensure continuity of care. This includes ensuring that there is no interruption in MOUD for individuals admitted from hospitals, the community, or correctional facilities.

- a. Proposers should clearly identify in which region they are proposing services, including the specific towns.
 - Describe in detail the geographic area of current and proposed site for the nursing home;

- Provide the proposed address of the facility and explain in detail any community obstacles that may arise by providing services to individuals with a range of past criminal offenses; and
 - Provide a physical description of the building including type of structure, capacity, proof of compliance with zoning, safety features including any type of cameras or security systems, fire code compliance and public health and safety code compliance.
- b. Proposers must identify the community and population needs they plan to address through their proposed services. Proposals should indicate which of the identified target population(s) they are going to serve, based on supporting evidence of need and agency experience.
- Describe your ability to ensure a culturally-responsive delivery of services that recognizes and affirms diversity and specific needs of individuals who have had involvement with the correctional system or are receiving services from the DMHAS;
 - Describe the array of services that will be offered to the individuals including your acceptance of the no-reject and no-eject policy. Describe how your proposal fits within your organization's mission and current programs configurations;
 - Summarize services you currently provide, especially for individuals with behavioral health issues and/or criminal justice involvement;
 - Describe any additional experience your organization has with individuals involved with the criminal justice system and mental health continuum of care;
 - Describe in detail your operating compliance practices with PASRR rules and regulations;
 - Describe the behavioral focus and/or the conceptual basis to be used in designing the milieu adapting the physical environment and creating treatment relationships; and
 - Describe the ability of the organization to work with a no-reject, no-eject policy and the use of increased support to enable individuals to maintain their place at the facility regardless of their behavior.
- c. Describe the specific type and length of experience your organization has in the delivery of skilled nursing services to individuals, especially individuals who are transitioning from correctional facilities or receiving services from DMHAS.
- d. Client Evaluation/Assessment/Treatment:
- Describe an admission, transfer and discharge process that includes oversight from DMHAS and DOC;
 - Describe the proposed assessment tool that will be completed on each individual and how the tool is designed to meet the needs and preferences of the individual;
 - Describe the proposed application of an evidence-based chronic disease management program to address the co-morbid medical issues related to this population;
 - Include information on any prior use of Positive Behavioral Support Plans to work with individuals;
 - Describe any enhanced programming which will support person-centered care, clients' right issues and maintain or increase quality of life for each individual;
 - Provide a Risk Assessment Policy and Procedure and any additional measures or tools used for risk assessment; and
 - Provide a detailed description of a successful Utilization Management Policies and Procedure program including collaboration with DMHAS and DOC.

e. Program Requirements

The facility will provide care according to the federal and state DPH codes and regulations for Skilled Nursing Care. In addition, the organization should:

- Have a behavioral health focus and/or the conceptual basis to design the milieu, adapting the physical environment and creating person-centered treatment relationships;
- Have a proven ability to skillfully work with individuals who may have multiple medical problems and co-occurring behavioral issues such as aggression and self-harm;
- Employ and supervise staff that are competently trained to care for individuals with multiple needs.

f. Standards

- The organization will provide existing license information and any credentialing by the organization in its provision of skilled nursing care;
- The organization will provide information regarding any recent (past 2 years) citations by the DPH.

g. Start-up Process

The Department is seeking a vendor who is presently operating a skilled nursing facility in Connecticut (CT) and is interested in converting an existing property for this new program. If proposing to add additional beds to an existing skilled nursing facility, describe the timeline for adding them. An opening date by January 1, 2027 is required. The ability to start up a viable facility in a short time frame will receive higher consideration in the evaluation process.

2. Organizational Expectations

DMHAS is looking for proposals that outline the applicant's overall qualifications to successfully operate a skilled nursing facility in conjunction with the federal and state DPH codes and regulations for long-term care facilities. The proposed site will be easily accessible to all individuals who reside in the State of Connecticut and able to admit residents shortly after the procurement process. Proposals should identify existing linkages to mental health services and specialized treatment including the capacity for MOUD treatment for residents with OUD or describe plans to establish such connections. In addition:

- Describe existing license information and any credentialing by the organization in its provision of skilled nursing care;
- Describe any recent (past 2 years) citations or infractions issued by the DPH regarding your organization's delivery of skilled nursing care.

