

PROCUREMENT NOTICE
State of Connecticut
Department of Correction
Legal Notice

Notification of a procurement opportunity for **Inmate Legal Assistance** required by the Connecticut Department of Correction is available for review, download and printing on the State's Procurement/Contracting Portal at:

https://biznet.ct.gov/SCP_Search/

Bid notices may also be accessed on the Department of Correction web page at:

<https://portal.ct.gov/DOC>

Pursuant to C.G.S. § 18-101i, the Department must award purchase of service contracts only to private, nonprofit organizations, State agencies, or units of local government.

The Department of Correction is an Equal Opportunity/Affirmative Action Employer. Questions may be directed to the CTDOC Contracts Administration Unit at (860) 692-7635.

Deaf and hearing-impaired individuals may use a TDD by calling 1-800-842-4524.

RFP TABLE OF CONTENTS

	<u>Page</u>
Procurement Notice	1
Section I GENERAL INFORMATION	3-8
A. Introduction	3
B. Definitions	3
C. Instructions	3-6
D. Proposal Format	6
E. Evaluation of Proposals	6-8
Section II MANDATORY PROVISIONS	9-12
A. POS Standard Contract, Parts I and II	9
B. Assurances	9-10
C. Terms and Conditions	10
D. Rights Reserved to the State	11
E. Statutory and Regulatory Compliance	11-12
Section III PROGRAM INFORMATION	13-19
A. Department Overview	13
B. Program Overview	13-15
C. Main Proposal Components	15-18
D. Cost Proposal Components	18-19
Section IV REQUIRED PROPOSAL SUBMISSION OUTLINE	20-21
A. Cover Sheet	20
B. Table of Contents	20
C. Declaration of Confidential Information	20
D. Conflict of Interest	20
E. Statement of Assurances	20
F. Executive Summary	20
G. Main Proposal	20-21
H. Cost Proposal	21
I. Appendices	21
J. Forms	21
Section V ATTACHMENTS	21-26
A. Cover Sheet	22
B. Statement of Assurances	23
C. Proposed Annual Budget	24-25
D. Letter of Intent	26

I. GENERAL INFORMATION

■ A. INTRODUCTION

1. **RFP Name or Number:** RFP #DOC-ILAP-21-SJH / Inmate Legal Assistance
2. **Summary:** The purpose of this request is to procure legal services for incarcerated individuals, consistent with applicable state and federal law and court rulings.
3. **Synopsis (Optional):** Not Available.
4. **Commodity Codes.** The services that the Department wishes to procure through this RFP are as follows:
 - 0600: Professional Support Consulting and Miscellaneous Services
 - 2000: Community and Social Services

■ B. DEFINITIONS

1. *Department:* For the purposes of this RFP, 'Department' shall mean the Connecticut Department of Correction.
2. *Contractor:* A private, non-profit provider organization, a for profit organization, or CT State agency, that enters into a POS (Purchase of Service) contract with the Department as a result of this RFP.
3. *Proposer:* A private, non-profit provider organization, a for profit organization, or CT State agency that has submitted a proposal to the Department in response to this RFP.
4. *Prospective Proposer:* A private, non-profit provider organization, a for profit organization, or CT State agency, that may submit a proposal to the Department in response to this RFP, but has not yet done so.
5. *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 Department as a result of this RFP.
6. *Startup Costs:* One-time costs incurred for the startup of a program. These costs may not be annualized.

■ C. INSTRUCTIONS

1. **Official Contact.** The Department 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 Department. Proposers, prospective proposers, and other interested parties are advised that any communication with any other Department employee(s) (including appointed officials) about this RFP is strictly prohibited. Proposers or prospective proposers who violate this instruction may risk disqualification from further consideration.

Name: Stacey Hubert
Address: 24 Wolcott Hill Road
 Wethersfield, CT 06109

Phone: 860-692-7635
E-Mail: DOC.RFP@ct.gov

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

- 2. 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:

- Department's Web Site:
<http://www.ct.gov/doc>
- State Contracting Portal:
https://biznet.ct.gov/SCP_Search/

It is strongly recommended that any proposer or prospective proposer interested in this procurement subscribe to receive e-mail alerts from the State Contracting Portal. Subscribers will receive a daily e-mail announcing procurements and addendums that are posted on the portal. This service is provided as a courtesy to assist in monitoring activities associated with State procurements, including this RFP.

Printed copies of all documents are also available from the Official Contact upon request.

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

- Total Funding Available: To Be Determined by State budget appropriation
- Number of Awards: To Be Determined
- Contract Cost: To Be Determined
- Contract Term: Two years with the option of three (3), one (1) year renewals, at the discretion of the Department

- 4. Eligibility.** Private provider organization (defined as non-state entities that are either nonprofit or proprietary corporations or partnerships) are eligible to submit proposals in response to this RFP. Individuals who are not a duly formed business entity are ineligible to participate in this procurement.

- 5. Minimum Qualifications of Proposers.** Bids will be accepted from private, non-profit organizations, for profit organizations, or state agencies which can clearly demonstrate an ability to provide the requested services. Preference will be given to respondents with a proven history of providing the requested or substantially similar services as well as those with a proven history of financial stability.