3. Staffing Expectations

Describe your proposed staffing ratios and configurations of professional and paraprofessional staff to meet the skilled needs in a facility of approximately 45 beds. Please include the following:

- Describe staffing levels in accordance with state DPH regulations for the operation of a skilled nursing facility;

- Describe planned staffing levels;
- Describe the services of an experienced mental health practitioner, i.e. behavioral psychologist, licensed clinician, and the number of hours this person will be available.
- a. **Roles and Responsibilities:**
 - Supervision / Management: Provide a table of organization to describe the reporting route for this facility including: Formal liaison with DMHAS and DOC regarding admission, transfer and discharge procedures;
 - Credentials / Licensure: attach job descriptions in Appendices for proposed positions; and
 - Description of your plan to recruit, hire and train staff to effectively provide skilled nursing home services for this population, including using alternative staffing initiatives and programs.
- b. **Staff Training/Education:**
 - Provide a written annual staff training/education plan and /or schedule including education on the treatment of behavioral and mental health disorders.
 - Recruitment, screening, hiring and training of the staff for the development and maintenance of an environment that facilitates and promotes person-centered programming and resident quality of life;
 - The organization will train staff in crisis de-escalation techniques, risk mitigation and mental health that will help the facilitation of person-centered behavioral health plans for individuals with co-occurring diagnosis;
 - Staff will have the appropriate Registered Nurse, Licensed Practical Nurse, Certified Nurse's Aide licensure for their specific jobs;
 - The facility administrator will ensure all staff are trained and receive adequate supervision from supervisory staff.

4. Data and Technology Expectations

Provide a clear description of how the organization will collect, manage and report data:

- Provide examples of successful prior history in collecting, managing and reporting data to any federal or state agency;
- Describe how your organization will report Utilization Management data to DMHAS and DOC and other data as required;
- Describe how the organization will utilize data to improve quality management;
- Describe a Quality Assurance and Improvement Plan addressing the key issues of federal and state regulatory compliance;
- Describe a Quality Assurance and Improvement Plan that encompasses a formal liaison with DMHAS and DOC;
- Demonstrate capacity to collect and manage DMHAS required data regarding admissions and utilization management;
- It is expected that this facility will have access to a computer that is connected to the internet and can send/receive email communication;
- Organization contractor must have Quality Improvement systems and processes in place that utilize data to monitor and inform program management improvement; and

- The contractor must have a system in place to conduct client satisfaction surveys and collect data from those surveyed to assist with continuous quality improvement.

5. Subcontractor

Please provide the following information if your organization will use any subcontractors for the provision or delivery of a service:

- Service to be provided under subcontract;
- Legal name of agency, address, FEIN;
- Contact person, title, phone, fax, E-mail;
- Subcontractor oversight; and
- Subcontract cost and term.

6. Work Plan

- Provide a detailed implementation plan which lists key dates such as conversion of existing property, renovations, hiring and training of staff, date to admit first individual, etc.
- Provide timeline describing the start-up process to convert an existing property.
- Create a timeline describing the start-up process to hire, orient and train staff.
- Estimate the date by which the first individual can be admitted to the facility.

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

7. Financial Expectations

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

8. Budget and Budget Narrative

- Provide an anticipated startup and annualized budget for the services to be provided in the template provided.
- Provide a detailed explanation of the need for the proposed expenditures. The expense spreadsheet should be completed in accordance with the Budget and Budget Narrative. The purpose of this section is to gather information about how the proposer developed the proposed budget and cost allocations. Proposals must include the following:

- a. Itemized annual budget on the budget form delineated in Section VI. Appendix E. Budget and Budget Narrative, of this RFP. All startup costs must be clearly identified as one (1) line item in the budget.
- b. A budget narrative must be provided, explaining all costs contained in the budget. All start-up costs must be listed separately and clearly detailed in the budget narrative.
- c. All other funding, including agency financial support must be identified.
- d. Complete a price schedule, budget, or cost proposal in its entirety that will enable the effective delivery of the proposed project or services.
- e. Describe all direct and indirect costs associated with the service or project.
- f. Describe any key cost variables for the service or project such as volume, frequency, duration or length.
- g. Narrative and justification: present a detailed, line-item cost narrative that explains the basis and rationale for the costs proposed and why you consider your costs to be reasonable, given the nature of your proposed program?
- h. Describe any key budgeting decisions you faced, assumptions, or calculation approaches used to develop the cost proposal.

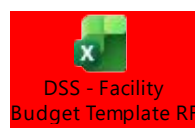
Medicaid Estimate Facility Budget Template

Completion of the *Medicaid Estimate Facility Budget Template* is required. The purpose of the document is to provide an estimated operational nursing home budget of costs associated with facility operations and costs that may be considered for Medicaid reimbursement. DSS will use this document to assist with setting a rate. This is necessary to allocate facility costs to that of either DSS or DMHAS for purposes of resident funding supports.