- 6. Procurement Schedule.** Dates marked (*) are target dates only, and may be subject to change. The Department may amend the schedule, as needed. Any change will be made by means of an amendment to this RFP and will be posted on the State Contracting Portal and the Department's Web Site.

- | | |
|---------------------------------------|----------------------------|
| • RFP Released: | December 21, 2020 |
| • Deadline for Letter of Intent: | 3:00 PM, January 12, 2021 |
| • Deadline for Receipt of Questions: | 3:00 PM, February 2, 2021 |
| • Answers Released: | February 9, 2021 |
| • Deadline for Proposal Submission: | 3:00 PM, February 26, 2021 |
| • (*) Proposer Selection: | March 12, 2021 |
| • (*) Start of Contract Negotiations: | March 19, 2021 |
| • (*) Start of Contract: | July 1, 2021 |

- 7. Letter of Intent.** A Letter of Intent (LOI) **is required** by this RFP. The LOI is non-binding and does not obligate the sender to submit a proposal. Respondents may complete and use the **Letter of Intent** form which is provided in this RFP as Attachment D.

The LOI must be submitted to the Official Contact identified in Section C.1 of this RFP. LOI's may be submitted by e-mail by the deadline established in the Procurement Schedule.

The LOI must clearly identify the sender, including agency name, contact person, postal address, telephone number, fax number, and e-mail address. As a courtesy, the Department will confirm receipt of the LOI via

email to the email address designated in the LOI, but **it remains the sender's responsibility to confirm the Department'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.

- 8. Inquiry Procedures.** Noteworthy: ONLY e-mailed questions submitted by prospective proposers who submitted a Letter of Intent will be answered.

All questions regarding this RFP or the Department's procurement process must be directed, in writing by 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 will be answered. However, the Department 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 Department may or may not respond to questions received after the deadline. If the Department chooses to answer questions received after the deadline, the question and the answer will be made available to all proposers or prospective proposers. The Department reserves the right to answer questions only from those who have submitted an LOI. The Department 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 Department will release the answers to questions on the dates established in the Procurement Schedule. The Department will publish any and all amendments to this RFP on the State Contracting Portal and the Department's Web Site.

- 9. RFP Conference.** An RFP Bidder's Conference will **not** be held for this process.

- 10. 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 following due date and time:

- Due Date: February 26, 2021
- Time: 3:00 PM

Proposals received after the due date and time will not be evaluated.

An acceptable submission must include the following:

- one (1) conforming electronic copy of the proposal.

Unsigned proposals will not be evaluated. The proposal must be complete, properly formatted and outlined, and ready for evaluation by the Review Committee.

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: **RFP #DOC-ILAP-21-SJH/Inmate Legal Assistance Proposal Submission**

- 11. Multiple Proposals.** The submission of multiple proposals from the same proposer is an option with this procurement.

- 12. 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. In Section C 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).

- 13. 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 Department 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."***

■ D. PROPOSAL FORMAT

- 1. Required Outline.** All proposals must follow the required outline presented in Section IV –Proposal Outline of this RFP. Proposals that fail to follow the required outline will be deemed non-responsive and will not be 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 Department, in Section V. Attachments, of this RFP.
- 3. Table of Contents.** All proposals must include a Table of Contents that conforms with the required proposal outline. (See Section IV)
- 4. Executive Summary.** Proposals must include a summary of the main proposal and cost proposal. This summary should include: the type of program being proposed, annual number of inmates expected to be served, location of program, a brief agency history, and a brief program philosophy. The summary should not exceed one (1) page in length.
- 5. Attachments.** Attachments other than the required Appendices or Forms identified in Section IV 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.
- 6. Style Requirements.** THIS IS AN ELECTRONIC SUBMISSION. Submitted proposals must conform to the following specifications:
 - Paper Size: 8 ½ X 11 (LETTER)
 - Font Size: 12
 - Font Type: Times New Roman
 - Margins: Normal (1 inch)
 - Line Spacing: Single Space
- 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.

■ E. EVALUATION OF PROPOSALS

- 1. Evaluation Process.** It is the intent of the Department to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. When evaluating proposals, negotiating and

awarding contracts, the Department will conform with its written procedures for POS 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).

2. **Review Committee.** The Department will designate a Review Committee to evaluate proposals submitted in response to this RFP. 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. 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.** All proposals must comply with the requirements specified in this RFP. 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) follow the required Proposal Outline; and (4) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Department 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. Interpretation of these criteria will be established by the Review Committee prior to receipt of proposals. The criteria are weighted according to their relative importance. The weights are disclosed below.
 - Organizational Profile (weighted at a factor of 2)
 - Scope of Services (weighted at a factor of 4)
 - Staffing Plan (see *note*) (weighted at a factor of 3)
 - Data and Technology (weighted at a factor of 3)
 - Subcontractors (weighted at a factor of 1)
 - Work Plan (weighted at a factor of 1)
 - Financial Profile (weighted at a factor of 1)
 - Budget and Budget Narrative (weighted at a factor of 2)
 - Appendices (weighted at a factor of 1)

Note: As part of its evaluation, the Review Committee will consider 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 Department head. The final selection of a successful proposer is at the discretion of the Department head. Any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the Department. 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 Department's discretion, about the outcome of the evaluation and proposer selection process.
6. **Debriefing.** Within ten (10) days of receiving notification from the Department, 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 sent by the Department 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 Department 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 Department will schedule and hold the debriefing meeting within fifteen (15) days of receipt of the request. The Department will not change, alter, or modify the outcome of the evaluation or selection process as a result of any debriefing meeting.