Costs that are not appropriate for Medicaid but may be necessary in support of facility operations must be featured on a separate tab titled “Other” within the document. To assist respondents with completion of the budget document, below is additional information that may be helpful.

When developing your budget of estimated facility operation costs, consider common nursing home expenses such as staffing costs, facility maintenance, supplies, food, laundry and housekeeping. Costs may or may not be included for Medicaid reimbursement purposes but are costs the respondent has presented as part of its RFP response.

Successful respondents will need to negotiate final Medicaid per diem rates with DSS. DSS can only consider allowable costs that may be reimbursed under Medicaid programs that are approved by the Centers for Medicare and Medicaid Services (CMS) and approved in the Medicaid State Plan Amendment (SPA).



Medicaid State Plan

DSS is the single state Medicaid Agency for the State of Connecticut. In accordance with §1901.42 U.S.C. 1396 of the Social Security Act, the purpose of Medicaid is to enable states "to furnish (1) medical assistance on behalf of families with dependent children and of aged, blind, or disabled individuals, whose income and resources are insufficient to meet the costs of necessary medical services, and (2) rehabilitation and other services to help such families and individuals attain or retain capability for independence or self-care". Medicaid is a state–federal partnership jointly funded by the state and federal government and administered by the state in accordance with federal requirements.

Federal requirements help to guide and assist states in providing medical care to eligible populations. This cost-sharing partnership between the federal government and the state is known as Federal Medical Assistance Payment ("FMAP" or "match"). The percentage of costs paid by the federal government varies for specific services and types of enrollees.

Section 1902(a)(30)(A) of the Social Security Act (the Act) requires that Medicaid payments be "consistent with efficiency, economy, and quality of care" and reimbursement method must be considered "proper and necessary for efficient delivery of needed health care services." In meeting these requirements, states have flexibility in establishing Medicaid payment methods, but the federal agency Centers for Medicare and Medicaid Services (CMS) has final approval.

For more information on Medicaid allowable costs, please visit the Department [Fees/Payments webpage](#). Connecticut Medicaid nursing homes are paid a per diem daily rate which is comprised of five cost categories:

- **Direct** - Nursing and nurse aide personnel salaries, related fringe benefits and nursing pool costs.
- **Indirect** - Professional fees, dietary, housekeeping, laundry personnel costs and expenses and supplies related to patient care.
- **Administrative and General** - Maintenance and plant operation expenses, and salaries and related fringe benefits for administrative and maintenance personnel.
- **Property (Fair Rent)** - A fair rental value allowance is calculated to yield a constant amount each year in lieu of interest and depreciation costs. The allowance for the use of real property (non-moveable equipment) other than land is determined by amortizing the base value of property over its remaining useful life, using the Hospital Fixed Asset Guide Book, and applying a rate of return (ROR) on the base value. The ROR is linked to the Medicare borrowing rate and is currently 2.766% for assets placed in service in 2016. Under state statute the maximum ROR is 11%. Non-profit facilities receive the lower of the fair rental value allowance or actual interest and depreciation plus certain other disallowed costs. A helpful resource is the [Fair Rent Calculator and Cost Report Information website](#) that has additional information.
- **Capital Related** - Property taxes, insurance expenses, moveable equipment leases and moveable equipment depreciation.

9. **Culturally Competent Services** – The Contractor will provide care that respects and responds to each resident's unique cultural background, beliefs,

values, language, traditions, and lived experiences. Describe agency experience interacting effectively and communicating with people of different cultures and socio-economic backgrounds. Please provide an example of your work with underserved/under-represented groups of people or communities.

D. PERFORMANCE MEASURES

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

- The Contractor will employ adequately skilled staff to meet the needs of individuals in the facility. This includes review of staffing and staff training curricula, procedures for employee performance reviews and availability of supervision for all staff
- The Contractor will retain skilled staff to ensure quality of care for the residents of the facility. No more than 30% turnover of nursing staff in a calendar year. The calculation shall not include per-dem staff, temporary employees, and staff not involved in direct patient care.
- The Contractor will provide activities for all residents per individual's person-centered care plan. This includes, but is not limited to recreational, psychosocial and group activities. At least 90% of residents will attend those activities or document reasons why that metric is not achieved.
- The Contractor will attend Department-designated utilization management meetings with the DMHAS program manager and assessment nurse on a frequency mutually agreed upon by the parties. The assessment nurse/coordinator and facility administrator should be in attendance.
- The Contractor will coordinate all referrals with the DMHAS assessment nurse and program manager and agree to joint face to face assessments of all individuals referred.