- 7. Appeal Process.** Proposers may appeal any aspect the Department's competitive procurement, including the evaluation and proposer selection process. Any such appeal must be submitted to the Department head with a copy of the appeal being sent to the Official Contact. 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 sent by the Department will be considered "day one" of the thirty (30) days. The filing of an appeal shall not be deemed sufficient reason for the Department 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. Contest of Solicitation or Award.** Pursuant to Section 4e-36 of the Connecticut General Statutes, "Any bidder or Proposer on a state contract may contest the solicitation or award of a contract to a subcommittee of the State Contracting Standards Board..." More detailed information is available on the State Contracting Standards Board website at <http://www.ct.gov/scsb/site/default.asp>.
- 9. Contract Execution.** Any contract developed and executed as a result of this RFP is subject to the Department's contracting procedures, which may include approval by the Office of the Attorney General.

II. 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: <https://portal.ct.gov/OPM/Fin%20POS/Standards/POS%20Standard%20Contract%20Part%20II>

Note:

Included in Part II of the standard contract is the State Elections Enforcement Commission's (SEEC) 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 Office of the Attorney General. 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 Office of the Attorney General.

■ 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 Department 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. This section shall not apply when proposals are being submitted to operate a collaborative program provided by one or more separate entities.

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 Department 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 Department 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 Department shall assume liability for expenses incurred by proposers in preparing, submitting, or clarifying proposals submitted in response to this RFP.
3. **Exclusion of Taxes.** The Department 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 Department may request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by the Department, 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 Department. The Department 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 Department. At its sole discretion, the Department 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 Department, 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 Department 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 Department 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 Department 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 Department 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 Department and, if required, by the Office of the Attorney General.

■ 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 Department.
2. **Amending or Canceling RFP.** The Department reserves the right to amend or cancel this RFP on any date and at any time, if the Department 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 Department 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 Department reserves the right to award in part or reject 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 Department may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Department 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 or all information or reports, or part thereof, shall accrue to the State without recourse.
6. **Contract Negotiation.** The Department reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Department further reserves the right to contract with one or more proposer for such services. After reviewing the scored criteria, the Department may seek Best and Final Offers (BFO) on cost from proposers. The Department may set parameters on any BFOs received.
7. **Clerical Errors in Award.** The Department 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 Department is the sole funder of a purchased service, the Department reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The Department also reserves the right to approve replacements for key personnel who have terminated employment. The Department 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 Department.

■ 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).** 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 insure 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.** Proposals for State contracts with a value of \$50,000 or more in a calendar or fiscal year, excluding leases and licensing agreements of any value, shall include a consulting agreement affidavit attesting to whether any consulting agreement has been entered into in connection with the proposal. As used herein "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 contract. Consulting agreement does not include any agreements entered into with a consultant who is registered under the provisions of C.G.S. Chapter 10 as of the date such affidavit is submitted in accordance with the provisions of C.G.S. § 4a-81. The Consulting Agreement Affidavit (Ethics Form 5) is available on OPM's website at <https://portal.ct.gov/OPM/Fin%20PSA/Forms/Ethics%20Forms>

IMPORTANT NOTE: Proposer must complete and submit OPM Ethics Form 5 to the Department **with the proposal**.

4. **Gift and Campaign Contributions, C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell's Executive Orders No. 1, Para. 8 and No. 7C, Para. 10; C.G.S. § 9-612(g)(2).** If a proposer is awarded an opportunity to negotiate a contract with an anticipated value of \$50,000 or more in a calendar or fiscal year, the proposer must fully disclose any gifts or lawful contributions made to campaigns of candidates for statewide public office or the General Assembly. Municipalities and CT State agencies are exempt from this requirement. The gift and campaign contributions certification (OPM Ethics Form 1) is available on OPM's website at <https://portal.ct.gov/OPM/Fin%20PSA/Forms/Ethics%20Forms>

IMPORTANT NOTE: The successful Proposer must complete and submit OPM Ethics Form 1 to the Department **prior to contract execution**.

5. **Nondiscrimination Certification, C.G.S. §§ 4a-60(a)(1) and 4a-60a(a)(1).** If a proposer is awarded an opportunity to negotiate a contract, the proposer must provide the Department with *written representation* or *documentation* that certifies the proposer complies with the State's nondiscrimination agreements and warranties. A 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 nondiscrimination certification forms are available on OPM's website at <https://portal.ct.gov/OPM/Fin-PSA/Forms/Nondiscrimination-Certification>

IMPORTANT NOTE: The successful Proposer must complete and submit the appropriate nondiscrimination certification form to the awarding Department **prior to contract execution**.