E. CONTRACT MANAGEMENT/DATA REPORTING

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

The provider will meet with DMHAS and DOC staff biweekly until the facility is at 80% capacity and monthly thereafter to review all referrals, discuss assessments and manage admissions into the facility.

III. PROPOSAL SUBMISSION OVERVIEW

A. SUBMISSION FORMAT INFORMATION

1. **Required Outline.** All proposals must follow the required outline presented in Section IV – Proposal Submission Outline and Requirements. Proposals that fail to follow the required outline will be deemed non-responsive and not evaluated.
2. **Cover Sheet.** The Cover Sheet is Page 1 of the proposal. Proposers must complete and use the Cover Sheet form provided by the Agency in the VI. Appendix D. Cover Sheet.

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

3. **Table of Contents.** All proposals must include a Table of Contents that conforms with the required proposal outline.
4. **Executive Summary.** Proposals must include a high-level summary, not exceeding one (1) page. The summary must also include the organization's eligibility and qualifications to respond to this RFP. The executive summary is not part of the main proposal and cost proposal.
5. **Attachments.** Attachments other than the required Appendices or Forms identified in the RFP are not permitted and will not be evaluated. Further, the required Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions will result in disqualification. **All attachments should be labeled and included in Section E. Attachments of the proposal.**
6. **Style Requirements.** This is an electronic submission.

Submitted proposals must conform to the following specifications:

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

7. **Pagination.** The proposer's name must be displayed in the header of each page. All pages, including the required Appendices and Forms, must be numbered in the footer.

8. Packaging and Labeling Requirements. Not Applicable

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

10. Conflict of Interest - Disclosure Statement. Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. The Agency will determine whether any disclosed conflict of interest poses a substantial advantage to the proposer over the competition, decreases the overall competitiveness of this procurement, or is not in the best interests of the State. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. *Example: "[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

B. EVALUATION OF PROPOSALS

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

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

Minimum Submission Requirements by score and rank ordered and make recommendations for awards. The Agency Head will make the final selection. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Review Committee may result in disqualification of the proposer.

- 3. Minimum Submission Requirements.** To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Proposal Format requirements; (3) meet the Eligibility and Qualification requirements to respond to the procurement, (4) follow the required Proposal Outline; and (5) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Agency will reject any proposal that deviates significantly from the requirements of this RFP.
- 4. Evaluation Criteria (and Weights).** Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Review Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The weights are disclosed below:

Criteria	Points	What would a top score look like
Service Expectations	25	Would provide in depth knowledge of state and federal regulations, PASRR process, person centered planning, community partnerships and existing resources.
Organizational Profile Expectations	15	Would include, but is not limited to, a general overview of the organization including history and prior experience providing services to the identified population as well as experience managing a skilled nursing facility.
Staffing Expectations	15	Would include but is not limited to, staff resumes, titles, and % of time dedicated to the project.
Data and Technology Expectations	5	Would include, but is not limited to, access to data and technology, appropriate office space, and ability to process data as required.
Subcontractors	5	Would include list of subcontractors and the work for which they will be responsible. This should include letters from the subcontractors agreeing to provide the work
Work plan	10	Would provide, but is not limited to, a clear, detailed outline of the work may be completed.
Financial Expectations	5	Information about the proposer's fiscal stability, accounting and financial reporting systems, or relevant business practices.

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Budget/Budget Narrative	10	Would include a detailed budget and narrative with allowable expenses and key positions.
Cultural Competence	5	Would include, but is not limited to, examples of the ability to interact and effectively communicate with people of different cultures and socioeconomic backgrounds
Appendices/Attachments	5	Including letters of support from community partner
Total	100	

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

- 5. Proposer Selection.** Upon completing its evaluation of proposals, the Review Committee will submit the rankings of all proposals to the Commissioner or Agency Head. The final selection of a successful proposer is at the discretion of the Commissioner or Agency Head. Any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the Agency. Such negotiations may, but will not automatically, result in a contract. Any resulting contract will be posted on the State Contracting Portal. All unsuccessful proposers will be notified by e-mail or U.S. mail, at the Agency's discretion, about the outcome of the evaluation and proposer selection process. The Agency reserves the right to decline to award contracts for activities in which the Commissioner or Agency Head considers there are not adequate respondents.
- 6. Debriefing.** Within ten (10) days of receiving notification from the Agency, unsuccessful proposers may contact the Official Contact and request information about the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the ten (10) days. If unsuccessful proposers still have questions after receiving this information, they may contact the Official Contact and request a meeting with the Agency to discuss the evaluation process and their proposals. If held, the debriefing meeting will not include any comparisons of unsuccessful proposals with other proposals. The Agency may schedule and hold the debriefing meeting within fifteen (15) days of the request. The Agency will not change, alter, or modify the outcome of the evaluation or selection process as a result of any debriefing meeting.
- 7. Appeal Process.** Proposers may appeal any aspect of 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.