III. PROGRAM INFORMATION

■ A. DEPARTMENT OVERVIEW

The Department currently operates fourteen (14) correctional facilities throughout the state, with a current population of 9,350 incarcerated inmates, as of November 2020:

Facility	Location	Security Level	Population	
Bridgeport Correctional Center	Bridgeport	Level 4	587	Male Adults
Brooklyn Correctional Institution	Brooklyn	Level 3	316	Male Adults
Carl Robinson Correctional Institution	Enfield	Level 3	809	Male Adults
Cheshire Correctional Institution	Cheshire	Level 4	1048	Male Adults
Corrigan-Radgowski Correctional Center	Uncasville	Level 3/4	836	Male Adults
Garner Correctional Institution	Newtown	Level 4	487	Male Adults
Hartford Correctional Center	Hartford	Level 4	760	Male Adults
MacDougall-Walker Correctional Institution	Suffield	Level 4/5	1751	Male Adults
Manson Youth Institution	Cheshire	Level 4	221	Male Youths/Adults
New Haven Correctional Center	New Haven	Level 4	629	Male Adults
Northern Correctional Institution	Somers	Level 5	81	Male Adults
Osborn Correctional Institution	Somers	Level 3	937	Male Adults
Willard-Cybulski Correctional Institution	Enfield	Level 2	373	Male Adults
York Correctional Institution	Niantic	Level 2-5	515	Female Youth/Adults

The Department is required by state statute, federal law and by federal court precedent, to provide “meaningful access to courts” for this population. Through a variety of court rulings, a standard of services for “meaningful access to court” has been established. This RFP solicits programs designed to meet those standards in an efficient and cost effective manner. CT General Statute § 18-81 states that the Commissioner of Correction shall, within available appropriations for such purpose, arrange for provision of legal assistance of a civil nature to indigent inmates of department institutions and facilities and legal representation for such inmates before administrative boards where permitted or constitutionally required.

■ B. PROGRAM OVERVIEW

1. Department Vision

Through this RFP, the Department is seeking to establish a program to provide meaningful access to court for inmates incarcerated in Connecticut correctional facilities and limited services to Connecticut inmates incarcerated in other states.

The Department is seeking competitive bids from legal services or other organizations to facilitate access to court and legal assistance of a civil nature to offenders. The program goal is to: “**provide offenders with access to court when challenging their sentences and to challenge the terms and conditions of their confinement.**” The direct representation of inmates is not required, *except in limited situations*.

The Department envisions a system whereby inmates are provided sufficient assistance to meet current legal requirements, without providing services or assistance not mandatory under current definitions. The Department foresees a program which should include pre-packaged forms and instructions for the filing of a majority of court documents.

A cost effective program may have limited reliance on attorney intervention and may rely more heavily on complaint review and assistance by paralegal staff members who are supervised by an attorney licensed in the state of Connecticut.

The Department will accept proposals for a singular provider to provide state-wide services, and proposals for a singular provider that accomplishes statewide services through sub-contract with eligible parties throughout the state of Connecticut (collaborative service provision). The Department will also accept proposals for an administrative organization that collects inmate complaints/correspondence, reviews for validity and passes valid complaints/correspondence to local attorneys within the state of Connecticut.

2. Relevant Case Law and Scope of Services

The Department is providing the following relevant case references to assist in the development of a proposal. The cases delineated below serve to define court-upheld adequate access to court for the challenge of criminal sentence and the terms and conditions of confinement of an inmate population. The contractor may need to provide assistance from time to time to self-represented prisoner litigants; for example, with formatting, typing and filing Appellate or Supreme Court Briefs. There are numerous other cases which should be reviewed to identify and assess the components that constitute appropriate inmate access to court. Such cases should be delineated in any proposal submitted in response to this RFP to define the applicant's proposed services and their responsiveness to applicable law.

Challenges to the criminal sentence for the most part are handled by the Public Defender's Office or assigned counsel appointed by the Office of the Chief Public Defender.

Access to Court

1. Bounds v. Smith, 430 U.S. 817, 821, 97 S. Ct. 1491, 52 L. Ed. 2d 72 (1977): Held that "the fundamental constitutional right of access to the courts requires prison authorities to assist inmates in the preparation and filing of meaningful legal papers by providing prisoners with adequate law libraries or adequate assistance from persons trained in the law." *Id.* at 828
2. Lewis v. Casey, 518 U.S. 343, 355, 116 S.Ct. 2174, 135 L. Ed. 2d 606 (1996): Clarified and limited *Bounds* by stating: "Bounds does not guarantee inmates the wherewithal to transform themselves into litigating engines capable of filing everything from shareholder derivative actions to slip and fall claims. The tools it requires to be provided are those that the inmates need in order to attack their sentences, directly or collaterally, and in order to challenge the conditions of their confinement. Impairment of any other litigating capacity is simply one of the individual (and perfectly constitutional) consequences of conviction and incarceration." *Id.* at 355