The remainder of this page was intentionally left blank.

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

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

A: Cover Sheet

The Respondent must use the Cover Sheet provided.

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

B: Table of Contents

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

C: Proposer Executive Summary

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

D: Main Proposal Submission/Questions

*****Please note the maximum total page length for this section is 15** (all appendices and other attachments should be referred to in section D and then placed in section E.

1. Organizational Expectations

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

2. Services Expectations

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

3. Staffing Plan Expectations

- a. Team overview: Describe the team that would work on this project. Include a list of key team members and their general availability while on this project. Make the case for why they will be great partners on this project. Please provide bios, and additional information you think best highlights the strength of the team that would be working on this project.
- b. General capacity: Please describe your organization's capacity to take on additional work if you are awarded this contract. How would you create additional capacity, if needed? How would you quickly pivot directions, should feedback from the DMHAS require a change in direction?

4. Data and Technology Expectations

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

5. Subcontractor – If Applicable

6. Work Plan (should match Section II.C.6.)

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

- a. Tasks and Deliverables:
- b. Responsible Staff
- c. Methodologies
- d. Timetable/Schedule

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

7. Financial Expectations

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

8. Budget and Budget Narrative

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

9. Cultural Competence:

- a. What experience do you have interacting effectively and communicating with people of different cultures and socio-economic backgrounds?
- b. Please provide an example of your work with underserved/under-represented groups of people or communities.
- c. Describe your proposed method of project management for this project or service.

E: Attachments

Attachments other than the required attachments identified are not permitted and will not be evaluated. See the Proposal Checklist in Appendix VI, pages 45 and 46 for a list of relevant attachments. Further, the required attachments must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions may result in disqualification.

F: Declaration of Confidential Information

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

G: Conflict of Interest – Disclosure Statement

Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. *Example: “[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85.”*

H: Statement of Assurances

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

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V. MANDATORY PROVISIONS

A. POS STANDARD CONTRACT, PARTS I AND II

By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with the provisions of Parts I and II of the State's "standard contract" for POS:

Part I of the standard contract is maintained by the Department and will include the scope of services, contract performance, quality assurance, reports, terms of payment, budget, and other program-specific provisions of any resulting POS contract. A sample of Part I is available from the Department's Official Contact upon request.

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

Note:

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

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

B. ASSURANCES

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

- 1. Collusion.** The proposer represents and warrants that the proposer did not participate in any part of the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance. The proposer further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the proposer's proposal. The proposer also represents and warrants that the submitted proposal is in all respects fair and is made without collusion or fraud.
- 2. State Officials and Employees.** The proposer certifies that no elected or appointed official or employee of the State has or will benefit financially or materially from any contract resulting from this RFP. The Agency may terminate a resulting contract if it is determined that gratuities of any kind were either offered or received by any of the aforementioned officials or employees from the proposer, contractor, or its agents or employees.

3. **Competitors.** The proposer assures that the submitted proposal is not made in connection with any competing organization or competitor submitting a separate proposal in response to this RFP. No attempt has been made, or will be made, by the proposer to induce any other organization or competitor to submit, or not submit, a proposal for the purpose of restricting competition. The proposer further assures that the proposed costs have been arrived at independently, without consultation, communication, or agreement with any other organization or competitor for the purpose of restricting competition. Nor has the proposer knowingly disclosed the proposed costs on a prior basis, either directly or indirectly, to any other organization or competitor.
4. **Validity of Proposal.** The proposer certifies that the proposal represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto. The proposal shall remain valid for a period of 180 days after the submission due date and may be extended beyond that time by mutual agreement. At its sole discretion, the Agency may include the proposal, by reference or otherwise, into any contract with the successful proposer.
5. **Press Releases.** The proposer agrees to obtain prior written consent and approval of the Agency for press releases that relate in any manner to this RFP or any resultant contract.

C. TERMS AND CONDITIONS

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

1. **Equal Opportunity and Affirmative Action.** The State is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.
2. **Preparation Expenses.** Neither the State nor the Agency shall assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.
3. **Exclusion of Taxes.** The Agency is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Proposers are liable for any other applicable taxes.
4. **Proposed Costs.** No cost submissions that are contingent upon a State action will be accepted. All proposed costs must be fixed through the entire term of the contract.
5. **Changes to Proposal.** No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, the Agency may request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by the Agency, and at the proposer's expense.
6. **Supplemental Information.** Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Agency.

The Agency may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Agency. At its sole discretion, the Agency may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.

- 7. Presentation of Supporting Evidence.** If requested by the Agency, a proposer must be prepared to present evidence of experience, ability, data reporting capabilities, financial standing, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFP. The Agency may make onsite visits to an operational facility or facilities of a proposer to evaluate further the proposer's capability to perform the duties required by this RFP. At its discretion, the Agency may also check or contact any reference provided by the proposer.
- 8. RFP Is Not An Offer.** Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the State or the Agency or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the Agency and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for costs incurred by the proposer or for payment of services under the terms of the contract until the successful proposer is notified that the contract has been accepted and approved by the Agency and, if required, by the Attorney General's Office.

D. RIGHTS RESERVED TO THE STATE

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

- 1. Timing Sequence.** The timing and sequence of events associated with this RFP shall ultimately be determined by the Agency.
- 2. Amending or Canceling RFP.** The Agency reserves the right to amend or cancel this RFP on any date and at any time, if the Agency deems it to be necessary, appropriate, or otherwise in the best interests of the State.
- 3. No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, the Agency may reopen the procurement process, if it is determined to be in the best interests of the State.
- 4. Award and Rejection of Proposals.** The Agency reserves the right to award in part, to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Agency may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Agency reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.
- 5. Sole Property of the State.** All proposals submitted in response to this RFP are to be the sole property of the State. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State, unless stated otherwise in this RFP or subsequent contract.

The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the State without recourse.

6. **Contract Negotiation.** The Agency reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Agency further reserves the right to contract with one or more proposer for such services. After reviewing the scored criteria, the Agency may seek Best and Final Offers (BFO) on cost from proposers. The Agency may set parameters on any BFOs received.
7. **Clerical Errors in Award.** The Agency reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the proposer.
8. **Key Personnel.** When the Agency is the sole funder of a purchased service, the Agency reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The Agency also reserves the right to approve replacements for key personnel who have terminated employment. The Agency further reserves the right to require the removal and replacement of any of the proposer's key personnel who do not perform adequately, regardless of whether they were previously approved by the Agency.

E. STATUTORY AND REGULATORY COMPLIANCE

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

1. **Freedom of Information, C.G.S. § 1-210(b).** The Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption, as defined by C.G.S. § 1-210(b). Proposers are generally advised not to include in their proposals any confidential information. If the proposer indicates that certain documentation, as required by this RFP, is submitted in confidence, the State will endeavor to keep said information confidential to the extent permitted by law. The State has no obligation to initiate, prosecute, or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. The proposer has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While a proposer may claim an exemption to the State's FOIA, the final administrative authority to release or exempt any or all material so identified rests with the State. In no event shall the State or any of its employees have any liability for disclosure of documents or information in the possession of the State and which the State or its employees believe(s) to be required pursuant to the FOIA or other requirements of law.
2. **Contract Compliance, C.G.S. § 4a-60 and Regulations of CT State Agencies § 46a-68j-21 thru 43, inclusive.** CT statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to ensure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.

- 3. Consulting Agreements, C.G.S. § 4a-81. Consulting Agreements Representation, C.G.S. § 4a-81.** Pursuant to C.G.S. §§ 4a-81 the successful contracting party shall certify that it has not entered into any consulting agreements in connection with this Contract, except for the agreements listed below. "Consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any other similar activity related to such contracts. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the Connecticut General Statutes as of the date such contract is executed in accordance with the provisions of section 4a-81 of the Connecticut General Statutes. Such representation shall be sworn as true to the best knowledge and belief of the person signing the resulting contract and shall be subject to the penalties of false statement.
- 4. Campaign Contribution Restriction, C.G.S. § 9-612.** For all State contracts, defined in section 9-612 of the Connecticut General Statutes as having a value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to the resulting contract must represent that they have received the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice, as set forth in "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations." Such notice is available at https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_11_notice_only.pdf
- 5. Gifts, C.G.S. § 4-252.** Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz's Executive Order No. 21-2, the Contractor, for itself and on behalf of all of its principals or key personnel who submitted a bid or proposal, represents:
- (1) That no gifts were made by (A) the Contractor, (B) any principals and key personnel of the Contractor, who participate substantially in preparing bids, proposals or negotiating State contracts, or (C) any agent of the Contractor or principals and key personnel, who participates substantially in preparing bids, proposals or negotiating State contracts, to (i) any public official or State employee of the State agency or quasi- public agency soliciting bids or proposals for State contracts, who participates substantially in the preparation of bid solicitations or requests for proposals for State contracts or the negotiation or award of State contracts, or (ii) any public official or State employee of any other State agency, who has supervisory or appointing authority over such State agency or quasi-public agency;
 - (2) That no such principals and key personnel of the Contractor, or agent of the Contractor or of such principals and key personnel, knows of any action by the Contractor to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the Contractor to provide a gift to any such public official or State employee; and