Conditions of Confinement

3. Farmer v. Brennan, 511 U.S. 825, 832-34, 114 S. Ct. 1970, 128 L. Ed. 2d 811 (1994): Defined humane conditions of confinement: provision of adequate food, clothing, shelter, medical care, "reasonable measures to guarantee the safety of the inmates." (Does NOT include other civil actions; e.g., real estate transactions, probate, "shareholder derivative actions [or] slip-and-fall claims.")
4. Sandin v. Conner 515 U.S. 472, 115 S. Ct. 2293, 132 L. Ed. 2d 418 (1995): Altered the standard by which federal courts determine when due process attaches to prisoners' liberty interests. This new standard recognizes prisoners' liberty interests only upon a showing of an "atypical and significant" deprivation.
5. Hudson v. McMillian 503 U.S. 1, 112 S. Ct. 995, 117 L. Ed. 2d 156 (1992): Held that the use of excessive physical force against a prisoner may constitute cruel and unusual punishment even though the inmate does not suffer serious injury.
6. Estelle v. Gamble, 429 US 97, 106, 97 S. Ct. 285, 50 L. Ed. 2d 251 (1976): held that prisoners have a constitutional right to be free from deliberate indifference to serious and treatable medical conditions. In *Estelle*, the Supreme Court stated, "a complaint that a physician has been negligent in diagnosing or treating a medical condition does not state a valid claim of medical mistreatment under the Eighth Amendment. Medical malpractice does not become a constitutional violation merely because the victim is a prisoner."

Proposals for meeting the Commissioner of Correction's obligation of assisting inmates to gain access to court shall also focus on meeting all legal requirements of access to court, but such assistance is not required where, for example, other state appointed counsel, such as assigned counsel from the Office of the Public Defender, or assigned counsel appointed in a state court habeas matter is available. Pursuant to Connecticut

General Statute 51-296(a), indigent inmates in any habeas corpus proceeding arising from a criminal matter or in any extradition proceeding may be represented by such assigned counsel. However, the Office of the Chief Public Defender and assigned counsel may not be able to assist in helping prepare and file a federal habeas petition under 28 U.S.C. § 2254, and the contractor would be expected to provide such assistance when appropriate.

The submitted proposal must also provide for assistance to prisoners to collaterally attack their sentences through the filing of federal habeas corpus petitions.

3. Legal Approach

While adequate law libraries and assistance from persons trained in the law are two ways to assure meaningful access to the courts, as noted in *Bounds*, “a legal access program need not include any particular element...and we encourage local experimentation. Any plan, however, must be evaluated as a whole to ascertain its compliance with constitutional standards.” (*Id.* at 832) Proposals to address and satisfy the Commissioner of Correction’s obligation to provide access to court for indigent inmates should be creative and should encourage experimentation, including possibly different approaches at different facilities, as well as assistance to inmates in simply meeting technical requirements to get proper forms filled in a timely and meaningful way, consistent with the statement of the Supreme Court in *Lewis v. Casey*, which reiterated that there is no one single approach to developing adequate legal services to meet the minimum requirements.

The Commissioner of Correction, in seeking proposals in response to this RFP, seeks to “encourage local experimentation” in various methods of assuring access to the courts. *Bounds* at 832. One such experiment, for example, might replace libraries with some minimal access to legal advice and a system of court-provided forms such as those that contained the original complaints in *Sandin v. Connor* and *Hudson v. McMillian*—forms that asked the inmates to provide only the facts and not to attempt any legal analysis.

4. Historic Department Inmate Legal Assistance Statistics/Workload

Workload	Average Annual	Average Monthly
Correspondence Received (#)	6186	516
In-Person Inmate Interviews (#)	38	3
Court Appearance (#)	0	0
Incoming Telephone Calls (#)	5153	429
Outgoing Telephone Calls (#)	2329	194

Data is for period 7/1/2019-6/30/2020

■ C. MAIN PROPOSAL COMPONENTS

1. Organizational Requirements

- (a) Purpose / Mission / Philosophy: Briefly describe the purpose, mission and philosophy of the applicant agency and the proposed program.
- (b) Entity Type / Years of Operation: Also include a brief history of the applicant.
- (c) Office Location: Please provide the location of the applicant agency’s administrative offices and the location from which the program will operate. Budgets must reflect all expenses associated with this location.
- (d) Qualifications / Certification / Licensure: Please describe the applicant agency’s experience providing the kinds of services being requested through this RFP. If the applicant agency or program being proposed holds any certifications or licensures, please detail the type and how long it has been held.

- (e) References: If you do not currently or have not in the past 3 years provided contracted services to the Department, at least two reference letters must be included in Section H of the proposal to support the description of your experience in providing these services. Letter must include applicant agency name, contact name, mailing address, phone number and email address of the writer. Letter must also include the nature of the writer's relationship with the proposer and the extent of the proposer's provision of services to the writer. This is **NOT** a Letter of Support. The writer must be able to detail a prior relationship of services provided.