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

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

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

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

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

VI. APPENDIX

A. ABBREVIATIONS / ACRONYMS / DEFINITIONS

BFO	Best and Final Offer
CCB	Complex Care Behaviors
C.G.S.	Connecticut General Statutes
CHRO	Commission on Human Rights and Opportunity (CT)
CMS	Centers for Medicare and Medicaid Services
CNA	Certified Nursing Assistant
CT	Connecticut
DAS	Department of Administrative Services (CT)
DMHAS	Department of Mental Health and Addiction Services (CT)
DOC	Department of Correction (CT)
DPH	Department of Public Health (CT)
DSS	Department of Social Services (CT)
FEIN	Federal Employer Identification Number
FMAP	Federal Medical Assistance Payment
FOIA	Freedom of Information Act (CT)
IMD	Institution for Mental Disease
IRS	Internal Revenue Service (US)
LOI	Letter of Intent
LPN	Licensed Practical Nurse
MOUD	Medication for Opioid Use Disorder
NH	Nursing Home
OAG	Office of the Attorney General
OPM	Office of Policy and Management (CT)
OTP	Opioid Treatment Program
ODU	Opioid Use Disorder
OSC	Office of the State Comptroller (CT)
PASRR	Preadmission Screening and Resident Review
POS	Purchase of Service
P.A.	Public Act (CT)
RFP	Request for Proposal
RN	Registered Nurse
SEEC	State Elections Enforcement Commission (CT)
SWS	Statewide 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

The remainder of this page was intentionally left blank.

B. STATEMENT OF ASSURANCES

Department of Mental Health and Addiction Services

The undersigned Respondent affirms and declares that:

1) General

- a. This proposal is executed and signed with full knowledge and acceptance of the RFP CONDITIONS stated in the RFP.
- b. The Respondent will deliver services to the Agency the cost proposed in the RFP and within the timeframes therein.
- c. The Respondent will seek prior approval from the Agency before making any changes to the location of services.
- d. Neither the Respondent 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

C. REQUIRED LETTER OF INTENT

**State of Connecticut
Department of Mental Health and Addiction Services
REQUEST FOR
PROPOSALS
DMHAS/DSS-Nursing Home for Complex Care
Behaviors (NH-CCB)-2026**

Return to:
DMHAS Official
Contact
Betty McCants
DMHAS.FiscalContracts@ct.gov

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

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

Prospective Proposer:

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

Contact Person:

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

Person Authorized to Sign Contract:

Name	Title
Signature	Date

D. COVER SHEET

DMHAS/DSS-Nursing Home for Complex Care Behaviors (NH-CCB)-2026
Department of Mental Health and Addiction Services
Due Date: September 23, 2026 3:00 PM EST

Primary Business Name

FEIN # & UEI#

Business Address

Telephone Number

Town, State

Zip Code

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

Name

Title

Street Address

Town, State, Zip Code

Telephone Number

Facsimile Number

E-mail Address

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

Name

Title

Street Address

Town, State, Zip Code

Telephone Number

Facsimile Number

E-mail Address

Signature

Total Amount of Proposal: \$ _____

E. BUDGET AND BUDGET NARRATIVE

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

STATE OF CONNECTICUT STANDARD RFP FOR POS PROCUREMENTS
DMHAS/DSS-Nursing Home for Complex Care Behaviors (NH-CCB)-2026

5803	Housekeeping	
5804	Staff Training and Conferences	
5805	Drug Testing	
5806	Other (specify in narrative)	
Total Other Expenses		
<u>5900: CLIENT SUBSIDIES</u>		
5901	Transportation	
5902	Nutrition/Food Vouchers	
5903	Education	
5904	Housing	
5905	Personal Items	
5906	Other Client Subsidies (specify in narrative)	
Total Client Subsidies		
<u>TOTAL DIRECT EXPENSES</u>		
<u>INDIRECT EXPENSES</u>		
<u>7100: ADMINISTRATIVE & GENERAL</u>		
7111	Staff Salaries & Wages	
7120	Fringe Benefits	
	All Other A&G (Please provide details)	
<u>TOTAL INDIRECT EXPENSES</u>		
<u>TOTAL</u>		

Note:

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

Please attach an additional page describing the budget narrative.

F. Acknowledgement of Contract Compliance - Notification to Bidders

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

According to [Section 46a-68j-30\(9\)](#) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.”

“Minority business enterprise” is defined in [Section 4a-60](#) of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of [Section 32-9n](#).”

“Minority” groups are defined in [Section 32-9n](#) of the Connecticut General Statutes as “(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by [Section 4a-60g](#) of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of [Section 46a-68j-21\(11\)](#) of the Contract Compliance Regulations.

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

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

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

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

Signature: _____

Date: _____

INSTRUCTIONS AND OTHER INFORMATION

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

1) Definition of Small Contractor

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

To download an electronic copy of the Bidder Contract Compliance Monitoring Report from CHRO:

[Notification to Bidders](#)

Please attach a copy of the **Bidder Contract Compliance Monitoring Report** to the Proposal.

G. Campaign Contribution Certification



STATE OF CONNECTICUT CAMPAIGN CONTRIBUTION CERTIFICATION

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

INSTRUCTIONS:

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

Check One:

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

CAMPAIGN CONTRIBUTION CERTIFICATION:

I certify that neither the contractor or prospective state contractor, nor any of its principals, have made any contributions to, or solicited any contributions on behalf of, any party committee, exploratory committee, candidate for state-wide office or for the General Assembly, or political committee authorized to make contributions to or expenditures to or for, the benefit of such candidates, in the previous four years, that were determined by the State Elections Enforcement Commission to be in violation of subparagraph (A) or (B) of subdivision (2) of subsection (f) of Section 9-612 of the General Statutes, without mitigating circumstances having been found to exist concerning such violation. Each such certification shall be

sworn as true to the best knowledge and belief of the person signing the certification, subject to the penalties of false statement. If there is any change in the information contained in the most recently filed certification, such person shall submit an updated certification not later than thirty days after the effective date of any such change or upon the submittal of any new bid or proposal for a state contract, whichever is earlier.

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

<u>Contribution Date</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>	<u>Description</u>

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

Printed Contractor Name

Printed Name of Authorized Official

Signature of Authorized Official

Subscribed and acknowledged before me this ____ day of _____, 20__.

Commissioner of the Superior Court (or Notary Public)

**My Commission
Expires**

H. PROPOSAL CHECKLIST

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

Key Dates

<u>Procurement Timetable</u>		
The Agency reserves the right to modify these dates at its sole discretion.		
Item	Action	Date/Time
1	RFP Release	July 30, 2026
2	Letter of Intent Due	August 10, 2026 by 3:00 PM
3	RFP/Bidder's Conference Date	August 25, 2026
4	RFP/Bidder's Conference Time	10:00 AM
5	Deadline for Questions	September 1, 2026 by 3:00 PM
6	Answers Released	September 9, 2026
7	Proposals Due	September 23, 2026 by 3:00 PM
8	(*) Proposer Selection	TBD
9	(*) Start of Contract Negotiations	TBD
10	(*) Start of Contract	TBD

Proposal Content Checklist

- ☐ **Cover Sheet** including required information:
- ☐ **Table of Contents**
- ☐ **Executive Summary:** high-level summary of proposal and cost
- ☐ **Main proposal and with relevant attachments.** *Proposers should use their discretion to determine whether certain required information is sufficiently captured in the body of their proposal or requires additional attachments for clarification.*

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

- ☐ Register at: <https://portal.ct.gov/DAS/CTSource/Registration>
- ☐ Submit Campaign Contribution Certification (OPM Ethics Form 1):
<https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>
- ☐ Valid Unique Entity Identifier (UEI) obtained through www.sam.gov
- ☐ Acknowledgement of Contract Compliance – Notification to Bidders
- ☐ Equal Employment Opportunity
- ☐ IRS Determination Letter (for nonprofit proposers)

- ☐ Three years of most recent annual audited financial statements; OR any financial statements prepared by a Certified Public Accountant for proposers whose organizations have been incorporated for less than three years.
- ☐ Proposed budget, including budget narrative and cost schedules for planned subcontractors if applicable
- ☐ DSS budget template
- ☐ Conflict of Interest Disclosure Statement
- ☐ Statement of Assurances
- ☐ Declaration of Confidential Information
- ☐ Proof of DPH Clinical Licensure
- ☐ Secretary of State recognition, Connecticut
- ☐ Organizational Chart
- ☐ Resume of Key Personnel
- ☐ Letters of support from community partners

Formatting Checklist

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