2. Service Requirements

Proposals should address each of the following areas and should delineate the applicant's philosophy for each component, as well as the applicant's approach to managing each component:

- (a) Satisfying Prisoner Right of Access to Court: The proposer shall attest, and be willing to annually provide a sworn affidavit, that they will provide assistance that is sufficient and adequate at all times to satisfy any legal requirements incumbent upon the Department concerning inmates' right of access to court as has been determined by state and federal courts, including the U.S. Supreme Court.

Proposals must describe the applicant's approach to ensuring legally sufficient and adequate access to court for inmates. Proposals must include justification as to how such approach has been determined to withstand legal challenge.

- (b) Assistance in Preparation and Filing of Meaningful Legal Papers: Except as specifically delineated herein, assistance shall be limited to enabling inmates to prepare and file meaningful civil legal papers and may include limited assistance such as identifying, articulating and researching legal claims.

It is anticipated that the chosen provider of these services will develop, maintain and rely heavily on standard legal form packages for common or routine complaints. It is anticipated that such packages will be maintained and made available to inmates to reduce the workload associated with ongoing interaction with inmates regarding their complaints.

It is anticipated that the obligation of the contractor will be deemed to have been fulfilled once the inmate has either filed his/her claim with the court or the claim has been determined by the contractor to be invalid.

From time to time, the filing of meaningful legal papers may entail assistance with appellate court briefs where the rules of the particular court have specific formatting requirements and the inmate requests assistance, such as with help typing and filing briefs in the Connecticut Appellate or Supreme Court.

- (c) Assistance Limited to Terms and Conditions of Confinement and to Challenge Sentences: Except as otherwise specifically provided herein, meaningful papers referred to are limited to those needed to provide inmates a reasonably adequate opportunity to present to the courts claimed violations of legal rights concerning only the terms and conditions of their confinement, and to challenge their sentences, as defined by relevant federal and state law, where a state public defender or assigned counsel is not available. For example, civil actions concerning family matters, business matters, tax issues, or security deposits are not related to the terms and conditions of confinement or sentencing.

Proposals must delineate all matter types that the applicant believes to be germane to the intent of the law and subsequent relevant cases, as well as those matter types relevant to ensuring the Commissioner's compliance with federal and state law obligations regarding inmate access to court.

- (d) No Assistance in Administrative Matters: This restriction on services also applies to administrative matters such as FOIA requests and appeals.
- (e) No Court Appearance or Representation (Limited Exceptions): Except as specifically outlined in this document, assistance under the contract shall not require or permit entering an appearance in the case or extend to actual trial or appellate proceedings or to proceedings ancillary thereto.

- (f) Family Law Seminars: The contractor must agree to provide at least once per year at least one (1) family law seminar at each active correctional facility in Connecticut. The family law seminar will cover issues including divorce, custody, visitation, and other civil family law matters. This seminar will be open to the entire offender population at every facility. The contractor will not provide representation to any offender in family law matters. The contractor will make family law materials on CTLawHelp.org or other comparable appropriate legal materials available to offenders upon request.
- (g) Representation at Parole Revocation and Rescission Hearings: The contractor will also agree to provide an attorney, as necessary, to represent offenders at parole revocation and rescission hearings where legally required. Such representation will be provided only upon request and authorization of the Chairman of the Board of Pardons and Paroles. Such representation may be necessary where other efforts to provide counsel, such as pursuant to section 3 of P.A. 19-59, are not available. P.A. 19-59, section 3 provides:
- The Chief Public Defender shall, within available appropriations, establish a pilot program to provide representation to persons at parole revocation hearings. Not later than January 1, 2021, and annually thereafter, the Chief Public Defender shall submit a report to the Secretary of the Office of Policy and Management on cases served as part of such program during the prior calendar year. Such report shall aggregate information, including, but not limited to, the number of public defenders funded through the pilot program, the number of preliminary hearings and final parole revocation hearings served by such public defenders and the associated outcomes of such hearings.

2019 Ct. ALS 59, 2019 Ct. P.A. 59, 2019 Ct. SB 880, 2019 Ct. ALS 59, 2019 Ct. P.A. 59, 2019 Ct. SB 880

- (h) Limited Services for Offenders Housed in Other States: Proposal must provide for limited services to inmates from other states confined in Connecticut facilities, as well as limited services for Connecticut inmates incarcerated in other states. Assistance, in all cases, shall be limited to matters concerning the conditions of confinement while incarcerated in Connecticut, or assisting in filing a federal habeas petition under 28 USC 2254, or as otherwise may be required to meet the Department's obligation for access to courts in Connecticut for those Connecticut prisoners who may be confined in other jurisdictions.
- (i) Exclusion for Represented Offenders: The legal services to be provided shall exclude any services in which an attorney is otherwise provided for by law or made available to offenders without cost to the offender, including, but not limited to, the State of Connecticut Division of Public Defender Services.
- (j) Provision of Extra-Contractual Services: There may be instances when the Commissioner or designee, in the interest of judicial or administrative economy, shall require legal assistance for prisoners in given case(s) to extend to trial and/or appellate or administrative services, including services ancillary thereto. In such event, the Commissioner, or designee, shall notify the contractor and upon such notification the contractor and the Department shall enter into negotiations for agreement outside the master contract for the provision of the requested services. In no case, however, shall the contractor be obligated to undertake to provide any legal assistance in instances wherein to do so would be contrary to an attorney's duty to abide by all applicable ethical standards, rules of court and/or to serve as an officer of the Court.
- (k) Date of Program Availability: Proposals must detail the timelines leading up to the date that the program will begin providing services to inmates. The Department anticipates a contract start date of July 1, 2021.
- (l) Performance Outcome Measures: Proposals should describe measurable objectives that the applicant feels are relevant to the performance of services described herein. Final performance measures will be determined by the Department prior to contract execution.

3. Staffing Requirements

Proposers must describe the staff categories to be assigned to this project, including the extent to which they have the appropriate training and experience to perform assigned duties. The proposal must describe

the extent to which staff is multi-lingual and multi-cultural. Job descriptions, minimum qualifications, licensing requirements, hours per week and hourly wages must be provided for all staff categories assigned to this project. **Please do not include resumes.** If the staff person to be assigned to the position is known at the time of proposal submission, a brief narrative summarizing that person's qualifications is sufficient.

Staffing must include at least one full time attorney who is a member in good standing with the Connecticut Bar, as well as at least one attorney who is admitted to the United States District Court and is familiar with federal rules of civil procedure, local rules for the District of Connecticut, and any procedural and substantive rules related to successful, timely, and meaningful filing of federal habeas corpus petitions.

Proposals must demonstrate the appropriate utilization of staff. For example, attorneys should not perform tasks which may be performed by paralegals or other support staff. Preference will be given to proposals delineating the most creatively efficient and adequate use of staffing.

4. Data and Technology Requirements

Proposers must describe the extent to which the applicant agency and the proposed program have the capability to access the internet, send/receive outside email, and view PDF documents.

Proposers must describe how the program will provide for the installation and maintenance of a toll free telephone number to facilitate access to the program by all inmates. Where toll free access is not available, the proposer must describe another means for ensuring telephone access to the program for inmates.

Proposers must describe their proposed methods for tracking correspondence, telephonic communication, and workloads on a monthly and annual basis. Proposals should include the extent of the applicant's capabilities in Office Applications.

5. Sub-Contractors

Proposals must disclose the proposed use of subcontractors to accomplish program services. If the proposed program includes the use of subcontractors, the relationship of the subcontractor to the applicant, a detailed description of the services to be provided by the subcontractor, the staffing to be allocated by the subcontractor, and the costs of utilizing a subcontractor must be delineated in the proposal.

D. COST PROPOSAL COMPONENT

1. Financial Requirements

Any proposer agency that does not hold a current contract with the Department must submit cover letters from the agency's auditor for the last three (3) annual audits of their agency and a copy of their most recent financial audit. Letters and a copy of the most recent audit must be included in **Section I** of the proposal. If less than 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.). If the three (3) most recent audits are available via the Office of Policy and Management's EARS system, such may be noted in the proposal, and a hardcopy of the audit need not be provided.

All proposers must budget for professional liability insurance coverage for errors, omissions, commissions, negligence, incompetence and malfeasance. Such insurance must be maintained throughout any resulting contract.

2. Budget Requirements

Proposals must contain an itemized budget on the budget form included as Attachment C. in Section V, pages 24-25 of this RFP. All startup costs must be clearly identified as (one) 1-line item in the budget.

A budget narrative must be provided, explaining all costs contained in the budget. All **startup** costs must also be separately and clearly detailed in the budget narrative. The budget must also disclose any related party transactions associated with any budget expenditures.

All other funding, including applicant agency financial support and income from other sources must be identified. The program may not assess fees to inmates for services.

Offenders residing in the community under supervision of the Commissioner of Correction are not eligible for assistance.

Note: The program proposed through this RFP must be funded, in accordance with Connecticut General Statute 18-81, within available appropriations from the State Legislature, as such may be modified from year to year.

IV. REQUIRED PROPOSAL SUBMISSION OUTLINE

	<u>Page</u>
A. Cover Sheet (Attachment A.)	1
B. Table of Contents	2
C. Declaration of Confidential Information	Etc.
D. Conflict of Interest - Disclosure Statement	
E. Statement of Assurances (Attachment B.)	
F. Executive Summary.	
G. Main Proposal	
1. Organizational Profile	
a. Purpose / Mission / Philosophy	
b. Entity Type / Years of Operation	
c. Administrative Office Location	
d. Qualifications / Certifications / Licensures	
e. References	
2. Scope of Services	
a. Satisfying Prisoner Right of Access to Court	
b. Assistance in Preparation and Filing of Meaningful Legal Papers	
c. Assistance Limited to Terms and Conditions of Confinement and to Challenge Sentencing	
d. No Assistance in Administrative Matters	
e. No Court Appearance or Representation	
f. Family Law Seminars	
g. Representation at Parole Revocation and Rescission Hearings	
h. Limited Services for Offenders Housed Out of State	
i. Exclusion for Represented Offenders	
j. Provision of Extra-Contractual Services	
k. Date of Program Availability	
l. Performance Outcome Measures	
3. Staffing Plan	
a. Staffing Plan	
b. Job Descriptions	
c. Retention Practices	
4. Data and Technology	
5. Subcontractors	
<i>If the proposal includes the use of subcontractors, please detail the following. If this proposal is being submitted as a stand-alone program, this section of the proposal may be omitted.</i>	

- a. Legal Name of Agency, Address, FEIN
- b. Contact Person, Title, Phone, Fax, E-mail
- c. Services to Be Provided Under Subcontract
- d. Subcontract Cost and Term

H. Cost Proposal

- a. Line Item Budget (Attachment C.)
- b. Budget Narrative

I. Appendices

- a. Letters of Reference (if required)
- b. Cover Letters from Previous 3 Audits
- c. Most recent Audit or other financial information (as outlined herein)

J. Forms

- a. **Form #1:** Cover Sheet
This Form is page one (1) of your Proposal.
- b. **Form #2:** Statement of Assurances
This form must be completed and included in Section E. of the proposal
- c. **Form #3:** Budget
This form must be completed and included in Section H of the proposal
- d. **Form #4:** Consulting Agreement Affidavit (OPM Ethics Form 5)
This form must be completed and included in Section J of the proposal .
Available at
<https://portal.ct.gov//media/OPM/OPMForm5ConsultingAgreementAffidavit32814pdf.pdf?la=en>
- e. **Form #5:** Acknowledgment of Contract Compliance
This form must be completed and included in Section J of the proposal.
Available at http://www.ct.gov/opm/lib/opm/cjppd/cjijyd/jjydsystem/2018_JRB_APP_CHRO_Bidder_Notification.pdf
- f. **Form #6:** Iran Certification (OPM Form 7)
This form must be completed and included in Section J of the proposal.
Available at https://www.ctdol.state.ct.us/wia/memos/CI/14-01/OPM_IranCert.pdf

V. ATTACHMENTS



**REQUEST FOR PROPOSALS
RFP # DOC_ILAP-21-SJH
Department of Correction
December 2020**

Attachment A.: Proposal Cover Sheet

Proposer:

		() -
Legal Name	FEIN or Social Security Number	Telephone Number
Mailing Address	Town, State	Zip Code
☐ Yes ☐ No (check one)	☐ Profit ☐ Nonprofit (check one)	
Incorporated	Type of Organization	Fiscal Year End

\$

Total Cost

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

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

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

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

Attachment B. STATEMENT OF ASSURANCES

CT Department of Correction

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 Department the cost proposed in the RFP and within the timeframes therein.
- c. The Respondent will seek prior approval from the Department 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

Attachment C. RFP #DOC-ILAP-21-SJH PROPOSED ANNUAL BUDGET

PROVIDER NAME

PROPOSED PROGRAM

I. SALARIES & WAGES				
	Staff	Number FTE's	Average Annual Salary	Annual Total
A.	Program Director/Managing Attorney			
B.	Attorney			
C.	Paralegal			
D.	Clerical Support			
E.	Other			
F.	Other			
G.	Other:			
	Subtotal Staff			
II. NONSALARY DIRECT SERVICE COSTS				
A.	Temporary Help (not employees)			
B.	Contract Services			
C.	Telephone			
D.	Office Supplies & Postage			
E.	Staff Training & In-service			
F.	Advertising:			
	1. Recruitment - Staff			
	2. Program Advertising			
G.	Vehicle Expense (gas, oil, repairs)			
H.	Mileage Reimbursement			
I.	Dues, Fees, Licenses, Subscriptions			
J.	Rental/Lease Payments			
K.	Property and Real Estate Taxes			
L.	Insurance			
	1. Umbrella			
	2. Malpractice/ Prof. Liability			
	3. Liability			

	4. Property (incl. liability			
	5. Vehicles			
	6. Other:			
M.	Maintenance Supplies/Expenses			
N.	Utilities (heat, water, light)			
O.	Depreciation			
P.	Minor Equipment (\$250 - \$600)			
Q.	Other			
R.	Other			
	Subtotal Non-Salary Costs			
III.	TOTAL DIRECT SERVICE COSTS			
IV.	ALLOCATED EMPLOYEE BENEFITS			
V.	ALLOCATED ADMIN. EXPENSE			
VI.	STARTUP COSTS			
VII.	MAJOR EQUIPMENT			
VIII.	TOTAL EXPENSES			
IX.	REVENUE			
	Source of Revenue			
1.				
2.				
3.				
4.				
5.	Investment Income			
6.	Interest Income			
D.	TOTAL ALL NON-DOC REVENUES			
E.	TOTAL REQUESTED DOC FUNDING			
F.	TOTAL ALL REVENUES			

**REQUEST FOR PROPOSALS
RFP # DOC_ILAP_21_SJH
Department of Correction**

ATTACHMENT D. Letter of Intent

Return to:
Stacey Hubert
Department of Correction
DOC.RFP@ct.gov (E-mail)

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